Virtual Learning Procedures Manual
2018-19

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Beaufort County Virtual Learning Overview

Beaufort County School District (BCSD) is committed to providing a variety of learning opportunities for students. Virtual and blended learning courses provide a way for motivated students to meet graduation requirements, resolve scheduling conflicts, and participate in courses that are not available at their home schools. By participating in online courses, students gain exposure to online learning environments that enhance 21st century skills while learning necessary content. With an increase of virtual and blended learning opportunities in colleges, universities, and businesses, Beaufort County is preparing its students for the paths they will cross in the future. In some circumstances, high school students can also participate in virtual learning opportunities to recover credits for failed courses.

Beaufort County School District offers two Virtual Learning Programs for secondary students enrolled in a Beaufort County School. Each program is outlined in detail in this manual and includes program descriptions, course guidelines and requirements, grading policies and registration information.

Students who desire to participate in virtual learning classes must be recommended by the school counselor and approved by the school principal. The approved online programs are South Carolina Virtual School, Edgenuity, and Beaufort County School District Virtual School. Transfer students who have participated in a virtual course prior to enrolling in a Beaufort County School District school must provide an official transcript to the school counselor.

The following are some characteristics students should have to be a successful online learner:
- Time management skills and discipline to complete projects by deadlines
- Motivation to read, write, and participate fully in class activities
- Time to devote a minimum 5 hours/week for a one credit course
- Possesses basic computer/Internet skills
- Consistent access to a reliable computer and internet
- Ability to maintain login and password information

BCSD Virtual School

BCSD Virtual School offers students in grades 9-12 a variety of rigorous courses for high school and college credit through a totally virtual environment. All virtual school courses are taught by highly qualified and certified Beaufort County School District teachers using approved South Carolina curriculum. These courses are available for students to take in addition to their regularly scheduled courses. Students may choose to take a virtual course if their school does not offer the course, they have scheduling conflicts, or interested in the course. The following are requirements for BCSD Virtual School:

- Students must receive permission from a parent, school counselor, and school principal
- Students must have reliable and consistent computer and internet access at home
- Students enrolling in virtual courses must earn credit during, after school hours or summer months (Exceptions must be approved by school principal and Director of Educational Technology)
- Students must have an email address (@yahoo, @hotmail, @gmail, @hargray, etc.)
- Students must have an understanding of how navigate the Internet (Chrome, Safari, Firefox)

Monitoring Student Progress:

Virtual school teachers will enter all grades in PowerTeacher GradeBook. Students and parents must monitor grades in virtual classes using the Parent Portal link on the district website. Parents may contact the school data specialist for more information about ParentPortal. Virtual school grades will be displayed on the student progress report as well as the quarter report cards.

Active communication between the virtual teachers, students, and parents is strongly encouraged. Since this is a virtual program, email is the preferred means of contact. Virtual teachers will check email regularly and respond to students and parents promptly.

Completing Students:

When students complete a BCSD Virtual School course, the teacher submits the final grade through PowerTeacher GradeBook and the grade will be added to the student's official transcript.

Blended Learning Through Edgenuity

BCSD utilizes Edgenuity to facilitate a blended learning environment for middle and high school students. Students participating in blended learning environments receive direct instruction from the digital curriculum in addition to face-to-face support from a classroom teacher. Edgenuity's digital curriculum provides middle and high school teachers with standards-based instructional tools to deliver individualized, student-centered instruction with integrated diagnostic, and formative and summative assessment. The use of multimedia tutorials provides students with opportunities to explore new concepts, allowing each student to move at his or her own pace. A typical lesson consists of activities including warm-ups, direct instruction, practices, readings, journals, labs, discussions, projects, explorations, reviews, and embedded assessments.

Edgenuity is Beaufort County School District's resource for high school students that need to take an initial credit course or recover a failed course and is managed by the school's Edgenuity Coordinator. Edgenuity may also be used to facilitate content recovery within each classroom as directed and guided by the classroom teacher.

