

Dothan City Schools

Credit Recovery Plan

In accordance with the guidelines of the Alabama Department of Education (ALSDE), the Dothan City School System will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the Credit Recovery Program must be operated under the guidelines established by the ALSDE and the local education agency (LEA).

The National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery for course credit and advise athletes accordingly or prohibit their participation.

Student Failure Reports

Teachers that have students with failing grades in courses that are necessary for graduation will be required to submit a student-specific report which identifies course standards that were not met in the applicable grading term. These documents are housed with the guidance department at Dothan High School, Carver 9th Grade Academy, and Dothan City Virtual School. These reports may be used in combination with course and skill-specific diagnostic tools provided through software vendors and/or school or school-system assessments, **all of which must be aligned with the Alabama Course of Study content standards for the course being pursued through Credit Recovery.**

Student Eligibility, Admission, and Removal

Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation was between 40 - 59. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term.

Students must complete an application (Attachment A) to request placement in a Credit Recovery course(s). The student and parent/guardian must sign the application to consent to placement in the course(s) and to acknowledge agreement with the terms of admission, program requirements and limitations.

Students may be removed from a Credit Recovery course(s) at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements.

Credit Recovery Program Authorization and Operation

Credit Recovery programs operating during the summer term or outside the normal school hours must be supervised by a teacher/administrator.

Teachers working with students in Credit Recovery programs must be certified in the content area they are teaching (face-to-face) or in one content area if they are facilitating a software-based program. In situations where online courses are being utilized, an approved adult employee of the school system may be used as a facilitator.

Credit Recovery course offerings may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.

Instructional Content and Curriculum

Instruction may be delivered through a combination of computer-based instructional software and targeted small-group instruction supervised and managed by a certified teacher or through direct instruction from a teacher who is certified in the subject area of the course being recovered. Credit Recovery teachers will receive training (facilitated by the building principal) pertaining to effective course organization and operational management of the applicable computer-based instructional software.

An individual student prescriptive plan will be developed by the Credit Recovery teacher based on failure reports completed by the student's teacher of record and skill-specific diagnostic tools which are offered by the computer-based instructional software or other approved assessments. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.

The student must complete his or her individual remediation plan within the established operating dates and hours of the Credit Recovery course(s). Students may attempt to recover one or more credits simultaneously.

Instructional assignments, whether computer-based or teacher-based, will be aligned with the Alabama academic content standards approved by the Alabama State Board of Education.

Students will be released from the Credit Recovery Program upon successful completion of the Credit Recovery course(s). Upon completion, the administrator/counselor will determine proper placement.

Grades and Credit

A maximum grade of 70 may be earned in a Credit Recovery course.

Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages. The original failing grade must remain on the transcript.

All successfully completed Credit Recovery courses will be indicated on the official transcript.

Attachment A

Dothan City School Credit Recovery Course Application

(Please Print)

Student Name: _____ Grade Level: _____ Student ID #: _____

Date of Birth: ____/____/____ Student email address _____

Student Phone Number: _____ Home Telephone: _____

Home Address:

Street	City	State	Zip Code
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Parent/Guardian

Name(s): _____

Parent/Guardian Work/Cell Telephone: _____

Parent/Guardian Address (if different from student):

Parent/Guardian Email: _____

Step #1: Read the information regarding Dothan City School System's Credit Recovery Program's eligibility and guidelines for participation.

Step #2: I am aware that a maximum grade of 70 is available through Credit Recovery and that should I desire a higher grade, I will be required to take the entire course through traditional methods. I understand that the **National Collegiate Athletic Association (NCAA)** does not recognize Credit Recovery for course credit and that my original failing grade will remain on my permanent record. My signature and that of my parent/guardian convey our understanding of this grading procedure and all other requirements associated with the Credit Recovery program.

Step #3: Please list the course(s) requested for Credit Recovery **and** the numerical grade received in that course:

Course: _____ Grade _____ Course: _____ Grade: _____

Signature of School Counselor: _____

Step #4: Return this completed and signed form to your school principal.

I have read The Dothan City Schools Credit Recovery Plan and have met all requirements to enroll in a credit recovery course(s). I agree to abide by all guidelines.

Student Signature: _____ Date: _____

I understand that if my child does not follow all guidelines of the Credit Recovery Program, my student may be dismissed from the program.

Parent/Guardian Signature: _____ Date: _____