



MADISON CITY SCHOOLS CREDIT RECOVERY PROGRAM

CREDIT RECOVERY PROCEDURES

In accordance with guidelines provided by the Alabama Department of Education, Madison City Schools (MCS) will offer students who have received failing grades in required courses an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the students to repeat the entire course. Such students must meet current Madison City Schools' eligibility requirements to apply, and the Credit Recovery program must be operated under the guidelines outlined in this document. Credit recovery opportunities may be provided through approved computer-based instructional programs or through the Alabama State Department of Education ACCESS franchise model for credit recovery.

Student Eligibility, Admission, and Removal

- Any student who has failed one or more courses during his or her 9th through 12th grade years may apply for admission into the MCS Credit Recovery Program¹ offered through approved computer-based instruction or the ACCESS franchise model for credit recovery that is aligned with the Alabama State Department of Education Courses of Study. The student, parent(s)/guardian(s), counselor, and administrator will collaboratively review and sign the MCS Contract for Success regarding the guidelines for course standards, attendance, discipline, and technology use with an expectation of fidelity toward the program.
- Students are eligible to apply for credit recovery under the following condition:
 - If the **final grade** earned in a course required for graduation was between **50%-64%**, then a series of diagnostic tests or standards-based evaluations will determine the specific standards to be mastered to obtain credit.
- For students participating in the ACCESS franchise model for credit recovery, the unmet standards and required remediation components will be determined through ACCESS program requirements and coursework aligned to Alabama Course of Study standards.
- Students must complete an application 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 the Credit Recovery program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior or failure to make adequate progress towards meeting remediation requirements.
- Students who do not qualify for credit recovery or cannot complete a credit recovery program under these guidelines will be required to repeat the failed course covering all applicable standards and attending the total number of required instructional hours.

Credit Recovery Program Authorization and Operation

- Credit Recovery programs must be authorized by the Superintendent on an annual basis. A proposal will be submitted by the sponsoring school which describes how the proposed program will meet the guidelines established in this document.
- Credit Recovery programs may charge a tuition fee to cover the costs involved with operating the program. A budget along with a proposed tuition fee will be submitted with the program proposal to the Superintendent for approval. Financial assistance may be available to qualifying students.
- Credit Recovery programs must publish definitive beginning and ending dates along with operating hours.
- Credit Recovery programs may be offered during the summer school term or before, during, or after school hours.
- Credit Recovery programs operating during the summer term or outside of normal school hours must be supervised by an administrator.
- Teachers facilitating students in Credit Recovery programs must be certified. Students participating in the ACCESS franchise model for credit recovery will be supervised by a Board-approved adult facilitator who has completed required ACCESS training.
- Credit Recovery program offerings may be limited by the availability of space, teachers, trained facilitators, or appropriate instructional content for specific courses. There is no guarantee that all courses required for graduation may be served by a credit recovery program.

Instructional Content and Curriculum

- Instruction will be delivered through computer-based instructional software or through the ACCESS franchise model aligned with the Alabama Course of Study standards.
- An individual student “prescription” will be developed by the Credit Recovery teacher based on the student’s final grade in the course and skill-specific diagnostic tools which are offered by computer-based instructional software. For students participating in the ACCESS franchise model, required remediation and mastery expectations will be determined by ACCESS coursework and assessments.
- 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.

Grades and Credits

- Grades will be awarded in the following manner:
 - Students who complete the remediation plan by demonstrating mastery in all remediated standards will receive a grade of 70% for the recovered course credit.
 - If a student fails to demonstrate mastery for the total remediation plan for a specific course by the ending date of the term, the student will not receive a grade, credit, or refund.
- Inadequate progress will be reported to the administrator supervising the Credit Recovery program and parent(s)/guardian(s).
- Credits recovered will be denoted on the transcript as CR.
- The previously earned grade will remain on the student’s transcript and will be calculated in the student’s cumulative grade point average.
- Credit Recovery coursework is not approved for eligibility through the NCAA clearinghouse.

¹ Alternatively, a student can choose to repeat a course in its entirety during the next school term.