

# **Sunflower County Consolidated School District**

## **CREDIT RECOVERY POLICY**

Credit Recovery has been defined by the Mississippi State Department of Education as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive a course credit or earn promotion.

Sunflower County Consolidated School District has set up a credit recovery program to reduce the dropout rate and to help struggling students graduate. Students must go through an application process and be approved by the administration before participation will be allowed.

### **I. Admission to and removal from the Credit Recovery Program**

#### **Application Process**

#### **A. Student must apply to the Credit Recovery Program**

##### **Step One**

1. The application must include the name of course to be recovered **and** recommendation from a teacher or counselor.
2. The application must include parental approval for participation in the Credit Recovery Program.
3. The principal and/ or counselor must verify minimum criteria for participation.
4. The principal and counselor must approve the credit recovery course and verify parental consent for participation in program.
5. Once the application is completed and criteria verified, the application is approved or disapproved. *(If disapproved, justification of disapproval is indicated.)*

##### **Step Two**

1. If the application is approved for credit recovery a timeline for completion is established between the student, parent, principal and counselor.

#### **B. Timelines will be set for the completion of the Credit Recovery course(s).**

1. A student who fails to make an effort to start the Credit Recovery course within five (5) days of the established timeline will be counseled by the counselor.
2. A student who fails to make an effort to start the Credit Recovery course within eight (8) days will be counseled by the principal.
3. A student who fails to make an effort to start the Credit Recovery course within ten (10) days maybe removed from the program.
4. A student who fails to complete the timeline established on the application will be removed from credit recovery, unless a waiver is given for special circumstances by the administration.

#### **Establishment of minimum criteria**

1. A student must have failed with a grade of at least fifty (50) or failed the Subject Area Testing Program (SATP) assessment in the course they are attempting to recover in the Credit Recovery Program.

## **I. ELIGIBILITY:**

1. Students who have already received credit for a course are ineligible for the Credit Recovery Program to improve their grade.
2. Students who have passed a course and have not passed an end-of-course assessment may enroll in credit recovery for remediation only, but the grade earned remains unchanged.
3. Students shall take no more than three (3) Credit Recovery courses per 18 week period, with a maximum of three (3) courses per semester. (This 3 course limit does not include courses recovered during summer school sessions.)
4. Students who expect to participate in the current year's graduation ceremony must complete all coursework by May 1.

## **II. Instruction**

The Sunflower County Consolidated School District will use an on-line software program, direct instruction or classes offered by the MDE Virtual School for Credit Recovery. The district will provide training from the software company for the teachers and facilitators. Credit Recovery will be offered during school and after school hours as resources permit..

## **III. Content and Curriculum**

1. An on-line course program for Credit Recovery that is aligned with the Mississippi Curriculum Frameworks will be used. The identified program will be approved by Mississippi Department of Education for credit recovery.
2. The objectives for each course will be individually selected for the student by a Credit Recapture Curriculum Committee and/or online diagnostic assessment. This committee will be a minimum of three people, a counselor, an administrator and a classroom teacher of the course to be recaptured or head of the department of the course to be recaptured.

## **IV. Grading**

1. The credit recovery course must be completed in nine weeks with 80% or above mastery.
2. Students must have had a grade of 50 or above in the course to participate in a credit recovery course and the credit recovery grade shall be factored with the original failing grade in order to determine the student's final grade.

**Sunflower County Consolidated School District**  
**Credit Recovery Application**

**Step One: Application Process**

Name of Course to be Recovered \_\_\_\_\_

Teacher/Counselor recommending recovery \_\_\_\_\_

Parental Signature for Approval of Credit Recovery \_\_\_\_\_

Signature of Student Applicant for Credit Recovery \_\_\_\_\_

Counselor Verification of Criteria for Participation \_\_\_\_\_

Signature

Counselor/Administrator Verification of Parental Approval \_\_\_\_\_

Signature

Administrator \_\_\_\_\_

Signature and Date

-----Approval of Credit Recovery

----- Disapproval of Credit Recovery and Justification for Disapproval

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**Step Two: Timeline for Credit Recovery**

Beginning Date \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

Drop Date for non-compliance \_\_\_\_\_

**SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT**  
PARENTAL / STUDENT AGREEMENT FOR PARTICIPATION IN  
Credit Recovery

I understand that Credit Recovery is a way that graduation credit maybe obtained.

I understand that because this program is individualized to only the objectives I need to complete to comply with graduation, the grade I will receive for completion of the program **will be an average of the original failing grade and the credit recovery grade.** This grade will be recorded on my transcript and denoted that it was completed by the identified on-line course program (This program has been approved by the Mississippi Department of Education for Credit Recovery.)

I also understand that if I have not started the Credit Recovery program by the date stated on the application that I will be dropped from the program for non-compliance.

I, the undersigned, agree to the program for Credit Recovery.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, the parent of the above named student, do hereby give my consent for my child to participate in the Sunflower County Consolidated School District Credit Recovery program.

I agree with the above stated terms of the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date