**CREDIT RECOVERY** EG(R3)

**Verifications and Assurances**

Before registering a student into Credit Recovery, ensure that he/she has previously taken and has been denied credit for the course. Credit Recovery courses are only for students who have failed or been denied credit for the course.

**Administration**

1. Credit Recovery is offered at each high school campus. Students must be scheduled in at least one SOAR period to work on credit recovery courses.
2. Campuses will not charge students for Credit Recovery. Students choosing to take Credit Recovery in June will pay a fee to the district to offset district expenses for summer staffing
3. Campuses will designate an ELA teacher to grade essays.
4. Credit will be awarded in the form of a P (for Pass) upon successful completion of the course and the exam.
5. Campuses will ensure that all §504 accommodations and special education modifications will be followed.

**Guidelines**

1. All tests/exams in the credit recovery course must be proctored.
2. While completing tests/exams, cell phones, and other electronic devices are not permitted as aids to look up answers to any credit recovery questions. Using any of these items to look up answers will be considered cheating. Any lessons attempted or completed through these means of cheating will be given a grade of zero for the lesson. Persistent (after the second instance of) cheating will result in removal from the course. Plagiarism is an exception to this guideline, as the student will be removed from the course after the first incident.
3. Course/curriculum lists have been created using the district curriculum guides and should not be altered, amended, or edited in any way
4. Students may be given additional opportunities at a failed mastery test.

**Writing**

1. Students will complete the writing assignments to receive credit for the necessary course.
2. The writing assignment will count toward the overall average for these courses. Students may not elect to receive a zero on it. Original, quality writing sample(s) must be submitted to the designated English teacher for grading.
3. All writing assignments will be submitted through a district approved plagiarism site. Any writing assignment that is submitted and does not reflect the student's original work, but rather that of someone else, will result in the student's removal from the course. Plagiarism will not be tolerated.

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**Course Completion**

1. Every lesson does not have to have a passing grade, but the student must have an overall passing average (70%) once all lessons are complete. If a student completes all lessons but does not have a passing grade, they may rework sections to raise their grade.
2. Any changes to a student's grade must be documented within the credit recovery system.
3. Once the course is complete and the student has achieved a passing grade, documentation of the course grades must be submitted by a credit recovery designee to counseling to document credit being awarded as a P on the transcript.
4. Students will complete each credit recovery course within one semester (18 weeks) from the date they begin the coursework. If the coursework is not completed within one semester (18 weeks), the student will start the course over.
5. Courses taken in the summer must be completed, including the exam, prior to the last day of June