

# Walker County Schools

## Credit Recovery

*In accordance with new guidelines released by the Alabama Department of Education, Walker County Schools 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 this document.*

**Program Goal:** It is the intent of the Walker County Board of Education to provide opportunities for students to recover credit for courses previously attempted. The goal of the program is to provide an alternate avenue for students to stay in school and graduate on time.

### **Guidelines:**

#### **Student Failure Reports**

- Teachers who assign failing grades to students in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were met, not met, or not covered in the applicable grading term.

#### **Student Eligibility, Admission, and Removal**

- Student must be currently enrolled in Walker County Schools in grades 9-12.
- Students are eligible to apply for credit recovery if they completed the required number of instructional hours in a course required for graduation and the final grade earned was between 40% - 59%.
- If the final grade earned in a course required for graduation was between 0% - 39%, the student may attend the credit recovery program, but all standards for the failed course will be assigned for remediation and the student must attend the full number of required instructional hours. 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 and program requirements.
- 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.
- Students who do not qualify for credit recovery or cannot complete a credit recovery program under these guidelines will be required to repeat the failed course covering all applicable standards and meeting for the total number of required instructional hours (70 hours for a semester credit, 140 hours for a year).
- Attendance is required. Students are subject to the same guidelines as required in the Walker County Schools Handbook

- Students enrolled in credit recovery may only recover credits and may not use the program to advance studies.
- Students enrolled in HOPE or Twilight School may use the program to advance studies, but may not exceed their co-hort.
- Credit recovery courses are not recognized by NCAA, therefore, student athletes must recover credit through traditional summer school.
- Students will be accepted based on need and space available.
- Students must make adequate progress toward credit recovery to remain in the program.

### **Credit Recovery Program Authorization and Operation**

- Credit recovery programs must be authorized by the Superintendent on an annual basis and approved by the school board.
- The credit recovery program will be supervised by an administrator and will include highly qualified teachers.
- Credit recovery will be open to all eligible students in Walker County.
- Credit recovery programs must publish definitive beginning and ending dates along with operating hours.
- Credit recovery programs may be offered during the summer school term or before, during, or after school hours.
- If credit recovery programs are operating during school hours, students participating in the program may not be concurrently enrolled in a course which is earning its own credit while attempting to recover credit in other courses (i.e., no “double dipping” for credits).
- Credit recovery programs operating during the summer term or outside of normal school hours must be supervised by an administrator.
- Provisions must be made to attend to student medication procedures during the operating hours of the credit recovery program.
- Provisions must be made for parents/guardians to communicate with the supervising administrator during the operating hours of the credit recovery program in case family emergencies or similar circumstances arise which require attention or notification.
- Credit recovery program offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses. There is no guarantee that all courses required for graduation may be served by a credit recovery program.
- School meals will not be provided for summer school or Twilight programs.
- School lunches will be provided for students enrolled in programs during the regular school day based on student eligibility established at the home school.

## **Instructional Content and Curriculum**

- When applicable, credit recovery teachers must receive training pertaining to effective course organization and the 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 students' original teachers and skill-specific diagnostic tools which are offered by the computer-based instructional software. 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 College and Career Readiness Standards approved by the State Board of Education.
- The final step in each student's remediation plan will involve taking the common semester exam developed by credit recovery teacher using a computer-based program
- 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 Credits**

- Students who complete the remediation plan by demonstrating minimal proficiency in all required standards will receive a grade of 70 for the recovered course credit.
- For students who fail to complete the remediation plan by demonstrating minimal proficiency in all required standards, there will be no grade change and no recovered credit for the failed course.
- Incidents of cheating may lead to the student's removal from the program for disciplinary reasons.
- Progress reports will be submitted to the administrator supervising the credit recovery program and parents/guardians on a periodic basis defined by the program proposal which includes at a minimum the total number of assigned remediation standards for the course, the number that have been completed to date, and the number remaining.
- Credits recovered will be entered on the transcript as repeat attempts and will not replace the previously earned grade.
- A maximum of ten (10) credits may be earned by a student in a school year which includes the subsequent summer school term.

## **Grading Scale**

Students who complete a credit recovery plan by demonstrating minimal proficiency in all required standards will receive a grade of 70 for the recovered course credit.

## Program Descriptions

### Program Assurances

LEAs offering Credit Recovery shall develop program rules, regulations, and processes and shall provide them in writing to students, parents, guardians, and the State Department of Education. At a minimum, they must address the following guidelines for admission and removal, instruction, content and curriculum, grades, and credits:

### Admission and Removal

LEA rules, regulations, or procedures for admission to and removal from Credit Recovery programs may include but not be limited to attendance, discipline, availability of coursework, availability of space, appropriate progress, and grades. At a minimum, they must:

- a. All students will complete an application process with high school counselors for admission into the credit recovery program.
- b. Parent(s) or guardian(s) will consent for students to apply for Credit Recovery.
- c. Students must have earned a failing grade not less than 40% in the course.
- e. Students may only recover credits and may not use the program to advance studies.
- f. Students will be accepted based on need and space available.
- g. Students must make adequate progress toward credit recovery to remain in the program.

### Instruction may be selected from one or a combination of the following:

- a. A teacher-based option may be used by a certified teacher in the content area using any or a combination of the following criteria to determine unmet standards:
  - i. Teacher assigned
  - ii. Skill-specific diagnostic tests
  - iii. Comprehensive Exam
- b. A Computer-based Program may be used if supervised by a certified teacher who has been trained in the software and using any or a combination of the following criteria to determine unmet standards:
  - i. Teacher assigned
  - ii. Skill-specific diagnostic tests
  - iii. Comprehensive Exam
- c. ACCESS through the SDE approved processes

## Content and Curriculum

a. Credit Recovery curriculum shall align with Alabama academic content standards approved by the State Board of Education.

## Grades

a. The LEA has established specific uniform procedures for evaluation of student progress and awarding of final grades in Credit Recovery programs. A final grade of not more than 70 may be awarded.

b. The original grade of F may be replaced **for calculation of grade point average** with a grade of D or C dependent upon the student's performance in Credit Recovery. **A student's failing grade will not be removed from the permanent record.**

## Credits

a. Credit Recovery courses are to be included in calculating total credits allowed during the year and are to be designated on official transcripts as credit recovery courses.

# Walker County Schools

## Credit Recovery Agreement

\_\_\_\_\_ School Year

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Course(s) needed for Credit Recovery:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that my and my child's participation in Credit Recovery is contingent upon meeting Walker County School System's requirements. I understand the following:

1. A minimum grade of 40 in each course is required to participate in credit recovery.
2. A maximum grade of 70 may be entered on a transcript if credit is recovered.
3. The original grade will remain on my transcript.
4. That the NCAA does NOT accept credit recovery for eligibility to play collegiate sports.
5. Failure to meet appropriate standards in behavior and/or academics will result in removal from the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

For Administrative Use ONLY

\_\_\_\_\_  
Administrative Review Team

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Type of Credit Recovery for each course:

Course	Teacher-Based Program	Computer-Based Program	ACCESS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____