

Oscar A. Carlson High School

Online Learning Policies & Procedures: E 20/20 Credit Recovery



**Classes meet: Monday through Thursday
2:45 PM – 3:45 PM in Room 125 C.**

**Cost: \$150 for the first class and \$100 for every additional class
per school year.**

**A \$50 refund will be given for each class that is completed
within four consecutive months and the student earns a 70% or
higher in the class.**

**Make checks payable to Gibraltar School District.
Refunds will be made at the end of the school semester.**

**30550 W. Jefferson
Gibraltar, MI 48173
(734) 379-7100
Fax 734 379-7101**

Student Guidelines

STUDENT EXPECTATIONS

- Preparedness
 - Prior to enrolling in any Edgenuity course you must complete the Oscar A. Carlson High School Orientation to your online learning.
 - Students will arrive to class prepared and ready to learn.
- Attendance
 - Students are expected to log on for approximately 15 hours and have completed twenty percent (20%) of the course per week.

PROGRESS LEVELS

Green – On Pace

Blue – Warning

Red – Probation

- Students that fall behind and land in the red progress level (probation) will automatically be considered to be on **Academic Probation**; unless other agreements/arrangements have been made prior. Students on **Academic Probation** will be required to attend Edgenuity class /open lap each day until all of their course work is complete or until the student is back on the Green level.
- Students may be removed from the course or program for the lack of attendance and/or progress towards their learning goals.
- Notebooks
 - Notebooks with your own hand-written notes are required.
 - Notebooks or paper will be available for students.
 - Notebooks **MUST** be turned in to the E-20/20 teacher at conclusion of the course.
- Note-Taking
 - Students are required to take hand-written notes for each Edgenuity course.
 - Please refer to note taking requirements below and/or the online course orientation.
- Retaking Assessments (Quiz, Test & Exam)
 - If a student fails an assessment and did not take notes for that section(s), the student will be required to repeat the entire section in Academic Achievement lab prior to taking the second attempt.
 - No notes, no re-take.
 - Before retaking a quiz or topic test, student must demonstrate s/he has completed the online lecture by showing extensive notes to the teacher.
- Students are expected to request assistance from staff as needed (Ask for help)
- Defined passing thresholds
 - Assessments require 70% for advancement to next lesson
 - Students may take an assessment once at the end of the lesson prior to an intervention by the teacher.
- Course expectations
 - Students are expected to complete each provided activity within each Edgenuity lesson:
 1. Vocabulary
 2. Lecture
 3. Online Content
 4. Journal/Lab
 5. Practice Homework
 6. Assessments



Student Guidelines (continued)

- Food, Music, and Internet Sites
 - No food, drink, or music in the Edgenuity (E- 20/20) Computer Lab.
 - Students are only allowed on Edgenuity site(s), sites that are linked to course content or sites permitted by the teachers for academic support and/or enrichment.
- Edgenuity & Computers
 - Students will understand the Communication and Progress Monitoring Features
 - Students will have adequate support and guidance, whether starting the course at the beginning or during the semester
 - Students will access and understand their Progress Report
 - Grading Policy
 - Thresholds
 - Grade Weights
 - i.e., 2 chances per quiz with remediation after 1st attempt
 - Students found to be misusing, tampering, or destroying computer equipment will be given the appropriate discipline and may be removed from the program.
- Materials
 - Students must provide their own headphone/ear buds, pencils, and pens.
 - Paper for notebooks may be provided upon request.
- Code of Conduct - Oscar A. Carlson High School
 - All students must follow the Oscar A. Carlson High School Code of Conduct; any students found to be misbehaving will be disciplined appropriately.
 - For all other rules and policies students should refer to the Gibraltar School District Policies and the Internet Agreement Policies.



Notes

- Notebooks with your hand-written notes are required for each Edgenuity course you take and the notebooks MUST be turned in to the instructor at the conclusion of the course.
- Students must clearly label their name, course and period on the front of the notebook.
- Students must clearly label the sections of the notebook. The format and organization of each lesson is very important because students will not be permitted to retake a quiz until notes have been reviewed. Students may not advance until the review is complete and notes are in the expected form. This includes:
 - Every lesson must start on a new page and be titled.
 - Within each lesson, students must start each lesson component with its own appropriate title.
 - For the Vocabulary section, students are required to copy each vocabulary word and write its definition in their notebook.
 - For the Lecture, students are required to write key points/elements of the lesson into his/her notebook. This includes formulas, charts and diagrams, as necessary.
 - For the Lab Lecture, students are required to write the key points and make connections to the Lecture.

Use of E2020 Outside of Classroom

- Permitted from home or off-site:
 - Lecture
 - Homework
 - Activities
 - Quizzes
 - Test Review
 - Cumulative Review

- Not Permitted from home or off-site:
 - 2nd Attempt at Quiz
 - Topic Test
 - Cumulative Test



Schedule and Location

- Schedule
 - Classes will meet Monday through Thursday (2:45 – 3:45)

- Location
 - All classes will be conducted at Carlson High School, in room 125-C. This classroom is located in the vocational wing of the school.

Progress/End of Semester

- Course completion requires:
 - 100% course complete
 - Overall Grade of 60%+
- Students who do not meet course completion requirements at the end of the Edgenuity term will meet with and may be required to restart the course.
- Credit
 - Half (0.5) credit will be awarded for each course that is successfully completed.

***Return this portion to the Edgenuity (E-20/20) Teacher.

I have read and agree with the Oscar A. Carlson High School's Online Learning Policies and Procedures for the E 2020 Credit Recovery Program.

STUDENT SIGNATURE PRINT NAME (STUDENT) DATE / /

PARENT SIGNATURE PRINT NAME (PARENT) DATE / /

Oscar A. Carlson High School Credit Recovery Contract

This contract is intended to provide clear deadlines and expectations for students during the credit recovery process. Students may not enroll in a course without a parent-signed contract.

Student Name _____

Course _____

To be completed by student counselor

Start Date (first day enrolled) _____

End Date (4 months from above date) _____

You and your parent will be contacted by a credit recovery teacher on the following dates if you are not on target:

25% Completion Date _____

50% Completion Date _____

75% Completion Date _____

Counselor Signature: _____

I understand and agree to abide by the expectations outline above as well as in the packet provided to me during the enrollment process for credit recovery. I will contact my instructor or counselor should I have any questions about my progress during the time I am enrolled in this course.

Student Signature _____

Student Name (Print) _____

I understand the expectations of my child during the credit recovery program as well as when I can expect to receive contact from my child's instructor. I will contact my child's instructor or counselor should I have any questions about my child's progress during the time I am enrolled in this course.

Parent Signature _____ **Telephone** _____

Parent Name (Print) _____ **Email** _____

Office Use Only:

Instructor Contact: 25% _____ 50% _____ 75% _____