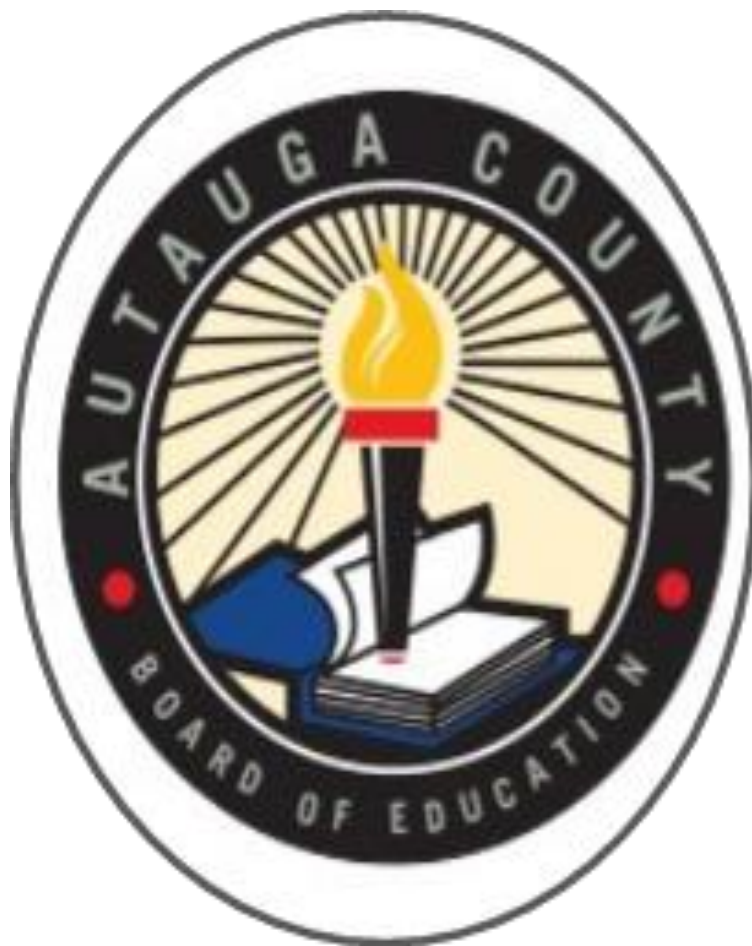


Autauga County School System
Credit Recovery Plan
School Year 2020-2021



Spence Agee
Superintendent

Autauga County School System
Credit Recovery Plan
School Year 2020-2021

In accordance with guidelines set forth by the Alabama State Department of Education (ALSDE), Autauga County Schools offers students who have failed courses required for graduation an opportunity to recover lost credit through Credit Recovery.

Credit Recovery is a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Credit Recovery is based only on deficiencies and allows students to work on just the deficiencies to recover that credit for graduation.

Students must meet eligibility requirements to apply, and the Credit Recovery Program will be operated under the guidelines established by the ALSDE and the Autauga County Board of Education.

Students Eligible for Credit Recovery

1. Applications will be reviewed by a counselor to determine admittance into the Credit Recovery program.
2. Students are eligible for Credit Recovery if the final grade earned in a course required for graduation was from 40%-59% on a 100 point or equivalent scale. Students may choose to repeat the entire course during the next regular school term. (Students may also take the course in the traditional summer school format.)
3. Students who earned below 40% in a course required for graduation are **not** eligible for Credit Recovery and must repeat that course during the next regular school term (or attend an ACBOE approved summer school).
4. Students who were absent more than ten (10) days (includes both excused and unexcused) in a course required for graduation are **not** eligible for Credit Recovery and must repeat that course during the next regular school term. Students may not recover credits lost due to absences.
5. Students who have a record of substantial/major discipline infractions are **not** eligible for Credit Recovery.

6. Credit Recovery is not available for 9th grade students.
7. Not all courses will be offered through Credit Recovery.

Availability of Courses and Space

If space is currently unavailable, students will be placed on a waiting list and will be admitted into the course once a slot is vacant.

Credit Recovery Fee

A *NONREFUNDABLE* fee of \$125 must be paid in full by check or money order upon registration into Credit Recovery.

Credit Recovery Plan Components

Admission

Each student must complete an Autauga County Schools Credit Recovery Application packet, which includes:

1. Parent/Student Information Flyer (Attachment A)
2. Credit Recovery Application for Admission/Registration (Attachment B)
3. Credit Recovery Student Agreement Sheet (Attachment C)
4. Credit Recovery Student Request Form (Attachment D)
5. Parent/Guardian Consent/Additional Information Form (Attachment E)

Removal

1. Three or more absences will result in removal from Credit Recovery course.
2. All students will comply with the rules set forth in the *Autauga County School System Parent - Student Code of Conduct*. Any infractions will result in removal from the program.

Attendance

All students enrolled in Credit Recovery are required to attend class for a minimum of two (2) weeks and must complete the course within six (6) weeks.

