

Los Lunas High School
Edgenuity Credit Recovery Program Guide
2025-2026

INTRODUCTION:

Credit recovery is offered to students who have failed a **core course**, such as Math, English, Social Studies, or Science. Recovery courses are taught through a computer-based program. Counselors will determine student needs and register the student in the appropriate course. Credit is granted when a student completes 100% of the course with an actual grade of 60% or higher. A 70% is required for the Pre-Testing threshold for mastery. Credit recovery courses must be completed within one semester. Credit recovery courses will be transcribed with an (R) on the student's transcript.

Credit Recovery Fees:

Students will be charged a fee to participate in credit recovery. This includes any credit recovery offered within the daily schedule or summer school. Students will be required to pay a **\$50 fee each semester** to enroll in the credit recovery program. This is a one-time fee per semester and allows students to complete courses following the guidelines in this document.

Space is limited in credit recovery programs. Priority will be given to students in this order: 1. Seniors 2. Juniors 3. Sophomores 4. Freshman (beginning in the second semester).

STUDENT COURSE LOADS:

Students in their first 3 years of high school in need of credit recovery must enroll in the credit recovery program during the school day and may have up to 2 credit recovery classes to start the semester. If they complete one or more of the credit recovery classes with 100% completion and a passing actual grade before the start of the 3rd or 6th marking period, a counselor may add a replacement class. All courses must be completed within the given semester. If courses are not completed by the semester deadline, those courses will be restarted from the beginning of the course the following semester.

Students in their 4th, 5th, or 6th year of high school will work with their counselor to individualize their course load based upon student need and course availability. Students in this category may be considered for a Study Skills/Credit Recovery course scheduled into their regular class schedule and may be assigned more than two courses with counselor and administrator approval.

In the event there is a special circumstance, and a student needs to be added to a class in the 3rd or 6th marking period, a counselor will seek approval from the school site administrator.

STUDENT EXPECTATIONS

- Students need 1 hour PER DAY (5 hours a week) all semester (18-20 weeks) to finish a class;
- Screens visible to the Study Skills Teacher;
- Take notes on instruction;
- **Cell phones are not allowed** during study skills classes;.

GRADING:

- Study Skills **DOES NOT** grant a student credit. It is used for attendance and on-campus accountability. Attendance should be recorded daily. No grades should be entered on this section.
- Each semester, the “Actual Grade” from Edgenuity will be posted to PowerSchool. This grade will be factored in for academic eligibility and academic awards.
 - The “Actual Grade” is calculated based on both the quality of the student's work and the pacing of the student's work.
 - Students must complete 100% of the class with a passing “Actual Grade” for the semester grade. (Shown in the table below)
 - The semester grade is based solely on the student's grade at the end of the semester. It is NOT an average of grading periods.
 - Students who do not complete the course but have a passing grade will receive an NC on their transcript for the class and may retake it the next semester. They will need to restart from the beginning of the course.
 - The NC will not be factored into class rank, honor roll, GPA, total credits, and does not count towards graduation.
 - All other letter grades are counted in class rank, honor roll, GPA, total credits, and successful completions do count towards graduation

SEMESTER GRADING SCALES		
“ACTUAL GRADE” IN EDGENUITY PLATFORM	COURSE IS 100% COMPLETE	COURSE IS LESS THAN 100% COMPLETE
90-100%	A	NC*
80-89%	B	NC*
70-79%	C	NC*
60-69%	D	NC*
0-59%	F	F

PRE TESTING:

- The Pre-Testing Passing Threshold is 70%.
 - Students must make a 70% on the pretest to skip over a lesson. If they do get a 70% they need to work through the lesson and then take the quiz.
- Prescriptive testing will not be utilized except in cases of students transferring from an unaccredited institution at the administrator's discretion. In a circumstance where prescriptive testing is used, it should be implemented with strict guidelines to prevent cheating. Students should not have access to their phones and should be monitored to ensure they are not utilizing another browser to find answers. These courses will be transcribed as pass/fail.

QUIZZES:

- The Quiz Passing threshold is 60%.
 - Students have **3 attempts** to complete a quiz in a credit recovery class.
 - The 1st attempt is the pre-test.
 - The second attempt is given automatically after the student completes the instruction.
 - The study skills teacher may “pass with score” with a 60% on the second or third attempt.
 - If a student fails a quiz and needs an “add a retake,” they must do one of the following for the unlock.
 - Show a copy of their notes to the study skills teacher. OR
 - Complete the provided notes organizer. They may request this from their study skills teacher.
 - The student has a score of below 60, they may complete a quiz/test corrections form for a higher grade. This form will be available in the study skills canvas course. OR
 - Students who refuse to complete the test corrections will “pass with a score” of less than 60% after allotted attempts on a quiz. The study skills teacher will give them the highest of the attempts as their score and move them on.
 - The study skills teacher will conference with the student about the long-term impact on the “actual grade”.
 - NOTE: The only reason to give any additional attempt is if one attempt was a mistaken click (score of zero with extremely short time in test).
 - If a student is consistently getting below a 60% on quizzes, study skills teachers will call home. This is to help ensure that students do not complete a course at 100% with a grade lower than a 60%.

