

South Hamilton High School E2020 Credit Recovery / Course Offering Procedures

E2020 Credit Recovery:

Students that are short credits towards graduation, or have failed a course, are eligible to take credit recovery courses via E2020 with the following stipulations. These policies and guidelines pertain to full time South Hamilton High School students.

1. The student must first have written permission from the At Risk / E2020 Coordinator. This form can be obtained from the At Risk / E2020 Coordinator.
2. Besides the guidelines below, the At Risk / E2020 Coordinator and building administration may also take the following into consideration when allowing for E2020 courses to be taken.
 - a. Ability for the student to be successful with an E2020 course and no direct teacher.
 - b. Past success or failure with E2020 courses.
 - c. Maturity and ability for the student to be a self-starter with the course in a study hall type setting (GPA, past grades, attendance).
 - d. Past success or failure in the curriculum area of the given E2020 course being requested.
 - e. Teacher, parent, and/or student input.
3. The student must have already taken the course from an in-house teacher twice before they can take this same course via E2020 during the school year.
 - a. Exception: If a student agrees to attend summer school, they are eligible to take E2020 for credit recovery prior to taking the course a second time with an in-house teacher. They will then take the course during the summer school session. Failure to complete the course during the summer session will result in the student taking the course from an in-house teacher.
 - b. Students may not take a given E2020 course for the first time through summer school.
 - c. Students may not take E2020 courses in an effort to circumvent taking a given course from an in-house teacher.
 - d. If a student is removed from summer school prior to completion of the E2020 course, they will not receive credit for the course.
4. Time Line
 - a. Students must complete E2020 courses during the semester, or summer session, in which they start the course.

- b. Failure to complete all course work during a given semester, or summer session, will result in the student failing the course.
 - c. Failed E2020 courses will need to be retaken with no credit for the work done in the incomplete course.
 - d. Failed E2020 courses will result in ineligibility for the given student in accordance with state and district policy.
5. Exceptions to the above rules will only be made by the building administration for the following reasons:
- a. E2020 courses are the only way a student will have the opportunity to graduate with their class.
 - b. Excused extended absences make E2020 the only viable option for credit recovery (30 excused days in a semester would be considered an extended absence).
6. Credits
- a. Students may not take more than two E2020 recovery courses during a given semester or summer session.

E2020 Course Offerings

E2020 does offer courses that are not credit recovery, but rather regular on-line courses for high school credit. Students may take these courses via E2020 with the following stipulations.

- 1. The student must first have written permission from the At Risk / E2020 Coordinator. This form can be obtained from the At Risk / E2020 Coordinator.
 - 2. Students cannot take these courses if the same/similar course is already offered within the South Hamilton High School course offerings.
 - 3. Students cannot supplant a South Hamilton course for an E2020 course.
 - 4. Guidelines #2, #3, #4, and #6 from above (E2020 Credit Recovery stipulations) apply to these course offerings as well.
5. Credits
- a. Students may not take more than two E2020 courses during a given semester.
 - b. E2020 courses (not for credit recovery) are not offered during summer school.
 - c. Students must be full time South Hamilton High School students to take E2020 courses.
 - d. Students taking E2020 courses will get equal credit to the local course they are replacing with the given E2020 course.
6. Grades
- a. Student grades will be approved and submitted to the Guidance Counselor by the At Risk / E2020 Coordinator at the appropriate grade reporting times.

- b. The grades will be compiled into the necessary electronic systems by the Guidance Counselor.
 - c. E2020 grades are factored into cumulative, semester, and quarter GPAs, and count towards all eligibility policies.
7. E2020 Course Set-up/Quizzes/Tests/Progress Monitoring
- a. The At Risk / E2020 Coordinator will design and set up each E2020 course in collaboration with the Guidance Counselor, administration, and teachers.
 - b. The At Risk / E2020 Coordinator will monitor and open quizzes, tests, and retakes as needed.
 - c. The At Risk / E2020 Coordinator will monitor and report out on student progress as needed to students, parents, the Guidance Counselor and administration.

South Hamilton High School Course Supplant Guidelines

On occasion students will sign up for courses that are similar or the same, in regards to curriculum, as courses we currently offer at South Hamilton High School. As per Iowa Department of Education Guidelines, students may not supplant a local course with a college course.

Supplant Policy

1. As students register for non-South Hamilton courses, the Guidance Counselor will check to see if these courses meet the supplant guidelines with courses already taught locally.
2. Many courses are already determined to be courses that would supplant a local course. Such as ICCC Public Speaking, ICCC Sociology, and ICCC Statistics. These courses are not available to South Hamilton students since they would supplant our local courses in the same areas.
3. Other courses may need to be checked for the supplant guidelines as students inquire about them from year to year. This process is as follows:
 - a. The Guidance Counselor will check to see if we offer what would appear to be a similar course locally.
 - b. The Guidance Counselor will provide our local teacher with the course description of the non-South Hamilton class in question.
 - c. The teacher will compare the non-South Hamilton course description with the local class curriculum.
 - d. The Guidance Counselor and the teacher will meet to determine if the description/curriculum is the same or similar.

- i. If the description/curriculum is the same or similar students will not be allowed to supplant the non-South Hamilton course with our local course.
 - ii. If the description/curriculum is not the same or similar students will be allowed to take the non-South Hamilton course in question.
4. The Guidance Counselor will keep and maintain a list of courses that cannot be supplanted for local South Hamilton High School courses, and will give guidance to students regarding these courses during the registration process.