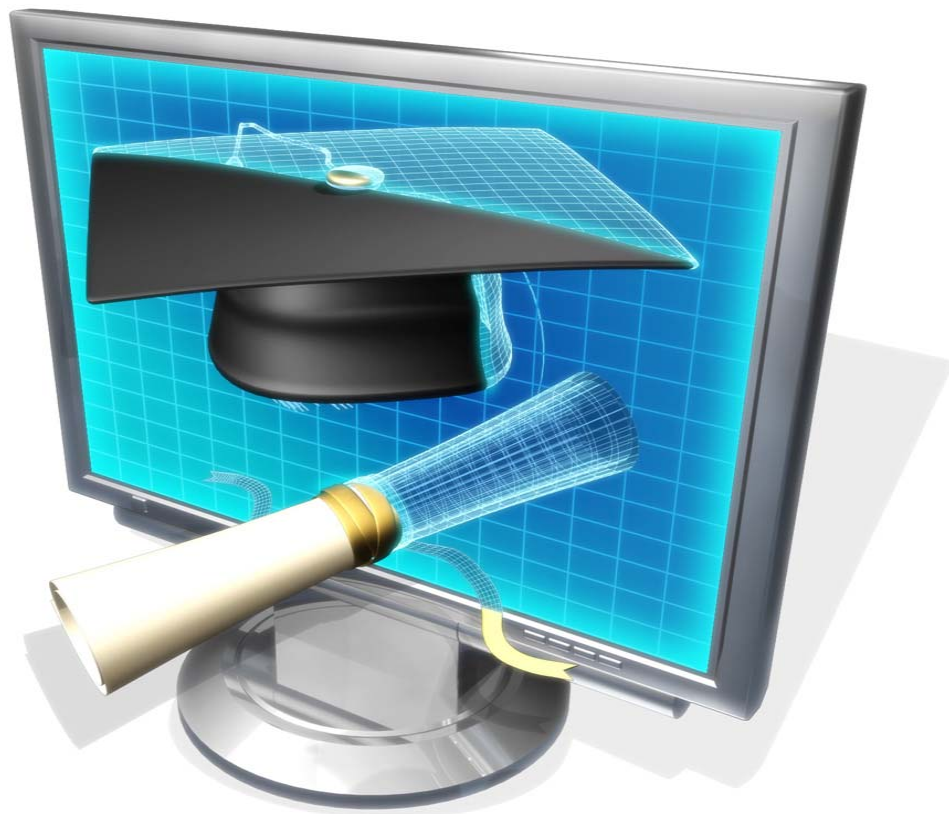




# Clayton County Public Schools

## *2009-2010 Virtual Programs*



### **2 - Programs**

-  ***Georgia Free Virtual Credit Recovery***
-  ***Georgia Fee-Based Virtual School***

**Revised: Thursday, September 17, 2009**

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## 1 – Description of Courses Offered in the Virtual Program

The purpose of the Virtual Academy is to improve the academic success for Clayton County Public Schools' students by providing alternative options for students to recover credits as well as earn new credits towards high school graduation. The Virtual Program has several options for students to participate in extended instruction or remediation.

### 1.1 New Credit

Students can participate in the virtual environment to earn new credit. Courses are facilitated by certified teachers using a curriculum designed to satisfy the Georgia Performance Standards (GPS) in all courses. Classes are offered in all core content areas, world languages, health, and music appreciation. **Students are only allowed to take ½ Carnegie unit one (1) semester length course per session.**

**Participation in this program requires a fee for service and is available Georgia Virtual School (GAVS) at [www.gavirtualschool.org](http://www.gavirtualschool.org).** Under the GAVS program, students are required to satisfy any End-of-the-Course Tests (EOCT) associated with the core content courses designated by the Georgia Department of Education (GADOE). Approval to take these courses must come from the counselor at the home school and the district's facilitator, Delphia Young.

### 1.2 Virtual Recovery of Core Curriculum Courses

The Clayton County Public School system participates in the **Georgia Credit Recovery Initiative** presented by the Georgia Department of Education (GADOE). This program's purpose is to provide online course access to Georgia students for the purpose of earning credit for a course that a student has not been academically successful. The Virtual Academy supplements this program by providing content facilitators/monitors to monitor student progress and to assist with instructional support as needed. **Participation in this program requires a \$25.00 administrative fee per course and is only available through GAVS.** Clayton County Public School system requires that students' grade average is between **60 and 69** to be eligible to participate in Georgia Virtual Credit Recovery. **Students whose grade average falls below 60 must have written permission for a parent/guardian and the principal in order to participate in the Georgia Virtual Credit Recovery program.**

### 1.3 GAVS Staffing

Each high school site will be allotted one (1) lab monitor/facilitator and one (1) counselor who will work with all afterschool remediation programs to work with students. The rate of pay is as follows:

- a) Paraprofessionals will be paid their hourly rate of pay at time and half-time – 6 hours per week
- b) Teachers will be paid a flat fee of \$28.00 per hour – 6 hours per week
- c) The counselor who is responsible for all remediation, including virtual, will be paid his or her hourly rate based on the state salary schedule – 6 hours per week

Staff will submit payroll reports to their principals or designated remediation/virtual in accordance to Section 15. Principals or administrator designees will forward payroll forms in Section 16 to Karlowa Dukes.

## 2 – What is The GADOE Credit Recovery Program?

The GADOE Credit Recovery Program is a collaborative initiative between the Division of School Improvement and the GA Virtual School. It is an opportunity for a student to retake a course that he/she previously was not academically successful in earning credit towards graduation.

- Credit Recovery courses are designed to be on a flexible schedule and are not facilitated by a teacher. If you are looking for a teacher led course on a semester schedule, please go to <http://www.gavirtualschool.org/Default.aspx?tabid=36> for more information.
- Credit Recovery options allow students who have completed seat time and calendar requirements to earn credit based on competency of the content standards.
- Credit Recovery courses are complete courses containing all GPS content for which the student will demonstrate mastery before receiving a new grade.
- The Credit Recovery program offers core courses required for graduation from a Georgia public high school.
- The program is only available to students enrolled in Georgia public high schools.
- While the program is provided free to participating Georgia public high schools, the local school may incur a fee in offering the program, which will in turn be passed on to students.

For general information questions about the Credit Recovery program, you can contact staff at [creditrecovery@gavirtualschool.org](mailto:creditrecovery@gavirtualschool.org)

### 2.1 Technical Requirements

Just like having a pen and paper for traditional, face-to-face classes, the items listed below are the minimum hardware and software requirements essential to a student's success with GAVS courses.

**Computer Access**--To participate in the Georgia Virtual School Program all students must have regular access to a computer with reliable Internet service. Also, students must have a reliable back-up computer in case of technology problems.

**Internet Service Provider (ISP)**--An ISP is a company that provides the software and access necessary for getting onto the Internet. Students will need reliable Internet access to take GAVS courses. Students will need high speed access to the internet for at least part of each class.

**Email Account**--Students will receive a GAVS email account after your enrollment is complete. However, prior to that, students must provide a valid email account so that the registration system can contact them during the registration process.

**Software Downloads**--This links to the free downloads required by GAVS Courses: Software Requirements - <http://www.gavirtualschool.org/Default.aspx?tabid=167>. This software should be downloaded before students begin class. Note specialized downloads for AP Calculus, AP Physics, Beginning Programming, Computing in the Modern World, and AP Music Theory.  
**Other Downloads**--Each course may have other requirement as outlined in the course catalog. (See course extras.)

## 2.2 GAVS Fee-Based & Credit Recovery Comparison Chart

	<b>GAVS Fee-Based</b>	<b>GAVS Credit Recovery</b>
<b>Cost</b>	FTE or Tuition based. Available to public, private, and homeschooled students. \$300.00 per ½ Carnegie unit.	<b>\$25.00 per ½ Carnegie unit administrative fee.</b>
<b>Instructional Model</b>	Teacher lead instruction using asynchronous online courses.	Teacher-less instruction consisting of Flash/video presentations, graded assignments, web-based learning activities, and unit assessments.
<b>Available anytime</b>	Yes. Students using FTE funding generally complete the course (s) during the normal school day.	Yes. Students seeking credit recovery generally complete the courses outside of the normal school day.
<b>Grade reported on transcript</b>	Yes. Grade report sent to facilitator and school records personnel.	Yes. Local Credit Recovery facilitator retrieves grade from course and submits for inclusion on student's transcript.
<b>Testing Requirements</b>	All courses include a final exam. EOCTs for required courses must be administered by the school system at the end of each semester.	All courses include a final exam. EOCTs for required courses must be administered by the school system upon completion of the course material.
<b>Registration</b>	Student self-registers for courses. Local school facilitators approve students and provide payment (FTE, Students Will Pay, School pay) options.	Students register for GAVS account. Credit Recovery facilitator or monitor must enroll student in the course.

