

Escambia County Board of Education
High School Credit Recovery Plan

In accordance with the guidelines of the Alabama Department of Education (ALSDE), the Escambia County School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be operated under the guidelines established by the ALSDE and the local education agency (LEA).

Student Failure Reports

Teachers that have students with failing grades in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were not met in the applicable grading term. These reports may be used in combination with course and skill-specific diagnostic tools provided through software vendors and/or school or school-system assessments, all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through Credit Recovery.

Student Eligibility, Admission, and Removal

Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation was between 40 or above. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term. Students must complete an application to request placement in a Credit Recovery Program. The student and parent/guardian must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission, program requirements and limitations. Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

Credit Recovery Program Authorization and Operation

The operating hours of the program will be from _____ until _____ beginning on _____ through _____.

Credit Recovery programs operating during the summer term or outside the normal school hours must be supervised by an administrator.

- Teachers working with students in Credit Recovery programs must be certified in the content area they are teaching or in one content area if they are facilitating a software-based program.
- In situations where online courses are being utilized, an approved adult employee of the school system may be used as a facilitator.
- Credit Recovery Program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.

Instructional Content and Curriculum

Instruction may be delivered through a combination of computer-based instructional software and targeted small-group instruction supervised and managed by a certified teacher or through direct instruction from a teacher who is certified in the subject area of the course being recovered. Credit Recovery teachers will receive training pertaining to effective course organization and operational management of the applicable computer-based instructional software. An individual student prescription will be developed by the Credit Recovery teacher based on failure reports completed by the student's teacher of record and skill-specific diagnostic tools which are offered by the computer-based instructional software or other approved assessments. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student must complete his or her individual remediation plan within the published operating dates and hours of the Credit Recovery Program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next.

Instructional assignments, whether computer-based or teacher-based, will be aligned with the Alabama academic content standards approved by the Alabama State Board of Education. Students will be released from the Credit Recovery Program upon successful completion of individual remediation plans regardless of the number of hours of instruction.

Grades and Credit

A maximum grade of 70 may be awarded in a Credit Recovery course. Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages. The original failing grade must remain on the transcript.

Summer School

Credit and Course/Grade Level Recovery Guidelines Grades 1-12

High School courses are set up as 1st semester or 2nd semester courses in the school board approved software program except Economics and Government. The standards for each semester match the Escambia County Schools pacing guide. Courses for grades 1-8 are set up as full year courses except Geography and Civics. Students in grades 9 through 12 will take the course for the semester(s) failed. Students in grades 1 through 8 will take the entire course.

Credit and Course Recovery Procedures Grades 6-12

School Board approved software will be utilized to determine skill/ standards students have not mastered. The credit recovery software will generate an individualized course for each student. The following guidelines will be implemented using the School Board approved software:

1. Students must complete **all lessons** for the course
 - Students passing the lesson pre-test with an 80% or higher will automatically be moved to the next lesson.
 - Students must pass the mastery test at the end of each lesson with a 70% or higher.
 - Students will get **three** attempts at the mastery test.
 - The student has a minimum of 10 minutes to study and receive intervention assistance from the teacher before making another attempt at the mastery test.
 - If the student does not make a 60% or higher after the third attempt on the mastery test, the student fails that lesson and must move on to the next lesson.
 - Students must keep a journal of their lessons on the **PROOF OF LEARNING** recording sheet that will be provided to all students for each subject.
 - Students will record important information related to the lesson.
 - Students will record the areas they don't understand and ask for assistance from the teacher as needed.
 - The teacher will use the **PROOF OF LEARNING** recording sheet to provide intervention when students do not pass the Mastery test.
 - The teacher will sign each student's **PROOF OF LEARNING** recording sheet after each lesson is completed.
 - A maximum grade of 70 will be entered as the recovery grade on the student transcript.