UNIT TESTS/TOPIC TESTS/CUMULATIVE EXAMS:

- Unit tests, topic tests, or cumulative exams are not open unless the review is a 70% or higher.
 - If the review is below a 70% the review is then reset for the student to improve before doing an exam.
- Students have 1 attempt to complete a unit test, topic test, or cumulative exams.
 - Students can “pass with score” with a 60% on a test
 - Students will “pass with score” of lower than 60% - by entering what they actually earned, but they/their parents must be notified about the impact on “actual grade”.
 - All Unit Tests and Cumulative Exams MUST be completed in the presence of the Study Skills Teacher.
- If the student completes the quiz/test correction form for a higher grade or additional attempts.
- If the initial attempt was interrupted by technical issues, the teacher can unlock the test to pick up where the student left off.

ZEROS:

- Students are expected to attempt every assignment.
- Zeros and bypasses should not be used to move a student on for the sole purpose of completing the class.
 - The only exception to this is that special education teachers may bypass an assignment for a student that qualifies for reduced assignments. However, Special Education teachers are encouraged to customize the courses up front before the student starts the class when possible. This should be done in conjunction with ISC.

PLAGIARISM

If the plagiarism checker is available for an assignment, run it and come back to grade it.

- If Plagiarism is <30% work with the student and give them the appropriate grade on the assignment.
- If Plagiarism is 31%-50% reduce the student's grade and give them writing instruction
- If Plagiarism is >50% the student the lesson/unit may be reset for the student to redo, and parents, student, and study skills teacher will be notified.

The second occurrence of plagiarism will result in a PTC.

Third occurrence of plagiarism, students may be asked to restart the entire class.

PROJECTS/LABS/PAPERS/FREE RESPONSE:

If a student submits a blank, nonsense assignment or copies and pastes the questions/template, the entire section will be reset for the student to have a second attempt.

- The study skills teacher will also message the student with notes about why it was reset.

- The second time the student submits a nonsense or blank assignment, the study skills teacher will contact the parents/guardians.
- The third time a student submits a blank or nonsense assignment, they may be asked to restart the entire course.

ARTIFICIAL INTELLIGENCE (AI):

Edgenuity issues some written assignments with an artificial intelligence score based on the amount of AI used to write the assignments. While this is a new technology, teachers want to see students' original thoughts in submissions, as such AI scores will be treated similarly to plagiarism scores. Students may also be asked to submit their AI Chat transcript so a teacher can determine the amount of contribution from the student and the amount from AI.

If the AI checker is available for an assignment

- If AI Score is <30% work with the student and give them the appropriate grade on the assignment.
- If AI Score is 31%-80% reduce the student's grade and give them writing instruction
- If AI is >80% the student the lesson/unit may be reset for the student to re-do.
- Second occurrence >80% AI will result in contact with the parent/guardian.
- Third occurrence of submitting an assignment with a score >80% students may be asked to restart the entire class.

ACADEMIC AWARDS AND GPA

Credit recovery courses are part of a student's course load. Grades will be recorded in Power School regularly and used to factor into Academic Awards and GPAs. The only exception is if a student receives an "NC," which will not be factored for or against the student's overall GPA, but 6-week grades may still affect Academic Awards.

ACADEMIC ELIGIBILITY FOR SPORTS AND ACTIVITIES

Academic eligibility questions should be directed to the Athletics Office or the Activities Director directly. This guide does not serve as a substitute for consulting the Los Lunas School Athletic Office to determine how this class may impact your eligibility. This program strives to meet these requirements but does not guarantee students' eligibility. Here are some excerpts from the NMAA Section VI Bi-Laws that apply to this guide, with a note on each one from LLS on the setup of this program.

Q1: Can a course listed on the transcript as earning "no credit" be utilized for eligibility purposes as one of the courses that a student is taking?

NMAA ANSWER: No, to be included in a student's class load for eligibility, the course must be a credit-earning course, which counts towards the student's graduation (letter grade or pass/fail mark earned).