Schedule

Credit Recovery will be offered (as application numbers dictate):

- Monday-Thursday from 3:30 p.m.-5:30 p.m.
- Summer: Schedule TBD

Transportation

Parents/Students are responsible for transportation to and from the Credit Recovery Site.

Instruction

All Credit Recovery courses will be under the supervision of a Board-approved, certified teacher/facilitator.

1. ACCESS Distance Learning will be the computer-based program students use to recover credits, thus, ensuring alignment with Alabama academic content standards approved by the Alabama State Board of Education.
2. ACCESS learning progression is designed to administer a diagnostic test (pretest) at the beginning of each unit of study in the course to determine mastery or deficiency. If students show mastery of concepts and skills on pretest, they proceed to the next unit of study in the course. If a student fails to show mastery, instruction and practice on deficit skills will be implemented, and students will be tested (posttest) at the conclusion of that instruction to determine mastery.

Grades

- A maximum grade of 70% may be awarded in a Credit Recovery course provided students earn a class grade ranging from 60%-100%.
- The Credit Recovery grade will be entered on the student's transcript and designated by CR for Credit Recovery. That grade will be used for calculation of overall grade point average.
- **The student's original failing grade will remain on his/her permanent record and will be used in calculation of overall grade point average.**

- A maximum of 10 credits may be earned by a student in one school year including Credit Recovery course(s).
- **The National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit.**
- Criteria for awarding final grade for Credit Recovery course on transcript is designated in the table below.

Credit Recovery Grading Criteria	
Credit Recovery Grade	Final Grade
100%-90%	70
89%-80%	67
79%-70%	65
69%-60%	60
59% and below	F (failure)

Limitations

1. The National Collegiate Athletic Association (NCAA) **does not** recognize Credit Recovery for course credit.
2. A maximum grade of 70% may be awarded in a Credit Recovery course in accordance with the Credit Recovery grading criteria.
3. The student's original failing grade will remain on his/her permanent record and will be used in calculation of overall grade point average.

Credits

1. Credit Recovery courses in which students participate are to be included in calculating students' total credits for a school year.

2. Students may recover multiple credits if time permits. However, one (1) credit must be completed before attempting the next.

3. The Credit Recovery grade will be entered on the student's transcript and designated by CR for Credit Recovery.

**Exceptions for students with disabilities will be addressed by the student's IEP/504 committee.

CREDIT RECOVERY

PARENT/STUDENT INFORMATIONAL FLYER

AUTAUGA COUNTY SCHOOL SYSTEM

Audience: Students who have failed a course required for graduation with a final grade between 40 and 59 with 10 or fewer absences and no substantial discipline issues. If the final average is below a 40 or credits lost due to absences, the student is not eligible for Credit Recovery.

- ***Credit Recovery ***DOES NOT*** meet the requirements for the NCAA Eligibility Center.
- ***Credit Recovery is not available for 9th grade students.
- *** If passed, a final grade of no greater than 70/C will be posted to the student's transcripts.
- *** The Credit Recovery grade will be entered on the student's transcript and designated by CR for Credit Recovery. That grade will be used for calculation of overall grade point average.
- ***The student's original failing grade will remain on his/her permanent record and will be used in calculation of overall grade point average.

Description:

This program will utilize computer-based instruction. Instruction will target specific remedial content standards in each academic subject area. Board approved, certified teachers/ facilitators will be used in core academic areas. Students must attend a minimum of two weeks and must be complete within six weeks to receive credit. Students may recover multiple credits during the term if time allows, but only one course at a time may be attempted. Students must receive approval via Credit Recovery Plan guidelines set forth by the Autauga County Board of Education.

Courses Offered:

Courses are those listed in the Alabama State Department of Education (ALSDE) ACCESS Web Based Instruction Courses Available listing. (See counselor for this list.)

For Credit Recovery, you MUST speak with your counselor and have her sign off on your application.

You will then pay in the front office, and the forms will be turned in to the school's designee.

CREDIT RECOVERY APPLICATION for ADMISSION/ REGISTRATION FORM AUTAUGA COUNTY SCHOOL SYSTEM

Student Name: _____ Grade: _____

Home Address: _____

Home Phone: _____ Parent work: _____ Cell: _____

Parent Name(s): _____

School Attended 2020-2021: _____

Place list credit you would like to attempt to recover: (course must be on ALSDE ACCESS course listing).
Please check with your counselor to verify this is a valid Credit Recovery course.

CREDIT RECOVERY (\$125):

Payment must be made in full at the time of registration. **CHECK OR MONEY ORDER.** There are **NO** refunds unless the program does not garner enough students for a viable program. Students dismissed for attendance and/or discipline are NOT entitled to any portion of tuition.

Read the attached Credit Recovery Agreement Sheet that includes information and rules concerning attendance, misbehavior, consequences, arrival to school, etc. Parents and students must be familiar with this information.