Credit Recovery is a teacher-less model designed for students to complete with limited assistance from a local school facilitator. Credit recovery is NOT for students who need one-on-one help, or did not get a basic understanding of the course content the first time he/she attempted the course.

## **2.3 Georgia Virtual Credit Recovery FAQs**

### **Q1. What is Credit Recovery?**

#### **Answer:**

Credit Recovery is traditionally defined as a way to “recover” credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. It differs greatly from programs that allow students to earn “first time credit” in that students having already satisfied seat time requirements for a course in which they were unsuccessful can focus on earning credit based on competency of the content standards for the particular course. Credit Recovery programs, in general, have a primary focus of helping students stay in school and graduate on time.

### **Q2. How will students participate in the Credit Recovery program?**

#### **Answer:**

The Georgia Virtual School will provide online (web based) access and instruction to Georgia students registered for a Credit Recovery course. The prescribed program of instruction begins with a pre-assessment based on the Georgia Performance Standards for a unit of the course. The results of this pre-assessment indicate whether the student has achieved mastery of the objectives or whether he/she needs to spend more time on this particular content. After the student has achieved the desired level of mastery, he/she will take the unit test. The grades for the course are based on the unit test scores combined with a final exam or the state mandated EOCT if appropriate. The assigned online modules are designed to be student centered allowing the student to work at a pace consistent with their individual learning style. For enrollment procedures, students should contact their local high school.

### **Q3. What is the cost for a local school district, school or student to participate in the Credit Recovery program?**

#### **Answer:**

The program is offered at no charge to Georgia Public Schools who choose to participate. However, schools must provide a facilitator for these courses and this expense is not covered by the GADOE.

**Clayton County Public Schools require students to pay a \$25.00 per course administrative fee.**

### **Q4. Who may participate in the Credit Recovery program?**

#### **Answer:**

Any Georgia student enrolled in a public school who has previously taken a course and was unsuccessful in earning credit towards graduation for that course is eligible to take an online course through the Credit Recovery program. Since the Credit Recovery program will be offered in an online learning environment, participants in the Credit Recovery program should be self-motivated and independent learners who exhibit a strong personal commitment towards earning credit in an online environment. **Clayton County Public Schools require students to have a grade average between 60 and 69 in order to participate in the program.**

### **Q5. Are any textbooks or materials necessary for the Credit Recovery courses?**

#### **Answer:**

Most instructional content for Credit Recovery courses will be delivered online, via the internet and accessible to all students 7 days a week, 24 hours a day from any internet connected device. Neither the Department of Education nor the Georgia Virtual School will be responsible for providing local districts, Some Language Arts courses require reading material that may be provided by the local school, check out at the library, or purchased at a book store.

**Q6. How many students may participate in the Credit Recovery program?**

**Answer:**

Initially, for the 2007-2008 school year, the Credit Recovery program has been funded for 10,000 segments of enrollment. This translates to 5,000 students attempting to earn one unit of credit, 10,000 students attempting to earn 1/2 unit of credit, or any combination of the above for a total of 10,000 1/2 unit enrollments. The Credit Recovery program is funded by the GA Department of Education's Office of School Improvement. **Clayton County Public Schools allots 50 slots per school during any session in which virtual credit recovery is offered.**

**Q7. Are Credit Recovery courses accessible from all computers?**

**Answer:**

As long as the computer is connected to the Internet, Credit Recovery courses are accessible in either the Windows or Apple Macintosh format.

**Q8. What is the purpose of the Credit Recovery program through the GA Department of Education's Virtual School?**

**Answer:**

The purpose of the Credit Recovery initiative, as presented by the Georgia DOE through the Georgia Virtual School, is to provide online course access to Georgia students for the purpose of earning credit for a course that a student has not been academically successful.

The coursework provided by the Georgia Virtual School will reach out to students in need of Credit Recovery and engage them in challenging; highly motivational classes that will help them get back on track. Local districts and schools will benefit by increasing the number of students who meet federal mandates dictated by No Child Left Behind. This initiative will, additionally, alleviate the local school districts' burden of funding Credit Recovery programs and provide equity and access to all of Georgia's students.

**Q9. Will guidance and assistance be provided to local districts and schools regarding implementation of the Credit Recovery program?**

**Answer:**

Yes, the Georgia Department of Education will provide all local districts and schools with guidance and assistance regarding utilization and implementation of the Credit Recovery program. Online training for local school facilitators is integrated into the Credit Recovery program and will be required for participation by any local school district or school before students may participate.

**Q10. If the student is engaged in an End of Course Test (EOCT) related Credit Recovery course, must they retake the test?**

**Answer:**

Yes, regardless of student's previous End of Course Test (EOCT) score, a requirement of the Credit Recovery program is that they retake the EOCT and the EOCT score should be reported on the student transcript.

**Q12. How do students enroll in a Credit Recovery course?**

**Answer:**

Students need to contact the Credit Recovery monitor at their local high school for enrollment procedures.

## **2.4 Georgia Virtual School FAQs**

**These courses cost \$300.00 per ½ Carnegie unit.**

### **Q1. What if I want to withdraw from a course?**

**Answer:**

Students enrolled in FTE-funded seats (high school courses only) have up to 10 days from their session start dates to drop courses. A student's session is considered to have started when he/she successfully completes the student orientation course. Drops must be initiated and approved by students' facilitators through the *registration helpdesk*.

Students enrolled in tuition-funded seats can drop courses up to 5 days before the end of their course sessions. However, as with FTE-funded seats, these drops must be initiated and approved by students' facilitators through the *registration helpdesk*.

Also, students wishing a refund must request this in writing at the registration helpdesk within 72 hours of completing the student orientation course. **Please note:** this is NOT 72 business hours, but 72 actual clock hours. No refunds will be given after this time or after the last start date of the session. Refunds will be subject to a \$25 administrative processing fee.

### **Q2. What is Georgia Virtual School?**

**Answer:**

Georgia Virtual School, an education initiative of the Georgia Department of Education, provides opportunities and options for students to engage in advanced placement, college preparatory, career, technical, and other elective courses online to enhance their learning experiences and further their academic curricula. Students can take an entire course, directed by a highly qualified, certified instructor, from any Internet-connected computer 24 hours a day, seven days a week.

### **Q3. Is there a cost for courses?**

**Answer:**

If public, private, or home school students take Georgia Virtual School courses as part of their state-funded school day schedule, they may be eligible for state-funded seats during Session 1 of both fall and spring semesters. Although these seats are at no cost to students, the seats are limited and approval for them rests with students' local approvers.

Session 2 (mini-semester) courses, supplemental courses taken in addition to the state-funded school day, and summer session courses cost \$300 per ½ Carnegie unit or \$600 per 1.0 Carnegie unit.

Students have 72 hours from the time of successfully completing the Student Orientation quiz to preview the class and request a refund. All requests must be made in writing, online at the registration helpdesk. No requests will be considered after the 72 hour period has passed. Students completing the Student Orientation Course after the last start date are no longer eligible for a refund.

### **Q4. How many courses can students take at one time?**

**Answer:**

During fall and spring semesters, with local approval, students can take up to 1.0 Carnegie unit of courses as part of their state-funded school day schedule. This may be comprised of two ½ Carnegie

unit courses or one 1.0 (block) Carnegie unit course. Students may also take additional courses for tuition in addition to their state-funded school day schedule each semester.

**Q5. Whom do I contact for more information?**

**Answer:**

Submit questions online to [information@gavirtualschool.org](mailto:information@gavirtualschool.org)

**Q6. When are classes offered?**

**Answer:**

Classes are offered during three semesters each year: fall, spring, and summer. Courses for summer 2009:

**Q7. How will final exams and End-of-Course Tests be administered?**

**Answer:**

At the conclusion of fall and spring semester, final exams are given electronically through the course platform. For public school students, End-of-Course Tests and other standardized tests are scheduled by local school facilitators. For private and home school students, End-of-Course Tests are scheduled by Georgia Virtual School's administration at regional Educational Technology Training Centers (ETTCs). At the conclusion of summer session, final exams are given electronically through the course platform. Students taking a class that requires an End-of-Course Test must travel to their regional ETTC to take this exam. All information regarding End-of-Course Tests is provided to students at the beginning of the summer session.

