



## Online Learning Lab Expectations

Welcome to the HHS Credit Recovery Program. You will be given the opportunity to retake courses you completed but did not earn the required credit for graduation. You will be working in Edgenuity and can access your classes outside of the school.

1. If you are an athlete or may be involved in the NCAA, National Collegiate Athletic Association, you must indicate such by checking the box on the Edgenuity Student Enrollment Form. This will determine the type of Edgenuity course you will be enrolled in. The NCAA only approves full courses; they will not accept the Credit Recovery version with pretest. If this applies to you, please make sure the course you are enrolled in doesn't have CR after the course title. If it does and you are an athlete, please let your lab teacher know immediately.
2. You will be enrolled in one course at a time in Edgenuity.
3. You are expected to finish all courses according to the timeline indicated on the Edgenuity Student Enrollment form.
4. Working outside the school day is highly recommended to complete your course on time. You will be able to work until you get to a test, which must be opened by your teacher of record. (See the list of teachers and their contact information below.)
5. Your teacher of record is the only person who can unlock your test. This may not be the teacher who is monitoring the lab, in which case you will need to send your teacher a message.
6. After two failed attempts, you must meet with your teacher of record for remediation before a third attempt.
7. Your progress will be monitored by your teacher of record and the teacher monitoring the lab.
8. The lab is open during the following times to work on Edgenuity in room 1204 or 1209:
  - a. During Your Lunch (Feel free to eat in the room while you work)
  - b. Zero Hour 7:45 AM to 8:35 AM (by appointment)
  - c. After School – 4:20 PM to 5:00 PM (by appointment)
9. Your Marking Period Report Card grades will be determined by the progress you have made in your course with either a P for passing or an F for failing. At the end of the semester your Relative Grade may be recorded on your transcript as a final grade for the course, whether you have completed the course or not. (The Relative Grade will average zeros for that that hasn't been completed.)
10. Failing Marking Period Grades and incompletes (I) will affect UIL eligibility.
11. Please view the Intervention Support Team webpage at <https://bit.ly/HHHSIntervention> to view information about Edgenuity, automatic emails, grades, and much more.

During lab times you are expected to:

1. Comply with all KISD and HHS rules and policies, including the Technology policies.
2. Refrain from visiting any sites other than Edgenuity.
3. Stay off your cell phone and any other personal device, unless permitted by the teacher in the room.
4. Stay awake.
5. Work diligently on Edgenuity courses to meet deadlines.
6. Only work on your Edgenuity course. You are not allowed to work on assignments for other classes.

Edgenuity Teacher Contact Information by Subject:

English: Danny Cranford- Text @3fhhbg3 to 81010

Spanish: Carmen Flores- Text @e7ekbc to 81010

Math: Cathy Tollett- Text @66c48d to 81010

German: Manuela Gardner Email: manuela.gardner@killeenisd.org

Science: Chris Dubois- Text @scicr24 to 81010

Social Studies: Laura House- Text @g7c9fb to 81010

Enrollment in the Online Learning for credit recovery is a privilege. If you are not making progress to earn the credits needed and/or abiding by the expectations, you will be withdrawn from the lab and your Edgenuity courses. This will result in loss of credit for the course.