Edgenuity Program Goals

- Provide digital curriculum for classroom teachers to use in a blended learning classroom
- Increase graduation rate and reduce the number of dropouts
- Increase completion rate for students participating in Credit Recovery
- Increase completion rate for students participating in Initial Credit
- Provide levels of remediation and enrichment for all students
- Improve academic support for students who cannot physically attend high school
- Improve academic support for students who are in an alternative setting or off-site
- Increase scheduling options for students who transfer or have scheduling conflicts
- Increase the use of instructional technology in middle and high schools

Edgenuity Program Descriptions

Each school will essentially have two types of programs offered through Edgenuity. One program will offer blended learning which all students and teachers will have access too. Students and teachers will use their computer network login information to access this program. The other program will be credit bearing which will be managed by an Edgenuity on-site coordinator or testing coordinator. Students and teachers will not have access unless they are enrolled into this program. When they are enrolled a username and password will be generated for them.

Blended Learning

Initial Credit (IC)

All BCSD students in grades 9-12 are eligible for initial credit in various subject areas through Edgenuity. Participation in initial credit courses through Edgenuity is only recommended in extenuating circumstances; **ALL** Initial Credit Courses must be approved by the principal on the BCSD Edgenuity Student Application.

Guidelines for **Initial Credit Courses**:
- Students are eligible for initial credit courses if they are graduating seniors, if they are new students entering on a different schedule, or if the courses are not offered at their home school.
- New students entering school during the current school year that have been on a different schedule or taking a course at a previous school that cannot be tagged to a course in BCSD
- The grade earned on the course work in Edgenuity will be the actual grade for the course, except for the following courses requiring an EOC exam: Biology, English I, Algebra I, and US History. The EOC exam will count for 20% of the grade and the grade earned in Edgenuity will count for 80% of the grade. All EOC tests must be taken with the teacher of record at the school. End of Course exam grade and final grade will be recorded in PowerSchool.
- The course will be scheduled with a certified content area, highly-qualified teacher in Edgenuity and in PowerSchool.

Enrollment Guidelines:
- For EOC courses, enrollment must occur during the first 10 days of the semester.
- For all other courses, enrollment must occur before day 135
- Students may only enroll in 2 initial credit courses at a time with the principal's approval.

- Students must complete all credit recovery work before attempting initial credit in the same content area.

Credit Recovery (CR)
Definition
Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously failed to master content or skills required to receive credit. The term "Credit Recovery" refers to a block of instruction that is less than the entirety of the course. Credit Recovery targets specific components or a subset of the standards to address deficiencies necessary for student proficiency in the overall course.

Rules and Procedures
- Students must be referred to Credit Recovery by their teacher, counselor, or administrator with parent/legal guardian approval. Students must complete BCSD Edgenuity Student Application.
- In order to enroll in a Credit Recovery program, a student must meet one of the following criteria:
  - Failed a course; if students have a failing grade less than 50, a principal's recommendation is required.
  - Failed a course due to excessive absences and received a grade of FA = 50 (based on the Uniform Grading Scale).
- Students may enroll in 2 credit recovery courses at a time (exceptions must be approved by principal).
- The length of a credit recovery course is based on the content and skills that a student needs to master. Credit Recovery courses taken during semester one or two must be completed within one academic school year. Credit Recovery courses taken in a summer session must be completed by August 15 to count in the current academic year for seniors only. All other grade levels taking a credit recovery course in the summer may extend past August 15, but the credit will be recorded in the next academic school year by the day of graduation to count during the spring graduation.
- A certified content area teacher must develop a program of study designed to address skills and objectives not mastered and to supervise the course.
- Student athletes must recover according to the timeline set by the high school league. Principals and/or Athletic Directors must communicate with SCHSL, NAIA and NCAA on matters pertaining to student athletic eligibility and credit recovery.
- **New Student**: If a student from outside of Beaufort County School District enrolls and requires enrollment in credit recovery for a course they failed at their previous district, the student will be administered a pre-assessment to determine placement. The objective is to ensure the student is not enrolled in units which he/she has already mastered. The pre-assessment will be administered by the school's Edgenuity Coordinators. The results of the pre-assessment will be shared with the assigned core content teacher that will monitor the student.

