

CREDIT RECOVERY POLICY

The purpose of the credit recovery policy is to guide the Board of Trustees and District personnel in the implementation of the Jackson Public School District's credit recovery program. Credit recovery allows students who have been unsuccessful in mastering particular content or skills an opportunity to apply for credit recovery as an alternative to repeating the entire course.

1. Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn a promotion. To be eligible for credit recovery, a student must have:
 - a. completed the entire course and received a failing grade for the course, and/or
 - b. failed a Subject Area Testing Program (SATP) assessment.
2. The District provides a credit recovery program that includes rules, regulations, and processes. The rules, regulations, and processes shall be available to faculty, students, and parents/guardians. The District has established the following guidelines for its credit recovery program:

Credit Recovery Program Admission and Removal

- a. The credit recovery program guidelines shall be available to all district personnel, students, parents, and guardians.
- b. The District shall establish an application process that requires parental consent.
- c. The District shall establish minimum criteria to determine admission eligibility for participation in and removal from the credit recovery program, if necessary.
- d. Counselors, teachers, and administrators shall identify students appropriate for participation in the credit recovery program offered at the school, with the recommendation based on aptitude, motivation, and need. Each participant shall complete an application process that requires—at a minimum—teacher recommendation(s), an outline of the course objectives that will be covered, mastery criteria, timelines for completion of the program, and parental consent. All parent and student requests shall be considered.
- e. Only students who have failed a course may enroll in credit recovery to earn a minimum passing grade. Credit recovery cannot be used by a student who has passed the course to improve the student's assigned course grade.
- f. A student who has passed a SATP class, but failed the SATP assessment may enroll in credit recovery for remediation only. The grade earned for the SATP class remains unchanged.
- g. Students shall not remain in the same credit recovery course for more than one year. One year is defined by the District's calendar.

- h. A middle school or high school student, with principal approval and parental consent, can earn credit in courses previously failed. More than one course may be taken during the school year. Courses taken for credit recovery must be completed successfully at least two weeks before the last day of the school year. All credit recovery coursework must be completed under the supervision of personnel designated by the school principal.

Credit Recovery Program Instruction

- i. The method of instruction will be determined by the student's middle school or high school based on available resources and may include, but are not limited to, use of an online, computer-based program, the Mississippi Virtual Public School, an online or paper-based correspondence program, direct instruction by a highly-qualified teacher or another instructional delivery system (i.e., distance learning)
- j. The District shall provide professional development for all District personnel involved with the credit recovery program, including facilitators of the credit recovery program.
- k. All testing associated with online instruction will be conducted in the presence of school personnel designated by the school principal.
- l. There is no fee for the District services offered during the regular academic school year. However, a cost may be associated with the method of instruction selected by the parent or guardian not provided by the District, i.e., the cost of a correspondence course or other method of instruction). Should cost be associated with the method of instruction, the parent or guardian is responsible for all costs associated with such method of instruction.
- m. Credit recovery courses may be completed during the summer. The cost to participate will be equivalent to the fee charged for a summer school course. Credit recovery courses begun during the summer must be completed during the same summer session.

Credit Recovery Program Content and Curriculum

- n. Course content shall be based on the Mississippi curriculum standards and objectives.
- o. Upon enrollment in a credit recovery course, a determination of the student's strengths and weaknesses regarding the course content will be made. The student may complete assignments only in the course objectives that have not been mastered. Upon successful demonstration of mastery of these objectives, the student receives credit for the course.

Credit Recovery Program Grades

- p. The District shall establish specific procedures for the evaluation of student progress and determining grades.
- q. Beginning with the school year 2016-2017, a student who selects credit recovery to earn a Carnegie unit(s) may only earn the minimum passing grade on the district's grading scale. The credit

recovery grade shall be recorded upon completion of the course. The credit recovery grade shall replace the previous failing course grade.

- r. All students must have a completion rate of 85% to receive the minimum passing grade on the district's grading scale.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Miss. Code Ann. Section 37-1-3; Mississippi Department of Education Chapter 28: Curriculum, Rule 28.5 Credit Recovery Policy

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