***CREDIT RECOVERY IS ONLY FOR STUDENTS WHO HAVE ATTEMPTED AND FAILED A COURSE WITH A MINIMUM AVERAGE OF 40.. IT IS NOT TO BE USED AS A SUBSTITUTE FOR A REGULAR COURSE.**

***Exceptions will be made for students assigned to the Alternative School**

The National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit and the original failing grade will remain on the student's permanent record.

(Place on School Letterhead)

CREDIT RECOVERY REQUEST FORM

I, (Student name), request consideration for Credit Recovery in (Name of course failed). I have read the requirements for admission to the Credit Recovery program and understand my responsibilities if admitted. I am aware that a maximum grade of 70 is available through Credit Recovery and that should I desire a higher grade, I will be required to take the entire course through traditional methods. I understand that the National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit and that my original failing grade will remain on my permanent record. My signature and that of my parent/guardian convey our understanding of this grading procedure and all other requirements associated with the Credit Recovery program.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher of Course Failed Signature: _____ Date: _____

Counselor Signature : _____ Date: _____

Principal Signature: _____ Date: _____

Proof of Learning

Student _____ Home School _____

Course _____ Date _____

Subject/Lesson/Concept _____

<u>What I Know</u>	<u>What I Learned</u>	<u>What I did not understand</u>

What I did to review before taking each Mastery Test

TEACHER: Provide the student intervention between MASTERY TEST attempts. Sign and check the correct space for Mastery.

ACHIEVED MASTERY DID NOT ACHIEVE MASTERY Teacher Signature: _____

Proof of Learning

Student _____ Home School _____

Course _____ Date _____

Subject/Lesson/Concept _____

<u>What I Know</u>	<u>What I Learned</u>	<u>What I did not understand</u>

What I did to review before taking each Mastery Test

Weekly Progress Report

Student Name: _____

Date: _____

Course: _____ **Avg.** _____

Course: _____ **Avg.** _____

Teacher Comments: _____

Parent Signature: _____

Weekly Progress Report

Student Name: _____

Date: _____

Course: _____ **Avg.** _____

Course: _____ **Avg.** _____

Teacher Comments: _____

Parent Signature: _____

Escambia County Board of Education
High School Graduation Requirement Failure Report

Student Name (Last, First): _____ Final Grade: _____%

Teacher (Last, First): _____ Term (Circle): 1st sem/2nd sem/year

Subject: _____

Were there specific habits or behaviors that contributed to the student's grade?

What was the student's most significant strength in the class?

Was there a particular type of assignment that the student struggled with more than other assignments?

Teacher

Date

Submit this form to the student's counselor when final grades are submitted.

Escambia County Board of Education
High School Credit Recovery
Student Registration Form

(Please Print)

Student Name: _____ Grade Level: _____

Gender: M _____ F _____ Student#: _____ Date of Birth: ____/____/____

Home Address: _____
Street City State Zip Code

Home Telephone: _____ Parent/Guardian Work Telephone: _____

Parent/Guardian Name(s): _____

Parent/Guardian Address/Telephone Number (if different from student): _____

Emergency Contacts: _____

Name: _____

Relationship to Student: _____

Telephone Number: _____

List any prescription medication that the student must take during school or the hours of operation listed for the Credit Recovery Program:

Step #1: Read the information regarding the Escambia County School System's Credit Recovery Program's eligibility and guidelines for participation.

Step #2: Please list the course(s) requested for Credit Recovery and the numerical grade received in that course:

Signature of Counselor from student's home school: _____

Step #3: Return this completed and signed form to your high school principal.

I have read and met all requirements for the Escambia County School System's Credit Recovery Program.

I have received the rules/regulations/expectations/procedures/limitations for the Credit Recovery Program and I agree to abide by all guidelines of the program.

Student Signature: _____ Date: _____

I understand that if my child does not follow all rules/regulations/expectations/procedures of the

Credit Recovery Program, he/she may be dismissed from the program and will lose the opportunity to regain the lost credit through the Credit Recovery Program.

Parent/Guardian Signature: _____ Date: _____