Grades
For transcribing the final grade in a credit recovery course, the following procedures shall be followed:
- The original failing grade will remain on the transcript as stored through the Permanently Stored Grades process. Do not edit any field for the stored grade information.
- A new course starting with the appropriate activity code, grades scale designation, and unit marker will be entered on the student record. The new credit recovery course will be marked "CR" at the end of the title in the student information system. (i.e., 3024CRCW English I-CR)

- When a student successfully recovers the credit for a failed course, s/he will receive a "P" as the letter grade. The course and grade information will display on the student's transcript.
- If the student does not recover the credit by NOT earning a passing final score, you will again permanently store the information to indicate this attempted recovery. The student's GPA will not be impacted since the course is "Excluded from GPA"; however, the course will be displayed on the student's transcripts.

VERY IMPORTANT NOTE: A student wishing to modify his or her GPA shall repeat the full course for credit and not seek a credit recovery solution. Review "Retaking A Course" in the UGP.

If the district PS Administrator/Coordinator has not entered the CR course information into the district database before you attempt to enter the credit recovery course at the school level, you will not be able to schedule a student in the section denoted for course recovery.

NOTE: Using the CR characters in the 5th and 6th cells to create the credit recovery course code is important so that this is a unique entry for the course. If you only add the "CR" notation to the name of the course, you have not uniquely identified a different course from the original.

- When the credit recovery course is available for the school administrator, schedule the student into a section for the course so that accurate records can be documented in the teacher's gradebook and a final grade can be stored upon completion of the required coursework. The term during which the student completes the coursework depends on the timeframe available in the student's course schedule per school or district policy.

NOTE: The credit recovery course information should be entered through the Historical Grades page ONLY in extenuating circumstances and then ONLY by the principal's designee or the district-level Power School Coordinator/Administrator. Such extenuating circumstances are determined by the district, based on the district policies centering on student PII and the sensitive nature of grades that determines class rank and grade-point averages for college applications, scholarships, etc.

- If a student passes the credit recovery course with a 60 or higher, the student will receive a "P" letter grade along with the earned and potential credit hours. A Grade Change Request must be completed and copies of the student login report must be attached as documentation. These documents will be filed in the student's A9 Folder.
- If the student does not recover the credit by NOT earning a passing final score, the student will receive a grade of "NP"; the student's GPA will not be impacted since the course is "Excluded from GPA"; however, the course will be displayed on the student's transcripts.

Credit Recovery Courses with EOCEPs
Students who are enrolled in courses requiring state end-of-course examinations must take the examinations and fulfill all requirements outlined in Regulation 43-262. Students will be allowed to take the examination only once, at the end of the regular course duration and not at the end of an extended period granted through the credit recovery option.

Students in Advanced Placement (AP) who fail an AP course may recover the credit according to the SC Uniform Grading Policy. The UGP indicates, "Students in grades nine through twelve may retake a

course at the same level of difficulty if they have earned a D or an F in that course. The student's record will reflect all courses he or she has taken and the grades he or she has earned". Students opting for credit recovery versus retaking the AP course may do so. However the following parameters must be followed:
- An AP certified teacher of record must oversee the student while the student completes credit recovery.
- Additional assignments as the AP teacher deems appropriate to raise the course standard to the same level of difficulty may be required.
- Students who have taken and failed a Carnegie credit course prior to ninth grade are not eligible for credit recovery classes and should enroll in the course the following school year.

Summer School (SS)
When a student fails a course during the school year and wishes to recover the credit during summer school must abide by the guidelines for credit recovery outlined in the section above. All courses must be facilitated by the Edgenuity Coordinator and a highly qualified teacher in that content/subject area. Students who have taken and failed a Carnegie credit course prior to ninth grade are not eligible for credit recovery classes and should enroll in the course the following school year.

