

Los Lunas School Edgenuity Credit Recovery Program Guide

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 within an actual grade of 60% or higher. 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 at Valencia and Los Lunas high schools will be required to pay a \$50 fee each semester in order 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 after school credit recovery program 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 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 Teacher while in class.
- Take notes on instruction. Notes must be submitted for quizzes, tests, and exams to be opened.
- Cell phones are not allowed.

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 the transcript. This grade will be factored in for academic awards.
 - The “Actual Grade” is calculated based on both the quality of the students work and pacing of the students 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 students 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 a class and may retake it the next semester. They will need to re-start 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 does 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:

- Pre-Testing is not allowable for any course.

QUIZZES:

- The Quiz Passing threshold is 70%
 - Students have **3 attempts** to complete a quiz in a credit recovery class.
 - The first attempt must be unlocked by the teacher after showing notes.
 - The second attempt is given automatically if needed after the first attempt.
 - The Edgenuity system will automatically assign the highest earned score after the third attempt.
 - If a student fails a quiz twice and needs an additional attempt, they must complete the following in order for the third attempt to be unlocked.
 - Meet with the teacher regarding a third attempt
 - Show a copy of their notes to the teacher, or show the provided notes organizer to the teacher. They may request this from their teacher.
 - Students who refuse to meet with the teacher and show additional notes as needed will not receive a third attempt.
 - The teacher will conference with the student about the long term impact on the “actual grade”.
 - If a student is consistently getting below a 70% on quizzes, teachers will contact 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 must be completed on campus, during class, under the supervision of the teacher.**
- 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.
 - The first attempt must be unlocked by the teacher after showing notes.
 - If a student fails the initial attempt and needs an additional attempt, they must complete the following in order for the second attempt to be unlocked.
 - Meet with the teacher regarding a second attempt
 - Show a copy of their notes to the teacher, or show the provided notes organizer to the teacher. They may request this from their teacher.

- All Unit Tests and Cumulative Exams MUST be completed in the presence of the teacher.
- 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 Inclusion Support Coach may bypass or remove an assignment for a student that qualifies for reduced assignments. However Inclusion Support Coaches are encouraged to customize the courses up front before the student starts the class when possible.

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 students grade and give them writing instruction
- If Plagiarism is >50% the student the lesson/unit may be reset for the student to re-do and parents, student, and study skills teacher will be notified.

The second occurrence of plagiarism will result in parent contact.

The third occurrence of plagiarism students may be asked to re-start the entire class.

PROJECTS/LABS/PAPERS/FREE RESPONSE:

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

- The 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 teacher will contact parents/guardian.
- 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 students 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 to parent/guardian.
- Third occurrence of submitting an assignment with a score >80% students may be asked to re-start the entire class.

ACADEMIC AWARDS AND GPA

Credit recovery courses are part of a student's course load grades will be recorded on their transcript and used to factor into Academic Awards and GPA's. The only exception is if a student receives a "NC" that will not be factored for or against the student's overall GPA.

ADULT ROLES

- **School Level Program Coordinators (Assistant Principal/Principal)**
 - Build Sections in Synergy for Credit Recovery
 - Supervise on site Credit Recovery Teachers
 - Communicate technical issues with the district point of contact for Edgenuity.
 - Monitor integrity in the Credit Recovery classrooms through regular walkthroughs and coaching cycles (goal setting/tracking, phones, students on task etc)
 - Meet with 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 credit recovery during the school day or after school credit recovery 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 Credit Recovery classes in Synergy
 - Goal setting with students
 - Communicate with onsite counselors (finished a class and needs more added)

- Create a culture of classroom integrity for the 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 Parent Square 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/modification.
 - 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 credit recovery teacher for support
 - Keep their email and phone number up to date in ParentVUE
 - Download and use Parent Square to communicate with teaching staff

FAQ

- Do the same rules apply to after school credit recovery and summer school?
 - Answer: Yes - after school credit recovery is treated like a period of credit recovery.
- Can a student participate in credit recovery without being in the Credit Recovery Class or after school credit recovery?
 - No, students need the support to be successful.
- What about summer school?
 - Students will start from the beginning of classes in summer 2027, 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 will be managed by your students' school counselor. Please refer any enrollment questions to them. After school credit recovery will follow this guide.
- 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.

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

Parent Name	Parent Signature	Date
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Student Name	Student Signature	Date
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