**Q8. I plan to go out of town during the school year or summer. Will it be a problem?**

**Answer:** As long as students have access to an Internet-connected computer each day, this will not be an issue. Students will be expected to check email and possibly turn in assignments daily.

**Q9. How much time is involved in taking an online course?**

**Answer:**

During fall and spring semesters, students should plan on spending 6 - 10 hours a week per .5 Carnegie unit course. While students have the flexibility of participating in courses anywhere, from any Internet-connected computer, they are required to log in and possibly turn in assignments daily. For summer session, on average, students need to plan on spending 15 - 20 hours a week per .5 Carnegie unit course. However, time may vary depending on a student's start date. As with fall and spring semesters, students are required to log in and possibly turn in assignments daily.

**Q10. What courses are available?**

**Answer:**

A wide-range of advanced placement, college preparatory, career, technical, and other electives are available. Georgia Virtual School offers class in both semester and block format. For a complete list of courses, go to <https://registration.gavirtualschool.org/registration/courselist.aspx>.

**Q11. Will I have a local person to contact with questions or problems I have?**

**Answer:**

Yes, each public and private school with students enrolled in Georgia Virtual School has a staff member assigned to work as a local facilitator to help answer questions, solve problems, and check to make sure

students are completing their work. Home school students have a Georgia Virtual School facilitator assigned to them to help meet their needs.

**Q12. Do I need to physically sit in a school building to take a class?**

**Answer:**

Local schools or districts will decide the attendance policy for students enrolled in Georgia Virtual School courses as part of their state-funded school day class schedule. Check with your local facilitator and/or counselor to see if you are required to be present at your school or if you may take the course off campus.

If you are taking courses during summer session or in addition to your state-funded school day class schedule, you do not have to be in a school building to take Georgia Virtual School courses.

**Q13. Is there an orientation for online courses?**

**Answer:**

Yes, students work through a short orientation course at the beginning of each semester to familiarize themselves with the technical aspects of taking an online course and the expectations of Georgia Virtual School.

In addition, an optional welcome meeting for enrolled students and their parents or guardians is conducted each semester via an online, two-way audio chat room. Information concerning this meeting will be posted on the website prior to the beginning of each semester.

**Q14. Now that I registered, what do I do next?**

**Answer:**

You will receive an email from Georgia Virtual School registration system acknowledging your particular course(s) request. However, no student is enrolled in Georgia Virtual School classes without local school approval. For public and private school students, local approvers are housed at their local schools. For home school students, the approver is a Georgia Virtual School facilitator. You will receive verification of course approval via email and, if enrolled in a tuition-funded seat, you will be prompted to pay before registration is complete.

**Q15. Do I have a real teacher?**

**Answer:**

Yes, a highly qualified, Georgia certified teacher will be your instructor for the course(s). You will communicate with him or her via the course, email, and telephone. Remember, they can be located anywhere.

## 3 – Criteria Recommended for Placement into GAVS

Virtual courses are completed over the Internet. The level of interaction with the instructor characterizes the type of virtual course in which the student is enrolled. For this reason, it is important to identify the level of support needed for the student to be successful.

### 3.1 GAVS New Credit Courses

New credit courses are comprehensive in nature and engage the student with in-depth discussions, journals and practice activities. Students are evaluated on their ability to master the concepts presented through formative and summative assessments. These courses are paced by the instructors. These courses have a high level of asynchronous interaction with the course facilitator.





### 3.2 GAVS Credit Recovery Courses

Recovery credit courses provide remediation in areas in which previous academic attempts were unsuccessful. Students are evaluated on their ability to master the content reviewed. These courses may be paced by the instructor or self-paced, depending on the platform being used; these courses have very limited or no interaction with an instructor. In some cases, the courses are teacher-less and have limited monitoring provided.

As the decision is made to enroll in the **Georgia Credit Recovery Program**, here are some key factors students should consider:

- Reading comprehension level
- Math skills level
- Self-motivation
- IEP requirements that may be limited in the virtual environment
- Multiple courses needed to recover
- Technology access and equity
- Ability to work independently

By participating in the **Credit Recovery program**, students are taking an important step in getting back on track for high school graduation. Below is a list of expectations to make student participation in the program a positive and rewarding experience.

-  To participate in this program, the student must have previously received a failing grade on his/her transcript.
-  In the Credit Recovery program, there is no teacher leading the class or grading student work. Therefore, students need to be motivated and set a schedule.
-  At the beginning of each course module, there is a pre-test. Students will need to take the pre-test to help the system assess their level of content knowledge for that module.
-  Depending upon the students' pre-test score, students may be directed to complete the content items for the module; or students may demonstrate enough knowledge that they are directed on to the post-test.

- 👤 The unit post-tests are what make-up the students' grade in the course. Students **MUST** take the post-test for each unit. To move onto the next unit, students must achieve a score of 70% or better.
- 👤 Complete the Unit Post and Pre Test in the presence of the lab monitor or virtual facilitator. Student must make arrangements with the school virtual staff to complete these assessments in their presence. **Posttests will need to be reset after one failing attempt for students instead of after three attempts.**
- 👤 **Students must take all pre- and post- tests in the presence of a lab monitor or facilitator.**
- 👤 If a student attempts the post-test and do not make the required score, the student will need to ask his/her facilitator or lab monitor to reset it for him/her.
- 👤 At the end of the course, students will be required to take either a final exam or the End of Course Test. This assessment will count 15% of your grade and will be averaged in with your other test scores.
- 👤 After a successfully completion of a Credit Recovery course, a new grade will be put on the student's transcript. **It will not replace your old grade but it will be in addition to it and show that the student has met this requirement for graduation, if student passes the class.**

## **4 – Responsibilities of Parties in GAVS**

The Virtual Academy provides a unique learning environment for the students of Clayton County Public Schools. Our academy is interrelated with all content areas, high schools, the alternative learning programs and the Remediation Program under Special Projects. We are required to effectively communicate our expectations primarily using a virtual environment. For this reason, it is important for all vested parties to be aware of their responsibilities and duties to ensure student success.

### **4.1 Characteristics of a Good Facilitator/Lab Monitor**

The Principal will identify teachers or paraprofessionals who can serve as facilitators/lab monitors. Only one (1) facilitator lab monitor per school should be hired. We look for someone who:

- 👤 Has experience in working independently
- 👤 Has excellent communication skills
- 👤 Has an understanding of virtual courses issues
- 👤 Has an ability to encourage and motivate students
- 👤 Has a breadth and depth knowledge of the content
- 👤 Has a commitment to ensure the group will reach the desired outcomes
- 👤 Has the ability to operate systematically and keep people focused
- 👤 Has the ability to offer insight and empathy
- 👤 Has good judgment while making independent decisions regarding all facets of the effective use of virtual courses
- 👤 Has the ability to work as a valuable team member with others in scheduling, facilitating, and operating virtual courses

### **4.2 Instructional Staff – Lab Monitor/Facilitator**

1. **Only certified** teachers or paraprofessionals are eligible to serve as **Georgia Credit Recovery monitors/facilitators**.
2. Teachers may teach in only one program (traditional 7<sup>th</sup> period remediation or Georgia Credit Recovery)
3. Lab Monitors will attend an orientation/training meeting at the Professional Learning Center:
  - a. Fall Term – September 16, 2009, 4:00 PM – 5:30 PM
  - b. Spring Term – February 9, 2010 4:00 PM – 5:30 PM
4. Teachers/Paraprofessionals will submit payroll reports to Principal or designated remediation administrator at least two days before it is due, **see Appendix B**.

### ***4.3 Principals' Responsibilities***

1. Principals will identify staff with proven success with children to serve as lab monitors.
2. Principals and counselors will work in concert to advertise potential remediation courses.
3. Principals and counselors will inform parents about upcoming virtual credit recovery courses.
4. Principals will ensure that the on-site counselor for remediation is trained to collect fees. **The designee is not to be the school's Bookkeeper**. The Bookkeeper will be responsible for collecting money and depositing money from the counselor.
5. **Principals will instruct the school's bookkeeper to collect monies from the designated tuition collector and to deposit the money into an account specifically for Virtual School.**

### ***4.4 Collector of Money Responsibilities***

1. The Counselor will work collaboratively with parents, students, and counselors to collect administrative fees from students.
2. Money collected will be receipted in a designate receipt book and the original receipt will be given to the student or parent/guardian.
3. Money collected will be presented to the bookkeeper at the end of the school day or placed in the school's vault. At no time should money remain over night with the collector.
4. Money turned in to the bookkeeper will be audited through the Cash Collection Form (**See Appendix C**), which will be initialed by the depositor and the bookkeeper.
5. The bookkeeper will deposit funds into an account designated for Virtual School.