Enrollment Guidelines:
- Students participating in credit recovery during summer school must be enrolled within 5 days of the last day of school; after 5 days, students must have principal approval to enroll.

Content Recovery
Definition
Content recovery is defined as a course-specific, skill-based learning opportunity for students who are still enrolled in the course with the original teacher of record assigned by the school. Content recovery allows students to retake a subset of the course including a single unit, more than one unit, or supplemental assignments/activities assigned and approved by a certified teacher as needed for student mastery of course content.

Rules and Procedures
- Classroom teachers are responsible for facilitating content recovery within their classrooms. School Edgenuity Coordinators may provide training on how to use Edgenuity, but do not assign or manage coursework and/or grading.
- Since this opportunity occurs during the student's enrollment in the course with his/her teacher of record, conclusion of the content recovery units should occur as close to the end of the course as possible.
- Upon satisfactory completion of all assigned work within the time allowed, the certified teacher shall include the recovered work into the final grade to arrive at a new grade for the course.

Course Placement (CP)
Students who are proficient in a particular world language may opt to be placed in a higher level world language course based on a passing score on a district proficiency exam. (i.e. Edgenuity Learning Semester AND Final Exam). Carnegie credit for any bypassed course will not be awarded unless the student takes the course through a district approved initial credit offering.

Homebound and Home-based Education (HB)

Digital curriculum allows schools the ability to offer homebound and home based students additional support and means of receiving assignments. Because the content can be delivered virtually, each student may be served by multiple, highly-qualified teachers in the subject area. Students will receive work in a timely manner, be able to receive feedback and instruction from specialized teachers, and have the support of an on-site academic coach who will visit the home to monitor assessments and provide general guidance.

Edgenuity Course Naming Conventions

- Credit Recovery - CR_ Physical Science_2018-19
  This class contains all students enrolled in physical science credit recovery
- Initial Credit - IC_Physical Science_2018-19
  This class contains all students enrolled in physical science initial credit
- Homebound - HB_ Jones_Jane Doe_2018-19
  This class is only for the homebound student Jane Doe and may contain multiple courses under the direction of Ms. Jones
- Credit Recovery Summer School - CR_SS_Physical Science_2018-19
  This classroom contains summer school students taking physical science for credit recovery

NCAA Eligibility

Student-athletes who wish to attend an NCAA Division I or II college or university must ensure courses offered using a digital curriculum for original credit and credit recovery meet NCAA guidelines. The National Collegiate Athletic Association (NCAA) has very strict guidelines regarding credit for courses taken online, such as courses offered by Beaufort County Schools. Many online courses and course pathways, including Edgenuity Learning, are not approved by the NCAA. Be sure to consult with your high school's athletic director and your school counselor to determine if the online course is approved for credit by the NCAA. For more information regarding NCAA Eligibility, go to www.ncaa.org and click on "Rules Compliance".

Edgenuity Digital Curriculum Overview

Pathways: The Edgenuity curriculum offers multiple pathways to support academic success for all students, from those not prepared for grade-level academic challenges to those capable of accelerating learning. Instruction is differentiated by placing students into the proper pathway.

Pathway	Foundations	Literacy Advantage	Core	Honors	Advanced Placement
Content	Skills remediation in reading, writing, and math	Courses with extensive literacy support	Courses with scaffolding to support students	Courses with extended application	College Board approved courses aligned to College Board standards
Audience	Students transitioning from middle to high school	Struggling readers in	Students working at grade level	Accelerated students	Highly-motivated students

	High-school students working below grade level in ELA and math	grade-level content			
Duration	40-45 hours per semester	45-50 hours per semester	50-55 hours per semester	60-65 hours per semester	120 hours per semester
Note				**See Below	***See below

**Students who need to recover credit in an honors course must take the corresponding Edgenuity Honors Course and a certified teacher of record must oversee the student while completing the credit recovery. Should an honors class not exist in Edgenuity, the student may enroll in the Core Edgenuity Class and receive additional assignments as the teacher deems appropriate to raise the course standard to the same level of difficulty.