NOTE FROM LLS: Students who complete their courses will receive a letter grade and this will not be applicable. This is only applicable to students who do not complete a class but have a passing grade.

Q6: Do online courses count towards a student's eligibility?

NMAA ANSWER: Yes, all courses listed on a student's transcript must be factored into a student's grade point average for eligibility purposes.

NOTE FROM LLS: Classes will be stored at the school site and turned into the athletic office each grading period and will factor into eligibility. Poor grades at grading periods or the semester could affect student eligibility.

Q9: How is a student's grade determined at each grading period if he/she is enrolled in a self-paced online class?

NMAA ANSWER To earn grade credit, students must complete the equivalent percentage of coursework corresponding to the grading period. The grade earned at those marking periods is the grade calculated for eligibility. Students who fail to complete the equivalent percent of coursework at those grading periods will earn an F. Example: A student enrolled in a semester-long course at a school who uses quarter marking periods must have completed 50% of the course by the first nine weeks and 100% of the course by the end of the semester. The grade earned at those marking periods, is the grade calculated for eligibility.

NOTE FROM LLS: "Actual Grade" in Edgenuity is the grade that meets these requirements.. Please look at that grade to determine if your student is completing the correct amount of work with passing quality work.

ADULT ROLES

- **School Level Program Coordinators (Assistant Principal/Principal)**
 - Build Sections in PowerSchool for Study Skills
 - Supervise on-site Study Skills Teachers
 - Communicate technical issues with the district point of contact for Edgenuity.
 - Monitor integrity in the Study Skills classrooms through regular walkthroughs and coaching cycles (goal setting/tracking, phones, students on task etc)
 - Meet with the Client Success Manager from Edgenuity to monitor school-level data
 - Clean up active student lists in Edgenuity at least once a semester
 - Schedule regular professional development for any teachers in need directly with Edgenuity.
- **School Site Counselors**
 - Enrolls students in Study Skills at their site
 - Monitor Grades and Progress in Edgenuity. Submit completions to the site registrar
 - Verify classes posted to transcripts correctly

- Set start and end dates for all enrollments
- Maintain Credit Checks for students
- Work with students to select classes and determine what classes to schedule and load.
- Complete or disable student course enrollments
- Disable disenrolled students
- **Study Skills Teachers**
 - Monitor Student Progress and Grades
 - Take attendance in Study Skills in PowerSchool
 - Goal setting with students
 - Communicate with onsite counselors (finished a class and needs more added)
 - Create a culture of classroom integrity for learning (students taking notes, students focused on listening to the videos, no cell phones)
 - Keep students on track
 - Build relationships with students
 - Reach out to parents when students are not doing well
 - Use Remind as a source of communication
- **Site Registrars**
 - Transcribe grades as completion verification is submitted by counselors.
- **ISC/SPECIAL EDUCATION TEACHERS**
 - Enter IEP modifications at the student level in Edgenuity and notify the Study Skills teacher of the accommodations/modifications.
 - Customize courses at the student level for students with an IEP
 - Prescriptive testing is not recommended for students with IEPs as other course modifications are readily available.
- **District Athletic Office**
 - Make all decisions regarding eligibility
 - Provide guidance regarding eligibility for sports
- **PARENT/GUARDIAN**
 - Review weekly email progress reports
 - Review session logs in case of bad grades
 - Encourage students to do well
 - Encourage students to reach out to the study skills teacher for support
 - Keep their email and phone number up to date in Parent Portal
 - Download and use Remind

FAQ

- Do the same rules apply to summer school?
 - Answer: Yes - summer school credit recovery is treated like a period of study skills/credit recovery

- Can a student participate in credit recovery without being in Study Skills/ Credit Recovery class?
 - No, students need the support to be successful.
- What about summer school?
 - Students will start from the beginning of classes in summer 2026, and will not continue courses started in the previous semester.
 - Summer school may be offered by the district and timeframes will be determined by the district for each school year.
- When will after-school credit recovery start, and how do I sign up?
 - After-school credit recovery enrollment is not available during the SY 2025-2026 due to limited funding. All students needing credit recovery will be enrolled in a Study Skills/Credit Recovery class in their schedules.
- What if I need an original credit course, an elective, or PE?
 - Those courses will be managed by the counselors and teachers at your student's school. Please reach out to your assigned counselor for more information.
- What if I need more classes than I can complete at my school?
 - Talk to your school counselor about your options or consider transferring to Century High School (CHS).
 - Credit Recovery courses are free of charge at CHS.
 - Students may transfer back to their zoned school before the second semester of their senior year begins.

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I have read and I acknowledge the guidelines for Los Lunas Schools Credit Recovery Program.

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date