### ***4.5 Lab Monitors' Responsibilities for Georgia Virtual School Credit Recovery***

1. Lab monitors complete required GaDOE on-line training for Georgia Virtual School (GAVS) Credit Recovery.
2. Lab monitors work with and supervise groups of students afterschool in the school's Computer Lab.
3. Lab monitors and counselors provide students an orientation course before students begin the program.
  - i. Include system policies on credit recovery
  - ii. Include timelines and deadlines

- iii. Include guidelines for completing unit work
  - iv. Include logging into the credit recovery site
  - v. Include what assignments should be kept for their records and how to keep them
4. Lab monitors make sure the needed technology is available to the students
  5. Lab monitors ensure students have a way to organize assignments into folders or notebooks so that they will be accountable for all work completed.
  6. Lab monitors assist students with enrollment.
  7. Lab monitors guarantees that all pre and post tests are taken in their presences.
  8. Lab monitors reset tests.
  9. Lab monitors will ensure that students who are enrolled in a course that requires an end-of-course test take the test.
  10. Lab monitors make certain students remain active and meet completion deadlines
  11. Lab monitors communicate concerns to the Virtual Academy Administrative Assistant and school-level administrator assigned to credit recovery or the principal.
  12. Lab monitors maintain extensive documentation on student progress, parent communication and student attendance as required by the program.
  13. Lab monitors notify students of EOCT testing schedule.
  14. Lab monitors notify counselors of students ready for computer-based EOCT testing.
  15. Lab monitors post lab hours and communicate these hours to students.
  16. Lab monitors leave the Computer Labs if students do not report to the lab within 15 minutes of the posted time.
  17. Lab monitors assist in the use of virtual class software applications, the use of Web based searches, other aspects of the Internet, and the use of communication software in support of student/curriculum needs.
  18. Lab monitors require students to sign in and out of the Computer Lab.
  19. Lab monitors sit in an area where he/she can see all using computers.
  20. Lab monitors physically move among students to monitor their usage of computers.
  21. Lab monitors identify the need for paper and toner and direct concerns to the program's administrator or designee.
  22. Lab monitors prevent guests from entering the Computer Lab
  23. Lab monitors are responsible for the overall order in the room.
  24. Lab monitors prevent eating and drinking is prohibited in the Computer Lab.
  25. Lab monitors turn equipment on and off at the end of the day.
  26. Lab monitors attach student sign-in logs to their payroll reporting forms.
  27. Lab monitors notify the school's administrator for remediation and counselor when students are not making adequate progress in the course and/or have poor attendance.

#### ***4.6 Counselors' Responsibilities***

1. Counselors will use AS400 to identify students who failed courses and can possible take them through the Georgia Virtual School (GAVS) Credit Recovery program.
2. Counselors and principals will work in concert to advertise potential credit recovery virtual school.
3. Counselors and principals will inform parents about upcoming remediation courses.

4. Counselors will assist students with the (GAVS) Credit Recovery enrollment process. First preference for all remediation courses is given to seniors followed by juniors, sophomores, and freshmen.
5. Counselors complete the student application forms.
6. Counselors will record students' transportation needs in AS400 as they register students for remediation.
7. Counselors ensure that students have been properly registered to take the computer based administration of the EOCT as needed.
8. Counselors ensure that students have been included in the General Administration of the EOCT as needed.

#### **4.7 Students' Responsibilities**

1. Students will register for the **Georgia Virtual School Credit Recovery Program** following the timeframe and procedures communicated by the school. Students will visit **www.gacreditrecovery.org** to reach the website.
2. **Students who wish to enroll in Georgia Virtual School Credit Recovery that is not taught during the school must pay a \$25.00 administrative fee in the form of cash or money order before being enrolled in the course.** Students make payment to the school's designated collector who will collect fees and enroll students in the course. Students should retain the receipt for their records.
3. **Collector must turn all monies over to the bookkeeper who will deposit money into the school's activity account.**
4. **Students cannot take more than one virtual class at a time.**
5. **Students cannot be enrolled in more than one after school credit recovery course at a time.**
6. Students must complete the Unit Post and Pre Test in the presence of the lab monitor or virtual facilitator. **Students must make arrangements with the school virtual staff to complete these assessments in their presence. Posttests will need to be reset after one failing attempt for students instead of after three attempts**
7. Students will have established dates to drop a course without academic penalty. **Students who withdraw or have to be withdrawn after these dates will receive an incomplete, which is equivalent to a "0".**
8. Students who need transportation from remediation to home will communicate their transportation needs when registering for remediation classes.
9. Students who rely on the district providing transportation from school to home during seventh period must report to the Computer Lab during the dates and times assigned for 7<sup>th</sup> period.
10. **Students must adhere to the established start and end dates for Georgia Virtual Credit Recovery.**
11. Students should visit the Computer Lab at his or her school to see a posting of dates and times the lab is available.
12. Students will arrive to the Computer Lab with appropriate learning materials.
13. Students will adhere to teachers' expectations and timelines.
14. Students will have **electronic access** to the lab monitor using e-mail or by visiting the Computer Lab.
15. Students who do not weekly log-on to complete assignments or tests will be dropped from the course.
16. Students will follow the district and school's code of conduct or face being removed from remediation.
17. Students will leave campus within 15 minutes of being dismissed from class.
18. Students enrolled in a course that require an end-of-course-test (EOCT) and are eligible to take the EOCT will take the test(s) prior to receiving final course grades.

#### **4.8 District's Responsibilities**

The district provides support for the virtual programs in which students can participate. The district level administrators take on numerous responsibilities. The:

- 👤 Virtual Academy Administrator identifies strong content-area teachers with proven success to serve as facilitators.
- 👤 Virtual Academy Administrator identifies staff with proven success with children to serve as lab monitors.
- 👤 Virtual Academy Administrator and counselors work in concert to advertise potential virtual courses and opportunities.
- 👤 Virtual Academy Administrator and counselors inform parents about upcoming virtual credit recovery and new credit courses.
- 👤 Virtual Academy Administrator ensures that a designated virtual school facilitator is trained to collect “administrative fees”. **The designee is not to be the school’s Bookkeeper.** The Bookkeeper will be responsible for collecting money and depositing money from the Collector.
- 👤 Virtual Academy Administrator instructs the designated tuition collector to submit monies collected to the Bookkeeper. The Bookkeeper should deposit monies into the Virtual Account, write a check from the Virtual Account for the amount deposited, deliver check to Central Office for deposit, and copy of the check to the Virtual Administrative Assistant.

#### **4.9 Virtual Academy Administrative Assistant**

The virtual academy administrative assistant provides technical support to the Virtual Academy. The:

- 👤 Virtual Academy Administrative Assistant acts as a liaison for the Virtual Academy with parents, facilitators and other school personnel.
- 👤 Virtual Academy Administrative Assistant assists with the monitoring of the students in the Independent and Intercession Programs.
- 👤 Virtual Academy Administrative Assistant monitors the progress of the students in all facets of the Virtual Academy.
- 👤 Virtual Academy Administrative Assistant notifies all vested parties of updates or changes that may occur in the program.
- 👤 Virtual Academy Administrative Assistant ensures that upon completion of coursework in the Virtual programs, students are awarded credit on their permanent Academic Record.
- 👤 Virtual Academy Administrative Assistant ensures that effective communication exists between facilitators and students.

## 5 – GAVS Credit Recovery Program

Clayton County Public Schools participates in the Georgia Credit Recovery Initiative presented by the Georgia Department of Education (GaDOE). This program’s purpose is to provide online course access to Georgia students for the purpose of earning credit for a course that a student has not been academically successful. The Virtual Academy supplements this program by providing facilitators/monitors to monitor student progress and to assist with instruction support as needed.

### 5.1 Available Courses

The following Georgia Credit Recovery courses are currently available:

Language Arts	Math	Science	Social Studies
9th Grade LA	Math I	Physical Science	*Economics
10 Grade LA	Algebra I	Biology	*American Government
American Literature	Algebra II	Chemistry	US History
English Literature	Geometry	Physics	World History
	Advanced Algebra & Trigonometry		World Geography

All credit recovery courses are offered in A and B sections, as well as one unit courses.

