

CREDIT RECOVERY PROCEDURES

I. Admission

- A. A student who is recommended for Credit Recovery completes the application and turns in with parent signature.
- B. Guidance office confirms prior course enrollment **and past grade of not less than 50** to ensure appropriateness of request.
- C. A conference is scheduled with student and parent if needed.
 1. Staff member utilizes results to provide counseling concerning anticipated program success.
 2. Staff member explains program.
 - a. Pretesting using **diagnostic** pretest
 - b. Computer assignments and notebook requirement for pretest not mastered
 - c. Post testing (70% mastery required)-to obtain grade
 - d. Grade computation (See Section III below.)
 - e. Consistent attendance is required

II. Coursework

- A. Pretest
 1. Credit Recovery curriculum will align with Tennessee Curriculum Standards
 2. Student attempts mastery test for each course component.
 3. Credit recovery staff member
 - a. Prints pretest results.
 - b. Assigns units not mastered (70%) during pretest.
- B. Assignments
 1. Student takes notes and maintains a notebook for each unit assigned. The credit recovery teacher may assign a notebook.
 - a. Initially, the student determines notebook content and organization.
 - b. If a student is not successful on a unit mastery test, the student is required to copy the tutorial application.
 - c. If a student fails to demonstrate mastery upon repeating a unit mastery test, the student is required to copy the tutorial application and exercises to demonstrate application.

III. Grading

- A. The original grade will count 50% of final grade. Grades will be determined from original grade, daily work, test and other meaningful assignments. The credit recovery grade will be recorded on the student's transcript, replaces the original grade received and be designated as Credit Recovery grade.

IV. Instruction

- A. Credit Recovery Facilitators:
 - 1. Shall be endorsed and certified.
 - 2. Shall receive training pertaining to course organization, online instruction management, and related technology.

V. Record retention

- A. The completion of credit recovery will be documented in the student's records.
- B. Student notes, credit mastery results, and grade computation are to be archived in accordance with the schedule for credit recovery record retention.