

**8110R.3**

**Instruction**

**Credit Recovery Material  
Design, Approval, and  
Evaluation**

The West Irondequoit Central School District recognizes that a student may need additional opportunities to earn credit and meet graduation requirements. The District also recognizes that a student accessing credit recovery materials will have had prior exposure to course curriculum. Thus, credit recovery materials by nature would provide a truncated version of the course curriculum to allow students to demonstrate their proficiency in essential standards, content, and skills.

**Development of Credit Recovery Materials**

In accordance with Policy 8110, materials for credit recovery will consistently be of the highest possible quality and will be responsive to student needs. To this end, credit recovery materials will adhere to the following Guiding Principles and Requirements:

- aligns with course curriculum
- includes assessments and application opportunities, such as a performance task, traditional exam, or written summative assessment
- ensures access to essential course standards, content, and skill development
- incorporates relevant, inclusive, and student-centered instruction

A request to develop credit recovery materials must be approved by the appropriate Director of Instruction and a building administrator. Credit recovery materials must be designed with at least one content area teacher, but ideally with a team of multiple professionals.

For each course, a "Cover Sheet" will be developed that outlines the component tasks that equate to the credit earned.

**Approval of Credit Recovery Materials**

Prior to implementation, credit recovery materials must be approved by the appropriate Director of Instruction and Building Principal. The Directors of Instruction will use the above stated Guiding Principles and Requirements in the approval process.

Approved materials will be archived for future use to ensure consistent expectations for credit recovery. If the archived materials do not meet the specific and unique needs of an individual, the development and approval process may be initiated to develop new materials.

**Awarding Credit For completed Credit Recovery Work**

All completed learning tasks will be evaluated by a content area teacher or Director of Instruction. Student work will be saved for the duration of the school year by the building administrator or classroom teacher.

If it is determined student has earned credit, the "Cover Sheet" will be submitted alongside the Grade Modification Form to the IHS Counseling Department.