\*Only available as a half-unit course

### 5.2 Dates and Times for Virtual Credit Recovery

Type of Credit	Transportation	Type	Start	Drop Date	End
Credit Recovery Fall	Yes	GAVS 7 <sup>th</sup> Period Remediation	September 22	October 1	November 12
Credit Recovery Spring	Yes	GAVS 7 <sup>th</sup> Period Remediation	February 16	February 25	April 15

Students who show inactivity in the course will be withdrawn. The last day to drop a GAVS credit recovery course without academic penalty is listed below. **Students withdrawn after the dates listed will be withdrawn with an incomplete “I”, which is equivalent to a “0”.** **Withdrawal from courses may negatively affect a student’s overall grade point average.**

### **5.3 Virtual After School Program – 7th Period Remediation**

Transportation is provided if the student requested it during registration.

Seventh Period: 3:15 PM – 5:15 PM – students attend classes on the dates highlighted according to color code. Classes are held Tuesday, Wednesday, and Thursday.

- Fall – September 22 to November 12
- Spring – February 16 to April 15

### **5.4 Registration on the Georgia Virtual School Site**

In order to participate in the Georgia Credit Recovery Program, **students** will be required to:

1. Complete a **Georgia Virtual Credit Recovery Student Registration** form and submit to his/her counselor for completion and approval by deadline listed. This form will assist the facilitators and counselors with enrolling students into courses after they complete the initial course, if applicable. The student will also need to complete the **Student Entry** form. This form must be submitted to the student’s counselor.
2. Upon approval, students will need to complete the self registration process on [www.gavirtualschool.org](http://www.gavirtualschool.org) using the guidelines outlined in the document. Students must have their SOCIAL SECURITY NUMBER, a unique email address to authenticate their username in the system, and their GTID (Georgia Test Identification number). This registration process should be completed by the dates listed below to ensure students complete courses by the deadlines indicated by Clayton County Public Schools.
3. **Students must complete the “Student Entry” form and submit the completed form to their counselor.**

Type of Credit	Type	Registration	Start	End
Credit Recovery Fall	GAVS 7 <sup>th</sup> Period Remediation	August 24 to September 4	September 22	November 12
Credit Recovery Spring	GAVS 7 <sup>th</sup> Period Remediation	January 11 to January 22	February 16	April 15

### **5.5 Assignment of Students to a Facilitator’s Class Roll**

After the student has been granted permission by the counselor to enroll in the GAVS credit recovery class, complete the student roster form for the appropriate summer session. **Students will only be allowed to register for or enroll in classes after they pay their \$25.00 administrative fee.** Students cannot begin classes prior to the session’s date.

### **5.6 Computer Usage Monitoring**

Students engaged in credit recovery to earn credit through virtual programs will be allowed to use designated school computers. They will be closely monitored. Students who violate Internet or Computer Usage rules will be banned from participating in any school-based virtual credit earning programs. **Students must take all pre- and post tests in the presence of a school-based facilitator/monitor. Otherwise, his/her scores will be invalidated.**

### **5.7 Enrollment into the Virtual Credit Recovery Courses**

Students will have access to the course they are enrolled in usually **24-48 hours** after this process has been completed by the facilitator. If students do not have access to the course after 48 hours they should contact their assigned facilitator.

### ***5.8 Withdrawal from the Virtual Credit Recovery Courses***

Students who show inactivity in the course will be withdrawn. The last day to drop a GAVS credit recovery course without academic penalty is listed below. **Students withdrawn after the dates listed will be withdrawn with an incomplete “I”, which is equivalent to a “0”.**

**Withdrawal from courses may negatively affect a student’s overall grade point average.**

<b>Type of Credit</b>	<b>Type</b>	<b>Start</b>	<b>Drop Date</b>	<b>End</b>
Credit Recovery Fall	GAVS 7 <sup>th</sup> Period Remediation	September 22	October 1	November 12
Credit Recovery Spring	GAVS 7 <sup>th</sup> Period Remediation	February 16	February 25	April 15

## 6 – GAVS For-Fee Program

Georgia Virtual School (GAVS) is part of the Georgia Department of Education's Office of Technology Services. GAVS is fully accredited and operates in partnership with Georgia parents and schools to offer high school level courses across the state. These courses cost **\$300.00 per ½ credit course** with a maximum of two ½ credit courses per semester. Students must take any EOCT associated with the class.

- GAVS has a full high school curriculum with Advanced Placement and College Prep level courses.
- GAVS offers a limited middle school curriculum.
- All GAVS courses are taught by Georgia certified and NCLB highly qualified teachers.
- GAVS offers courses free of charge to all Georgia students who are taking the courses as a part of their state reported school day.
- GAVS has a tuition program where students can take additional courses to further enhance their course of study or even to catch up if they have fallen behind for some reason.

### **6.2 Transportation**

**No transportation provided.**


### **6.3 Georgia Virtual School (GAVS) Registration**

The actual registration process is simple:

- The website to access your course is [www.gavirtualschool.org](http://www.gavirtualschool.org)
- Create an account by choosing this option in the login box to the left.
- Login and apply for classes.
- After you apply for classes, your facilitator (local school approver) will be notified and asked to approve your course.

Student must be approved by the district's GAVS facilitator – Delphia Young in order to participate in GAVS courses. If you ever have any questions about your registration status, just login to your account to view your current status. Also, feel free to contact your local school facilitator. His/her contact information is on the first page after you login to your GAVS account.

## 7 – GAVS Summer 2009 Course Offerings

 <p>Georgia Department of Education</p>	<p><b>Georgia Virtual School</b></p> <p><i>Providing Options and Opportunities</i></p> <p>2009-2010 Course Offerings</p>
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### Advanced Placement

AP Art History  
 AP Biology  
 AP Calculus AB  
 AP Chemistry  
 AP Govt. & Politics: Comp.\*\*  
 AP Govt. & Politics: U.S.\*\*  
 AP Computer Science A  
 AP Environmental Science  
 AP European History  
 AP French Language  
 AP Human Geography  
 AP English Language  
 AP English Literature  
 AP Macroeconomics\*/\*\*  
 AP Microeconomics\*/\*\*  
 AP Music Theory  
 AP Physics B  
 AP Psychology  
 AP Statistics  
 AP Govt. & Politics: U.S.\*\*  
 AP U.S. History\*  
 AP World History

### Studying Advanced Placement Courses&

All Advanced Placement courses have been audited and approved by College Board.

No AP courses are offered in the mini-sessions or in the summer semester.

### Implementing the New Math Curriculum&

The Georgia Performance Standards (GPS) for math have been redesigned to achieve a balance among concepts, skills, and problem solving. The curriculum stresses rigorous concept development, presents realistic and relevant tasks, and keeps a strong emphasis on computational skills.

Accelerated Math II will be offered beginning Spring 10.

### Math

Adv. Alg./Trig.  
 Algebra I \*  
 Algebra II  
 Algebra III  
 Concepts of Problem Solving  
 Discrete Math\*\*  
 Euclidean Geometry\*  
 Informal Geometry\*  
 Math I: Alg., Geo. & Stat.\*  
 Math I Support\* (Elective)  
 Acc Math I: Alg., Geo. & Stat\*  
 Math II: Alg., Geo. & Stat. \*  
 Math II Support (Elective)  
 Accelerated Math II: Alg, Geo. & Stat.\* (Spring 2010)  
 Math for Money Management  
 Pre-Calculus-Analysis  
 Statistics\*\*

### Language Arts

### Science

Anatomy & Physiology  
 Astronomy  
 Biology I \*  
 Chemistry I  
 Earth Systems  
 Environmental Science  
 Forensic Science  
 Oceanography  
 Physical Science\*  
 Physics

### Health & P.E.

First Aid and Safety\*\*  
 Health\*\*  
 Personal Fitness\*\*

### Test Preparation

SAT Preparation\*\*

### Offering a Variety of Course Schedules&

Each semester, Georgia Virtual School offers high school courses in both block (1.0 Carnegie unit) and semester (.5 Carnegie unit) format to meet various school and student needs.

\*This course (second semester or block) requires an End-of-Course Test.

**Career & Technical Education**

Banking and Investing  
Beg. Computer Programming  
Broadcast Video Production I  
Business Procedures  
Computer Applications  
Computing in the Mod. World  
Financial Literacy  
Fundamentals of Web Design  
Multimedia Pres. & Comm.  
Principals of Accounting I

**World Languages**

Chinese I  
Chinese II  
French I  
French II  
French III  
German I  
German II  
Japanese I  
Japanese II  
Latin I  
Latin II  
Latin III  
Spanish I  
Spanish II

9th Literature/Comp. \*  
10th Literature/Comp.  
Advanced Composition\*\*  
American Lit./Composition\*  
Contemporary Literature  
English Literature/Comp.  
Journalism I  
Mythology\*\*  
Speech  
World Literature/Composition

\*\*This course is worth 0.5 Carnegie units and is only offered in semester format, not in block format.