I have received a copy of the Credit Recovery Agreement Sheet and agree to abide by the rules for attendance and behavior. I understand that refunds are not allowed for dismissals that result from violations of these rules.

Parent

Student

Counselor

Administrator

OFFICE USE:

Date Paid: _____ Amount Paid: _____ Received by: _____

CREDIT RECOVERY AGREEMENT SHEET

AUTAUGA COUNTY SCHOOL SYSTEM

The Autauga County Board of Education has provided the opportunity for me to attend Credit Recovery at the designated high school. I understand that my enrollment is conditioned upon my willingness to follow Credit Recovery rules in addition to normal county/school policies.

Because Credit Recovery is an optional opportunity to recover lost credits, ATTENDANCE IS MANDATORY!!!!

- Students will **not earn credit** and will be dismissed if they miss **more than THREE (3) days**.
- If a student is more than ten (10) minutes late to a class or if he/she checks out with more than ten (10) minutes remaining in the class, he/she will be counted absent for ½ day.
- Two (2) tardies will be counted as an office referral. After two office referrals, the 5th tardy will result in dismissal from Credit Recovery.
- If a student is withdrawn for attendance reasons, there will be NO REFUND!!!!
- Parents/students are responsible for transportation to and from the credit recovery site.

Because Credit Recovery is an optional opportunity, misbehavior will NOT be tolerated!

- All school rules outlined in the 2020-2021 Student Code of Conduct are in full affect. This includes, but is not limited to, dress code, possession of illegal substances, defiance and disrespectful behavior.
- Upon the first office referral (Class I or II offense), the student will be withdrawn from Credit Recovery.
- Students who drive to summer school must follow all rules regarding the use of personal vehicles on campus. The vehicle is subject to search for illegal substances and/or weapons.
- If a student is withdrawn for behavior reasons, there will be NO REFUND!!!

EXPECTATIONS:

- Be on time and be where you are supposed to be.
- Be prepared and on task in class.
- Respect the rights and responsibilities of others.
- Strive for excellence.

Other Items to Remember:

- Do not enter a classroom unless a teacher is present.
- If someone asks you to made adjustments to your dress or to surrender contraband materials, you must immediately comply without complaint. These will not necessarily be considered disciplinary issues unless the student is disrespectful or refuses to comply.
- Sleeping in class or refusing to participate in activities is prohibited and will be considered disciplinary.
- Respect the teacher's property! Do not tamper with or destroy any equipment or materials.

CREDIT RECOVERY STUDENT REQUEST FORM AUTAUGA COUNTY SCHOOL SYSTEM

I, _____, request consideration for Credit Recovery in (course failed) _____. I have read the requirements for admission to the Credit Recovery Program and understand my responsibilities if admitted. I am aware that the maximum grade I can receive through Credit Recovery is 70/C and that grade will be reflected on my transcript. I am also aware that Credit Recovery courses **DOES NOT meet the requirements for the NCAA Eligibility Center.** My signature and that of my parent/guardian signifies our understanding of the Credit Recovery Program and all other requirements associated with the Credit Recovery Program.

Student Signature

Date

Parent/Guardian Signature

Date

Teacher of Course Failed Signature Date
Attached Documentation

Counselor Signature

Date

Administrator Signature

Date

CREDIT RECOVERY PARENT/GUARDIAN CONSENT FORM AUTAUGA COUNTY SCHOOL SYSTEM

I give my permission for _____ to attend the Credit Recovery

Program at _____. This permission includes the release of student
(School Site)

records and any other information about the educational history of my child. I understand that there is a non-refundable fee payable by check or money order due prior to enrollment in course.

Parent/Guardian's Signature

Date

Please answer the following questions to the best of your knowledge and honestly. Most of them will be a yes/no question followed by an area for an explanation. If you answer yes on any question, please provide an explanation. If for any reason, we discover any of the information that you provide is false, we can dismiss the student from the program.

1. Have or do you receive special education services? (IEP or 504 Plan) _____ If so, please explain. _____
2. Have you ever attended summer school? _____ If so, when, where, and what courses did you take? _____
3. Have you been suspended (In-school/out of school/bus), expelled, or attended an Alternative School? _____ If so, when, why, and for how long?

4. Have you ever had to appeal your absences? _____
If so, why? _____ What was the decision rendered regarding your appeal? _____

By signing below, I acknowledge that all information that is provided is true, to the best of my knowledge. I also understand that if I knowingly provide any information that is not true or purposely omit information, there are grounds for dismissal from Credit Recovery. I understand that I may pass the Credit Recovery course with a minimum grade of a 60/D and a maximum grade of 70/C. The grade I earn will be indicated on my transcript as a Credit Recovery course. Any grade received as a Credit Recovery course DOES NOT meet the requirements for the NCAA Eligibility Center. I have received and read the Autauga County Credit Recovery Guidelines.

Student Signature Date

Parent Signature Date