*** Students in Advanced Placement, who have failed the AP course, may recover the credit according to the SC Uniform Grading Policy. There must be a corresponding Edgenuity AP Course and an AP certified teacher of record must oversee the student completing the credit recovery. Should an AP class not exist in Edgenuity, the student may enroll in the Core Edgenuity Class and receive additional assignments as the AP teacher deems appropriate to raise the course standard to the same level of difficulty.

Course Design

Courses are either one or two semesters in length. Semesters are divided into units, lessons, and activities. Units break the course into major topics and are subdivided into lessons; each lesson contains activities.

Approved Courses for Online Learning

Initial Credit and Credit Recovery Recovery courses will be delivered through Edgenuity Learning's CORE pathway. Course List: https://www.edgenuity.com/course-lists/Edgenuity-South-Carolina-Course-List.pdf

Initial Credit and Credit Recovery Course Options - Set as default and must remain as indicated by the image below. (unless approved by the Director of Educational Technology)

Assessment Options:

☐ Enable Spiral Review

☑ Allow Save/Exit on Quizzes   ☑ Allow eNotes on Quizzes
   ☑ Hide Viewed Questions

☑ Allow Save/Exit on Tests   ☑ Allow eNotes on Tests
   ☑ Hide Viewed Questions

☑ Allow Save/Exit on Exams   ☐ Allow eNotes on Exams
   ☑ Hide Viewed Questions

☐ Automatic Progression

   Automatic Progression Note: Enabling this option while a student's current activity is out of fail attempts will cause the user to be pushed forward in the class.

Fail Attempts Allowed: 2

Auto Grading Method:

○ Completion Grade   ● Automatic with Grade   ○ Teacher Supported

[Submit]

Teacher Review:

☐ Quiz Activities Review   ☑ Test Activities Review

☑ Exam Activities Review   ☐ Require a review for each attempt

Default Review Timeout Length (Minutes):   [0]   *Note: 0 = No Timeout*

Checking these boxes will prevent the student from accessing the assessments of the selected type(s) until the previous activities of the lesson block have been reviewed by a teacher or administrator.

[Submit]

Free Movement:

☐ Allow user to move freely in course

Viewing Grades in Edgenuity

Edgenuity Learning Gradebook calculates Unit Averages based upon total points. The Edgenuity Gradebook generates averages based on various criteria from each course. This criteria includes lab activities and simulations, homework and practice, journals, essays, projects, performance tasks, quizzes, tests, and exams.

The course grade(s) will reflect the student's "Actual Grade" within Edgenuity. If the students are on "target" this grade will match the "Overall Grade." Students can monitor their progress with the Edgenuity Organizer.

Assessments and Proctoring
- Students may work on activities, including quizzes, from any computer with Internet access. Unit assessments, mid-term, final exams, and end of course exams must be proctored in a designated location as assigned by a district assigned facilitator.
- Facilitators should lock all unit tests after each unit is completed.
- Students taking AP exams and End of Course exams will take the exams on the same scheduled date and time as their traditional school peers.
- Students who are medically homebound will have assessments proctored by the homebound teacher according to a mutually agreed upon location and schedule.

Activity Resets
- For Credit Recovery, the student will have two chances to meet mastery (60%) on the quiz, computer scored test, or exams. Because students have prior exposure to the material, students may choose to take the quiz PRIOR to the study. Teachers may permit progress after this second attempt and monitor student progress closely to determine if students need additional help.
- For Initial Credit, teacher will determine activity reset policy on an individualized basis.

Instruction

Students in each Initial Credit and Credit Recovery Courses are facilitated by a certified and highly qualified instructor. Students receive direct instruction primarily from the digital curriculum. Teachers facilitate instruction, utilize reporting tools to identify areas of student weakness, and develop instructional interventions including small group and individual direct instruction if necessary. Teachers will also develop an appropriate timeline of work completion.

<u>Student Work Expectations</u>

Students are expected to log between 5-8 hours in each course every week.