**Social Studies**

American Government\*\*  
Anthropology  
Asian Studies  
Constitutional Theory\*\*  
Economics\*/\*\*  
Ethnic Studies  
Psychology  
Sociology  
U.S. History\*  
U.S. & World Affairs\*\*  
World Geography  
World History

## 8 – GAVS Credit Recovery Program Instructions for Students

This is a teacher-less course. Students will be responsible for navigating the site and completing all work **on their own**. **Students will not be notified if they are falling behind or possibly failing the course. They must be self-motivated and disciplined in this program.**

### 8.1 Creating an Account and Registering for Georgia Virtual Courses

To enroll in a Georgia Virtual School course, the student will need to complete the following steps to successfully create an account and enroll in courses. The student needs only to create one account.

Creating an account is the first step a student must take before enrolling in a GAVS course. On this page one will find an outline of the steps you will follow to successfully create an account and enroll in courses. The system will not allow you to register outside of the published registration periods.



#### Step 1: Create an Account

- If you do not have an account, please visit <http://www.gavirtualschool.org/CreditRecovery/tabid/319/Default.aspx>
  - Students may work on the course in the Virtual Academy labs at their assigned summer school site. The student will need the following information in order to complete the registration process:
    - Full name
    - Home address
    - Unique email address (STUDENTS WILL NOT BE ABLE TO SHARE AN EMAIL ADDRESS IN THIS SYSTEM)
    - GTID number- **the student must get this number from his/her counselor**
      1. Parent's full name
      2. Home address
      3. Home number
      4. Cell number
      5. Home school
    - Go to the following site: [www.gavirtualschool.org](http://www.gavirtualschool.org)
    - Select "STUDENT" as the Role to LOGIN.
    - Click "LOGIN". DO NOT ENTER ANY USERNAME OR PASSWORD
    - Choose: "Create New Account"
      - **You must complete steps 1 and 2 only. Do not attempt to complete Step 3 as it will block your registration for the program.**
    - Carefully complete all of the information.
    - Write down the PASSWORD that was chosen. The student must be mindful of capital letters, numbers or spaces that you enter in the password.
    - Write down the USERNAME generated. The student must be mindful of capital letters, numbers or spaces
    - The student must validate the email account he/she used during registration. In the message sent to the student's email address, he/she must click on the link. This should open a new browser that reads: **VALIDATION COMPLETE**.
    - Write down the answers to the security questions that are selected.

- Once the student has validated his/her email, he/she must complete the COURSE REQUEST form found at [www.clayton.k12.ga.us/virtual](http://www.clayton.k12.ga.us/virtual) or in his/her Counseling Department.
  - The student should have access to his/her course in 24-48 hours.
  - The student must give his/her counselor the **“Student Entry”** form. The counselor will give the student his/her copy of the **Student Entry** form after completing it. The form will tell the student when he/she must complete the on-line course.
- If you have already created an account, please visit <https://registration.gavirtualschool.org/login.aspx>
  - If you have forgotten your account username and password, please visit <https://registration.gavirtualschool.org/registration/forgot.aspx> or contact your counselor or facilitator
  - If you are still unable to login, please contact us at <https://registration.gavirtualschool.org/registration/process/step1.aspx>

### *Step 2: Apply for Courses*

- Once your account is created, you can visit <https://registration.gavirtualschool.org/login.aspx?ReturnUrl=%2fdefault.aspx> and apply for courses.

### *Step 3: Access Your Email Account*

- Twenty-four (24) hours after you create your account, you will have access to your D2L email account. All email communication will be sent to this account.
- You will find instruction on how to access this email account at [http://www.gavirtualschool.org/Portals/0/pdf/email\\_quick\\_start\\_guide.pdf](http://www.gavirtualschool.org/Portals/0/pdf/email_quick_start_guide.pdf)
- If you are still unable to access your D2L email account, please contact us at <http://www.gavirtualschool.org/ContactUs/InformationandRegistrationQuestions/tabid/414/Default.aspx>

### **Having Trouble?**

Below are some of the most common issues you might run into.

- Make sure to save your GTID and password so that you can return and complete this registration at a later time.
- Have you done this already? Go to <https://registration.gavirtualschool.org/registration/process/resume.aspx>
- Duplicate Error? Ensure that you haven't created an account before by going to <https://registration.gavirtualschool.org/registration/forgot.aspx>.
- If you are a public school student, you will need to enter your 10-digit Georgia Test Identifier (GTID) number.
- If you are a public school student and do not know your GTID number, please contact your school counselor.

- If you are a private or home school student, your GTID number will be created for you after you have registered this account. Please allow for (7) seven days for this generation process.

#### Step 4: Next Steps

- You must be approved by your local school in order to participate in GAVS courses. If you ever have any questions about your registration status, just login to your account to view your current status. Also, feel free to contact your local school facilitator. His/her contact information is on the first page after you login to your GAVS account.

### **8.2 Accessing the Learning Material**

When you get to your homepage, there will be several boxes, “widgets”, on the screen. On the right side, one widget will be the “My GAVS Courses” widget. You will see the words **Credit Recovery** with a “+” next to it. Click on the “+” and your course (s) will be listed.

After selecting the course you would like to work in, click on the **Content link located** in the menu bar at the top of the screen. An outline of the course will appear including the Introduction unit and the pre-test for the first unit. Read the material carefully, and complete the pre-test for the first unit. The rest of the unit material will appear once you complete the pre-test.

### **8.3 Progressing through the Course**

The course is composed of several parts: **Unit Pre-test**: Each unit starts with a pre-test that must be completed before any unit content is attempted. You will not see content for the unit until the pre-test is completed.

1. **Learning Materials**: Within the unit different types of learning tools are presented. These include links to sites, online reading, streaming videos, labs, and Flash presentations.
2. **Assignments**: Questions, problems, and other assignments are provided for you to practice the skills and knowledge that were presented in the learning materials. These assignments should be completed on separate paper and given to your monitor when you complete the course.
3. **Assignment Checks**: Short, quiz-like assessments that will determine your understanding and completion of the homework assignments. It will take no longer than 10 minutes to complete the assignment check, but you must have your completed work available before you begin.
4. **Review Quizzes**: Quick quizzes to help you make sure that you understand the material presented. Take the quizzes as you come to them. Try not to skip a quiz in a section that you are doing. These are good review tools for the unit tests.
5. **Unit Post-Test**: You must COMPLETE AND PASS the unit test before you will be able to proceed with the course. If you do not make a 70% or better on the unit test you will be allowed to review/redo the learning material, assignments, and quizzes in the unit before attempting the unit test again. Unit tests make up 85% of the final grade for the course. Your monitor will be responsible for determining which sections of the course you must complete. However, you will be required to take the test at the end of each unit to demonstrate proficiency in the course content. The average of your unit post-test grades (85%) and the final (15%) will account for your new grade in the course.
6. **Post and Pre-Tests**: You must complete the Unit Post and Pre-Test in the presence of the lab monitor or virtual facilitator. You must make arrangements with the school

virtual staff to complete these assessments in their presence. **Post-tests will need to be reset after one failing attempt for students instead of after three attempts.**

7. **Reviewing your Grades:** You can keep up with the grades on all of your work by selecting the **Grades** link at the top of the page. The grades list will include your scores on the pre-tests, assignment checks, review quizzes, and post-tests, along with your current grade for the course. Facilitators and monitors also have access to your grade report and they are able to view when you log in to GAVS, and how long each session lasted.
8. **Questions about Credit Recovery:** If you have any questions about the credit recovery program, contact your school credit recovery facilitator or monitor. If they are unable to answer the questions, they have access to GACR personnel who can help them with your questions.

#### **8.4 Questions Students May Ask about Credit Recovery**

- **I have attempted a unit post-test and did not pass in three attempts. What do I do now?** Contact your school credit recovery monitor and ask them to submit a reset request for the unit. Make sure that you let them know the course, and name of the post-test that you need reset.
- **I know that I am enrolled in the credit recovery course, but when I click "Go to Class" I am taken back to the login screen.** It takes 24 to 48 hours after you are enrolled in the credit recovery course to get access to the Desire2Learn website where all of the course content is contained. If it has not been 48 hours since you were enrolled, please wait before contacting your school's credit recovery monitor. If it has been longer than 48 hours, and you still are denied access, contact your credit recovery monitor so that he/she may follow up on the issue.
- **Should the school's lab monitor proctor all pre-tests and post-tests?** A school virtual facilitator must proctor all pre-tests and post-tests for students. Post-tests will need to be reset after one failing attempt for students instead of after three attempts. If you are right there monitoring the test, you can easily reset the test.

