



DeKalb County Schools Credit Recovery Plan

In accordance with the guidelines of the Alabama Department of Education (ALSDE), the **DeKalb 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 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 (Attachment A) 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.

Credit Recovery Program Authorization and Operation

The operating hours of the program will be based on available scheduling at the student's local school of attendance/central Credit Recovery site during normal school hours. Credit Recovery Program 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 in the subject area 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.

The student and parent/guardian is responsible for making sure courses are approved and accepted according to the NCAA eligibility policy. Some courses may not meet guidelines.

DeKalb County Schools

Application for Credit Recovery Program

Name: _____

Last name

First name

Middle name/initial

Address: _____

Mailing Address

City

State

Zip Code

Home School: _____ Current Grade Level: _____

Student Signature

Parent/Guardian Signature

Signatures indicate you understand the rules and procedures associated with credit recovery and have signed the separate page outlining the rules and regulations. Some courses may not meet guidelines.

Applicant: Do not write below this line.

Office use only (Completed by School Counselor)

Course failed: _____

Title of Course/ Level of Course (9th, 10th etc)

Full /Half-(1st- 2nd)

Check one: First Failure _____ Second Failure _____

(Grade)

(Counselor's Initials)

Student Status: IDEA _____ ELL _____ NA _____ If student is identified as IDEA or ELL the classroom accommodations must be listed below and samples of accommodations attached: (Use back of form if necessary)

ATTENDANCE (Number of Days Absent) _____

Teacher Recommendation

Principal Approval

DeKalb County Schools Rules and Regulations

Credit Recovery Program

Students and Parents/Guardians must read and sign the following as part of the application process.

Students and the parent/guardian accepted in the Credit Recovery Program will abide by the following rules, regulations, and procedures:

- Student and parent/guardian understand the student has already failed the course and is trying to recover the credit lost.
- Student and parent/guardian have read and signed the DeKalb County Internet policy and agree to abide by rules and regulations outlined in the policy.
- The applicant must complete course requirements in a timely manner. (Determined by the local school).
- The applicant will complete all required assignments before any **credit** is given for the course.
- **70 is the highest grade awarded when a student is recovering a failed credit.**
- The student may be asked to complete a mastery test a second time.
- The parent/guardian is responsible for any damage to computer hardware if damage is a result of negligence on the part of the student.
- The Principal may remove a student from the program (disciplinary, attendance, or lack of adequate progress reasons) at his/her discretion.
- There is no cost for the course if completed during the regular school day/Summer Program day.
- The student and parent/guardian is responsible for making sure courses are approved and accepted according to the NCAA eligibility policy.

I have read and agree to follow all the rules and regulations outlined in the Credit Recovery Program. I also give consent for my child to enroll in the Credit Recovery Program.

Parent Signature

Student Signature