<u>Credit Recovery</u> - In general, the length of a credit recovery course should be based on the content and skills that a student needs to master. Credit Recovery courses taken during semester one or two must be completed within one academic school year. Credit Recovery courses taken in a summer session must be completed by August 15 to count in the current academic year for seniors only. All other grade levels taking a credit recovery course in the summer may extend past August 15, but the course credit will be recorded in the next academic school year by the day of graduation to count during the spring graduation.

<u>Initial Credit</u>

Students who do not access their course for over ten consecutive school days without prior approval will be recommended for withdrawal from the course and will receive a Withdraw Failing (WF=51). Failure to log required hours and/or complete assignments may result in removal from the course.

With the first day of enrollment in PowerSchool as the baseline, students who withdraw from an initial credit course within three days in a 45 day course, five days in a 90 day course, or 10 days in a 180 day course will do so without penalty. Students who withdraw from the initial credit course after the specified time, without administrative approval, shall be assigned a WF, and the F (as a 50) will be calculated in the student's overall grade point average.

Academic Integrity

Teaching with a digital curriculum presents new classroom management challenges. The introduction of digital curriculum has enabled new models of classroom instruction that offer a higher degree of individualization to better meet the needs of each student. However, an unintended consequence of this integration of technology is that students may have access to information that provides them with an inappropriate advantage when completing their coursework.

Concerns about academic integrity — such as ensuring that the work a student submits is his or her own and that the final grade awarded to a student is based on that student's completion of the required course material — are not new, nor are such concerns unique to online learning.

The following best practices will help to discourage academic dishonesty:

- Set and communicate clear academic expectations
- Prevent unauthorized access to staff accounts
- Use recommended course settings
- Block question and answer websites
- Configure firewalls and content filters
- Proctor and protect assessments
- Investigate suspected dishonesty

- Adjust room layout to enable teacher view of screens
- Require offline student work portfolios

Monitoring Student Progress

In addition to utilizing the Grade Book to monitor student work, the following reports could be used by teachers and students to track student progress. *Note - several of these reports require due dates to be set by the teacher.

Course Activity Scores Report

The Course Activity Scores Report provides teachers, mentors, and students with data for individual student courses, including:
- Due Dates/Completion dates / scores for all scored activities
- Can be downloaded into Excel (reveals time spent on each activity)

Scores and activity review
- This page is used to pull overall grade data for a student's course.

Target Completion
- The percentage complete the student should be based on their Start and Target Dates

Student Progress Report
- The Student Progress Report provides an overall snapshot of all students in a classroom.

Roles and Responsibilities

Director of Educational Technology

Oversees policy and staff development and is responsible for the overall implementation of the Virtual and Blended Learning Program.

Specific duties include:
- Recommending specific products, policies and procedures related to student enrollment and completion in all aspects of the BCSD Virtual School and Blended Learning programs.
- Organizing training and support for all school-based site coordinators and teachers.
- Researching and developing strategies for increasing the effectiveness of virtual learning programs.
- Assessing and reporting on student enrollment, usage and course completion for the district.
- Serving as the liaison between Edgenuity Learning School Coordinators, BCSD Virtual School teachers, and school and district administrators.

School-Based Administrator

The School Administrator is responsible for the implementation of the Edgenuity blended learning program at their school.

Specific duties include:
- Collaborating with the school administrative team to create a flexible master schedule with opportunities for student movement.
- Recommending highly qualified teachers to participate in the Blended Learning program.
- Ensuring compliance with guidelines and policies for computer enhanced instruction.
- Work with Data Specialist to ensure the entering of grades and comments into PowerSchool following the PowerSchool procedures identified by district policy.

- Verifying that final grades are recorded on student transcripts.
- Staffing the online learning lab.

School Counselors
The School Counselors are responsible for recommending students for courses based on their individual graduation plan.

Specific duties include:
- Conferencing with students to determine the best plan of action for participation in online courses.
- Communicating with site coordinator and credit instructor to ensure student course placement.
- Ensuring proper student placement and accurate recording of final grades in PowerSchool.