#### **8.5 Next Steps for Students**

- The website to access courses is [www.gacreditrecovery.org](http://www.gacreditrecovery.org)
- Click on Student
- Type in your username and password (**BOTH ARE CASE SENSITIVE**)
- Go to the top of the page and click on **MyD2L**.
- On the right side of the page, you will see **CREDIT RECOVERY**. Click on the "+" sign.
- Click on the Content Area for the course you are in-> then click on the class name.
- On the left side of the page, you will see a link for **GRADES**. Click here--> The Activities listed under **POSTS TESTS** and the **FINAL EXAM** (if present) are the only activities that will be calculated toward your final grade. You must complete all of these with a grade of 70% or higher. **These assessments must be taken in the presence of a facilitator or lab monitor.**

#### **8.6 Credit Recovery: How to Work through a Course for Students**

- Click on the blue content link to display your course's content.
- Read the welcome and course introduction.
- Monitors must proctor all pre-tests, post-tests, and final exams that mean the student must take these exams in the presence of a school-based staff.

- Complete Pre-test for Unit One.
- If you scored **85% or higher**, you may take the unit post-test without completing any assignments in that unit.
- If you scored **84% or lower**, you must work through every assignment in the unit before you will be able to take that unit's post-test.
- Students must earn a passing score of **70% or higher** to move from one unit to the next.
- Take and pass the unit post-test. **If you score 69% or lower, you must get your school monitor to reset the test for you.**
- After passing one unit's post-test, you may go on to the next unit, and work through that unit in the same order.
- Student must complete course by the district's deadline.
- You have 3 attempts to successfully pass the test. If you exhaust the attempts, notify the facilitator/monitor assigned to you via email and make sure you list:
  - Your name
  - your home school
  - the course name
  - the unit name
  - the test name
- The other activities on the **GRADE SHEET** are to assist you with successfully completing the course. You should complete them to make sure you have mastered the topics for the tests.
- To access the **CONTENT**, click on the **CONTENT** link next to **GRADES**.
- You will only see the first unit in the course. You must complete the **PRE-TEST** in order for the rest of the unit to open. This is the case for all following units. Once you complete the pre-test, you may begin working on the activities in the unit.
- All assignments must be organized and kept. It will be reviewed by a facilitator.
- As you go through the unit, make sure you:
  - Take notes on the unit information
  - Print- if capable at home- the assignment checks, review sheets, etc. so that you can ask the facilitators questions that you may not know.
  - Write down the questions, answers and steps to solving, any questions during the review quizzes.
- Many of the questions on the **UNIT TESTS** come from the Review Quizzes and Assignment Checks throughout the **UNITS**. It is to your advantage to maintain a **NOTEBOOK** with all of the information from the course in it. All work must be completed by the district assigned due date.

## 9 – Georgia Virtual Credit Recovery Student Registration

Student Name \_\_\_\_\_

Current Grade \_\_\_\_\_

School \_\_\_\_\_

Student # \_\_\_\_\_

### Method of Credit Recovery

<input type="checkbox"/> GAVS Credit Recovery	<input type="checkbox"/> Intercession Credit Recovery
---	---

### Transportation Request (Only if Student is Enrolled in 7<sup>th</sup> Period Virtual Credit Recovery Remediation)

From school to Home
  Transportation is NOT needed

### Credit Recovery Courses Needed: To be completed by the counselor.

Course Name	Course A	Course B	Course AB
Math I*			
Algebra I*			
Geometry*			
Algebra II			
Advanced Alg/Trig			
Biology*			
Physical Science*			
Chemistry			
Physics			
9 <sup>th</sup> Grade Lit*			
10 <sup>th</sup> Grade Lit			
American Lit*			
12 <sup>th</sup> Grade Lit			
World History			
US History*			
American Government			
Economics*			
World Geography			
Other: Specify			

\*Courses in shaded boxes require an EOCT test.

### Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### Data Entry –To be Completed by Counselor

Counselor: \_\_\_\_\_ Date Entered in AS400: \_\_\_\_\_

GTID: \_\_\_\_\_ Paid/Receipt Number: \_\_\_\_\_

White – School

Yellow – Parent /Student

Pink – Central Office

## 10 – GAVS Fee-Based Credit Recovery Registration

Georgia Virtual School (GAVS) course registration takes place on-line.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
 School \_\_\_\_\_ Student # \_\_\_\_\_  
 GTID \_\_\_\_\_ **Provided by the Counselor**

**Credit Recovery Courses Needed: To be completed by the counselor. Student can take only one course at a time.**

Course Name	Course A Number	Course B Number	Course AB Number	Previous Course Grade	Program Type GAVS

### Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment

Payment for GAVS courses (\$300 per ½ Carnegie unit) is made via debit or credit cards when student registers for the course.

### Registration

Students register for Georgia Virtual School at <http://www.gavirtualschool.org/>.

The actual registration process is simple:

- Create an account by choosing this option in the login box to the left.\*
- Login and apply for classes.
- After you apply for classes, the District’s facilitator will be notified and asked to approve your course.

You must be approved by your local school in order to participate in GAVS courses. If you ever have any questions about your registration status, just login to your account to view your current status. Also, feel free to contact your local school facilitator. His/her contact information is on the first page after you login to your GAVS account.

White – School

Yellow – Parent /Student

Pink – Central Office

## 11 – GAVS Fee-Based New Credit Registration

Georgia Virtual School (GAVS) course registration takes place on-line.

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
 School \_\_\_\_\_ Student # \_\_\_\_\_  
 GTID \_\_\_\_\_ **Provided by the Counselor**

**New Courses Needed: To be completed by the counselor. Student can take only one course at a time.**

Course Name	Course A Number	Course B Number	Course AB Number	Previous Course Grade	Program Type GAVS

### Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment

Payment for GAVS courses (\$300 per ½ Carnegie unit) is made via debit or credit cards when student registers for the course.

### Registration

Students register for Georgia Virtual School at <http://www.gavirtualschool.org/>.

The actual registration process is simple:

- Create an account by choosing this option in the login box to the left.\*
- Login and apply for classes.
- After you apply for classes, the District’s facilitator will be notified and asked to approve your course.

You must be approved by your local school in order to participate in GAVS courses. If you ever have any questions about your registration status, just login to your account to view your current status. Also, feel free to contact your local school facilitator. His/her contact information is on the first page after you login to your GAVS account.

White – School

Yellow – Parent/Student

Pink – Central Office

## 12 – Student Entry Form

Complete this form as you sign up for each Georgia Virtual on-line course. Give the entire form to your counselor.

### 1. Student Information – Completed by Student

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_

School \_\_\_\_\_ Student # \_\_\_\_\_

### 2. Course Information – Completed by Student

Name of Course \_\_\_\_\_ User Name \_\_\_\_\_

Date Enrolled \_\_\_\_\_ Password \_\_\_\_\_

### 3. Completed by Counselor

***Counselor must complete this form and distribute according to distribution list.***

Counselor \_\_\_\_\_ Previous Grade Earned \_\_\_\_\_

GTID \_\_\_\_\_ Assigned Facilitator \_\_\_\_\_

Need to take EOCT \_\_\_\_\_ Date Student Must Finish \_\_\_\_\_

Type of Credit	Type	Start	Drop Date	End
Credit Recovery Fall	GAVS 7 <sup>th</sup> Period Remediation	September 22	October 1	November 12
Credit Recovery Spring	GAVS 7 <sup>th</sup> Period Remediation	February 16	February 25	April 15

White – School

Yellow – Parent/Student

Pink – Central Office

### 13 – GAVS Credit Recovery Student Roster

This roster must list each student that has been signed up for core curriculum credit recovery through GAVS. **Please note that each school will be allotted fifty (50) slots for the afterschool virtual credit recovery program.** Return the completed form to Karlowa Dukes by **each session start date 5:00 PM.**

School Name: \_\_\_\_\_ School Code: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Session Dates: \_\_\_\_\_

#	Student Name	Student #	Student E-mail Address (this must be a working address – please verify)	Course Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

#	Student Name	Student #	Student E-mail Address (this must be a working address – please verify)	Course Name
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				

#	Student Name	Student #	Student E-mail Address (this must be a working address – please verify)	Course Name
50				

## 14 – High School Virtual Withdrawal Form

This form is used to document the withdrawal of a student from a High School Virtual Course. **Students withdrawing after the drop date will receive an “I” for the course.**

### Part I Student Information

School's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Phone Numbers: H: \_\_\_\_\_ C: \_\_\_\_\_