Edgenuity Learning - Blended Learning Site Coordinators
The school based Site Coordinator in the Edgenuity Learning Management System.

Specific duties include:
- Collaborating with the school administrative team to create a flexible master schedule with opportunities for student movement.
- Recommending highly qualified teachers to participate in Edgenuity Learning.
- Ensuring compliance with guidelines and policies for computer enhanced instruction.
- Work with Data Specialist to ensure the entering of grades and comments into PowerSchool following the PowerSchool procedures identified by district policy.
- Verifying that final grades are recorded on student transcripts.
- Managing all user accounts, enrollments, and classrooms in day programs.
- Serve as the school level expert and trainers for Edgenuity with assistance from District Technology Coaches.
- Serve as the liaison between the lab facilitator and teachers of record as needed.
- Providing teacher training and support for content recovery, whole group instruction, differentiated instruction and AP Exam Review.
- Ensuring the integrity of the program by monitoring when assessments are available to students.
- Maintaining a clean and accurate records database by working with the lab facilitator to monitor reports.
- Generating student progress reports for day programs as directed by the school administration.

Homebound/Home-Based Teacher
Specific duties include:
- Monitoring student progress.
- Notifying teacher of record when the homebound student is ready for a proctored test.
- Proctoring all tests.
- Collecting all teacher-graded materials and returning to the homebound coordinator.

Required Forms
- Student Application
- Parent /Guardian and Student Agreement

BCSD Edgenuity Student Application

Return completed applications to the School Counseling Office. School Counselor will notify the School Based Edgenuity Coordinator who will enroll the student.

Term: (Circle One)   Fall   Spring   Summer   Grade Level: (Circle One) 9   10   11   12

Student Name: _____Current School:_____

Home Address: _____City, State & Zip: _____

Student Email: _____Student Phone: _____

Parent/Guardian Name: _____Parent/Guardian Phone: _____

Parent/Guardian Email: _____

Course Name	Course Level (Core, Honors, AP)	Schedule: During School, Before or After School, and/or Summer	Credit Type:		
			IC	CR	SS
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

IC=Initial Credit; CR=Credit Recovery; SS=Summer School

Students who successfully complete Credit Recovery or Summer School will have their failing grade replaced by a 60. Students who successfully complete Initial Credit requirements will receive the grade earned.

The National Collegiate Athletic Association (NCAA) has very strict guidelines regarding credit for courses taken online, such as courses offered by Beaufort County Schools. Many online courses **ARE NOT APPROVED** by the NCAA. Before enrolling in any online course, be sure to consult with your high school's athletic director and your school counselor to determine if the online course that you are considering is approved for credit by the NCAA.

**Credit Recovery: If failing grade is less than a 50, Administrative Approval is required

Parent/Guardian Signature: _____Date: _____

Student Signature: _____Date: _____

Counselor Signature: _____Date: _____

Administrator Signature: _____Date: _____

Parent /Guardian and Student Agreement

Student Name (Please Print): _____

Parent/Guardian Name (Please Print): _____
Course(s) Requested: (List course and circle: IC=Initial Credit, CR=Credit Recovery, SS=Summer School)

1. _____ Course Type: IC   CR   SS

2. _____ Course Type: IC   CR   SS

PARENT/GUARDIAN SECTION: Read each statement and initial each line as a sign of acknowledgement of your parent/guardian responsibilities. Sign agreement at bottom of form.

 I agree to the following:

_____Monitor my student's progress to ensure that my student completes assignments by the due dates

_____Provide an opportunity for Internet connection to access the digital curriculum

_____Provide transportation to and from school for proctored assessments, tutoring, and science labs

_____Ensure my student will attend all mandated assessment sessions as appropriate for their course(s).

_____Maintain effective email and phone communications with teachers and school staff

_____Notify the school of any change of address, telephone number, and/or e-mail address.

_____Inform the school immediately if I decide that my student will no longer participate in the program (Certain exit requirements need to be completed to ensure my child will not be reported truant)

STUDENT SECTION: Read each statement and initial each line as a sign of acknowledgement of your responsibilities. Sign Agreement at bottom of form.