### Part II Course(s) to be Dropped

**FB – Fee-based Virtual Courses (either new credit or recovery credit - GAVS)**

**GAVS CR – Georgia Virtual School Credit Recovery**

	Dropped Course Name	Dropped Course Number	Facilitator/Monitor's Name
FB Virtual			
GAVS CR			

### Part III Reason for Dropping the Course(s) (Check those that apply)

	FB Virtual		No transportation		Poor Attendance		Lack of Interest
	GAVS CR		No transportation		Poor Attendance		Lack of Interest

### Part IV School's Actions

Action	By Whom	When/Date
a) Held a conference with student		
b) Notified parent/guardian by phone		
c) Notified parent/guardian by mail		
d) Other: Explain		

### Part V Withdrawal Data Entry

Counselor: \_\_\_\_\_ Date Entered in AS400 or GAVS: \_\_\_\_\_  
 Grade Entered (if student is withdrawn after drop date) \_\_\_\_\_

### Part VI Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Make sure parents/guardians receive a copy of the completed form and place a copy in the student's record

White – School

Yellow – Parent/Student

Pink – Central Office

## 15 – Payroll Due Dates

Payroll sheets for summer employment are due to Karlowa Dukes by the due date listed below. Note the date as it differs from the system’s payroll schedule. Forms may be hand delivered or placed in school mail (attention Karlowa Dukes). **Late payroll sheets will cause a delay in receipt of payment.**

<b>Work Period for Remediation Virtual Staff</b>	<b>Due to Karlowa Dukes</b>	<b>CCPS Attendance Cutoff</b>	<b>Option 10 (Final processing)</b>	<b>Paycheck</b>
September 22 – November 12	<b>November 18, 5:00 PM</b>	December 4	December 8	December 18
February 16 – April 15	<b>April 16, 9:00 AM</b>	April 16	April 20	April 30





## 18 – High School Grade Reporting Schedule 2009-2010

	4 ½ Wk. Progress Report	9 Wk Report Card	13 ½ Wk Progress Report	Achievement Report	4 ½ Wk. Progress Report	9 Wk Report Card	13 ½ Wk Progress Report	Achievement Report
	Aug 10 - Sep 10	Sep 11 –Oct 8 (43 days)	Oct 9 – Nov 12	Nov 13 – Dec 18 (86 days)	Jan 5 – Feb 4	Feb 8 – Mar 17 (47 days)	Mar 18 – Apr 27	Apr 28 –May 28 (94 days)
<b>Last Day of Grading Period</b> For schools who opt to post this day, a Missing Evaluation Report can be set up at the end of the day.	Sept 10	Oct 8	Nov 12	Dec 18	Feb 4	Mar 17	Apr 27	May 28
<b>2:30 PM deadline for posting all grades in the grade book program. Missing Evaluations report must be set up and teachers who need to post missing grades must do so prior to this 2:30 deadline.</b>	Sept 11	Oct 9	Nov 13	Jan 4	Feb 5	Mar 18	Apr 28	Jun 1
<b>Grading period closed after 2:30. Any changes made after this time will not be reflected on the report cards.</b>								
<b>Report Cards printed</b>	Sept 14-16	Oct 12-14	Nov 16-18	Jan 5-7	Feb 8-10	Mar 19-23	Apr 29-May 3	June 2
<b>Report cards delivered</b>	Sept 17	Oct 15	Nov 19	Jan 8	Feb 16	Mar 24	May 4	June 4

## 19 – Virtual Credit Recovery Staff Roster

### First Semester

School Name	
Administrator Name - Remediation	
Date Virtual Credit Recovery Starts	
Date Virtual Credit Recovery Ends	

Counselor	
Lab Monitor/Facilitator	

**E-mail to Delphia Young by September 14, 2009**

***Final roster must be e-mailed by September 23, 2009***

### Second Semester

School Name	
Administrator Name - Remediation	
Date Virtual Credit Recovery Starts	
Date Virtual Credit Recovery Ends	

Counselor	
Lab Monitor/Facilitator	

**E-mail to Delphia Young by February 5, 2010**

***Final roster must be e-mailed by February 17, 2010***

## 20 – 2009 – 2010 High School Virtual Remediation Timeline

### Teaching and Learning

<i>Date</i>	<i>Activity</i>	<i>Person(s) Responsible</i>
<b><i>Getting Started and First Semester</i></b>		
August	Share recommended proposal with Ken Sanders and Janice Davis and get feedback	Delphia Young
August	Share recommended proposal with High School Principals and Counselors	Delphia Young
August	Get feedback from High School Principals, Counselors	
August	Meet with Janet Garner/Lee Roberts to setup AS400 for HS remediation	Delphia Young
August 17 – September 4	Identify seniors and 11 ½ grade students who need HS remediation, contact students and parents	Counselors
August 20	Send start dates and times to transportation	Delphia Young
August 20	MIS sets up AS400 for HS remediation	Janet Garner
August 20	Finalize draft HS Remediation Proposal	Delphia Young
August 21	Send print request to Printing Services: HS Remediation Proposal	Delphia Young
August 21	Setup HS remediation accounts (See Natosha Jordan and Joyce Smith), if needed	Delphia Young
August 22	Schools send names of remediation/virtual administrator, counselor, and special education liaison	Principals
September 14	Schools submit HS remediation (credit recovery, virtual credit recovery, and GHS GT tutorial) plan/proposal to Delphia Young	Principals
August 24 – September 4	Advertise HS remediation; recruit and identify teachers	Principals, Counselors
August 24 – September 4	Register students for HS Remediation	Counselors
September 3	Meeting with Remediation/Virtual Administrators 3:45 PM – 4:15 PM, Central Office	Delphia Young
September 4	Post all requests for 7 <sup>th</sup> period remediation (face-to-face and GAVS Credit Recovery) in AS400 2:00 PM	Counselors
September 4	MIS sends transportation requests to the Transportation Department 4:30 PM	Lee Roberts
September 7 – 18	Transportation routing	Joy Reeves
September 11	Use course tallies for 7 <sup>th</sup> period to finalize teacher selection	Principals
September 15	Classroom Remediation Teachers' Training At each local high school, 3:45 PM – 5:30 PM	Principals
September 16	Credit Recovery Virtual School Facilitators' Training at Professional Learning Center	Delphia Young Karlwa Dukes

## 20 – 2009 – 2010 High School Virtual Remediation Timeline

### Teaching and Learning

<i>Date</i>	<i>Activity</i>	<i>Person(s) Responsible</i>
	4:00 PM – 5:30 PM	
September 21	Send transportation information to principals and counselors	Joy Reeves
September 22 to November 12	<b>HS 7<sup>th</sup> Period Remediation</b>	School Staff
September 23	<b>Submit first</b> list HS remediation staff to Delphia Young	Principals
October	Submit proposals to CAO for elementary and middle after school remediation	Cassandra Hopkins Delphia Young
October	Submit proposals to CAO for elementary, middle, and high summer school	Cassandra Hopkins Delphia Young
December 7 – 11	EOCT	School Staff
December 17	Finalize posting of 7 <sup>th</sup> period and virtual credit recovery grades	School Staff
<b>Second Semester</b>		
December 17	Clear AS400 high school remediation transportation files	Joy Reeves Janet Garner
January 5 - 22	Advertise HS remediation; recruit and identify teachers	Principals, Counselors
January 11 - 22	Register students for HS Remediation	Counselors
January 22	Post all requests for 7 <sup>th</sup> period remediation (face-to-face and GAVS Credit Recovery) in AS400 2:00 PM	Counselors
January 22	MIS sends transportation requests to the Transportation Department 4:00 PM	Lee Roberts
January 25 - February 5	Transportation routing	Joy Reeves
February 4	Use course tallies for 7 <sup>th</sup> period to finalize teacher selection	Principals
February 5	<b>Submit first</b> list HS remediation staff to Delphia Young	Principals
February 8	Classroom Remediation Teachers' Training At local school site 3:45 PM – 5:00 PM	Principals
February 8	Send transportation information to principals and counselors	Joy Reeves
February 9	Credit Recovery Virtual School Facilitators' Training at the Professional Learning Center 4:00 PM – 5:30 PM	Delphia Young Karlowa Dukes
February 16 – April 15	<b>HS 7<sup>th</sup> Period Remediation</b>	School Staff
February 17	<b>Submit final</b> list HS remediation staff to Delphia Young	Principals
April 26 – 30	EOCT	School Staff

## 20 – 2009 – 2010 High School Virtual Remediation Timeline

### Teaching and Learning

<i>Date</i>	<i>Activity</i>	<i>Person(s) Responsible</i>
May 26	Finalize posting of 7 <sup>th</sup> period and virtual credit recovery grades	School Staff