I agree to the following:

_____I will abide by the student code of conduct, acceptable use policy and academic honesty policy. If I fail to abide by the school and district policies, I may be removed from the course with penalties.

_____I am aware that cheating, allowing others to complete my work, using unauthorized websites for answers, and submitting work that is not my own will result in possible removal from the course.

_____I will complete all assignments in accordance with the scheduled due dates. I understand that the course must be completed no later than _____ (date).

_____I will need to come in for test proctoring, tutoring, or a science lab.

_____All assessments (unit tests and exams) must be taken in a proctored setting by a designated staff member and I agree to attend school to take any district and/or state mandated assessments.

_____I agree to attend student-teacher conferences to address issues such as overdue assignments, low test scores, or similar academic concerns.

_____If I am a graduating senior, I understand that my instructor must submit my final grade by the given deadline. The deadline is _____ (date)

_____When I get stuck on a topic, I will ask for help. I can access my grades in each course by using the Student Progress Report.

_____In order to earn credit for the course, I must complete all assignments and demonstrate at least 60% proficiency by the course end date.

_____I understand that if I fail to attain minimum academic standards I will not be eligible to participate in courses in the future.

_____I understand that to withdraw from Initial Credit courses without penalty, I must withdraw by the 10th day of class for one credit courses and 5 days for half-credit courses. Failure to withdraw by the 10th day (one credit courses) or the 5th day (half-credit courses) of class will result in a WF=51, and this grade will be posted on my transcript.

_____I understand that technology hardware, software, and Internet access are my responsibility. Beaufort County Schools assumes no responsibility for technical support nor will the district be obligated to provide hardware or software to facilitate access to courses off-campus

As the parent or guardian of _____(Student's Name), I have read and initialed the Parent Agreement. I hereby accept all responsibilities of this document.

 Parent Signature_____ Date: _____

I, _____(Student's Name), have read and initialed the Student Agreement. I hereby accept all responsibilities of this document.

Student Signature _____Date:_____

Disclaimer: Beaufort County Schools shall not be responsible or liable, either directly or indirectly, for any error, damage or loss caused by or in connection with use of or reliance on any content, goods, or services available on or through external websites or other networking options that are beyond the control of the District.   Beaufort County Schools is not responsible for the content found on these external web sites or for ongoing review of other sites. The inclusion of any link to such sites does not imply endorsement by Beaufort County Schools. Should you or your child decide to access linked third-party web sites through online curriculum, from home or from school, it is at one's own risk.

High School Grade Change Request

Date Submitted: _____

Student Name:					School:			
Class Name:					Grade Level:			
Term *Must have changes in previous term(s) to support	Q1	Q2	*S1	Q3	Q4	*S2	E1	*F1
Original grade								
New grade								

Reason for Change: _____
(Attach any supporting document: Edgenuity Student Login Report, summer school report, PowerTeacher grade report, etc.)

Credit Recovery: If the grade change is for completion of a credit recovery course, please list the following information:

Date of completion of the Credit Recovery Course: _____Final Grade: (P, NP or AU) _____

If the student passed the credit recovery course, the final grade of "P" will be entered in Power School and on the transcript.

If the student failed the credit recovery course, the final grade of "F" will be entered in Power School and on the transcript. (*) Attach a copy of the transcript with the failing grade to the Grade Change Request Form

_____   _____
Teacher's Name (print)   **Teacher's Signature/Date**

_____   _____
School Counselor's Name (print)   **School Counselor's Signature/Date**

_____   _____
Administrator's Name (print)   **Administrator's Signature/Date**

Grade changed in PowerSchool by: _____   _____
(Data Specialist Name/Signature)   (Date Changed)

Copy to:
Teacher
School Counselor
Data Specialist
Student/Parent (an updated Report Card or Transcript can serve as the copy)
Original: File in student's A9 along w/copy of the transcript