

<b>Section I:</b>  <b>Instructional Goals and Objectives</b>	<b>Knox County Board of Education Policy</b>			
	<b>Credit Recovery</b>	Descriptor Term:	Descriptor Code:	Issued:
		<b>I-351</b>	<b>1/17</b>	
		Reviewed:	Revised:	
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Credit Recovery is a course-specific, skill-based, extended learning opportunity for students who have previously been unsuccessful in mastering the content or skills required to receive course credit or earn promotion. It's primary purpose is to help students who encounter situations beyond their control (i.e. illness, death of a family member, family issues, etc.), stay in school and graduate on time.<sup>1</sup>

#### ADMISSION AND REMOVAL

Students may be eligible for credit recovery if they meet the following criteria:

1. The student's parent or legal guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse may not accept credit recovery courses for credit.
2. The student has previously taken an initial, regular section of the proposed course, received a grade of not less than fifty percent (50%), and the teacher of record for the failed course has no objection.
3. In cases where the teacher objects to the student taking a credit recovery course, a school support team shall be convened to make a final determination of the student's eligibility. The majority of the school support team should be comprised of classroom teachers who are familiar with the student's current level of academic performance.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive full credit for the course until they have enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

Student progress will be evaluated at the end of each semester. Students may be removed from credit recovery if they are not making adequate progress.

Knox County Schools shall track and designate students enrolled in credit recovery courses and programs in compliance with state guidelines.

#### INSTRUCTION

1. Credit recovery teachers of record must be endorsed and certified in any content area(s) for which they teach or otherwise facilitate credit recovery courses.
2. Credit recovery teachers of record must work closely with credit recovery facilitators on class content and instruction.
3. Credit recovery facilitators will receive training with regard to the credit recovery course organization, online instruction management, and related technology.
4. All credit recovery courses shall align with Tennessee's current academic standards for the relevant course content areas.

- 5. All credit recovery courses shall be able to differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.
- 6. Credit recovery content may be delivered through instructional technology.
- 7. Students in credit recovery programs shall:
  - a. Complete a course skill-specific diagnostic exam to determine skill-specific goals.
  - b. Meet individual skill-specific goals in a flexible timeframe as established by student need.
  - c. Master all individualized skill-specific goals as established by the diagnostic process in order to receive credit.
- 8. Students may earn no more than 7 credits in credit recovery courses.
- 9. Students may enroll in no more than 2 credit recovery courses at one time.

END OF COURSE ASSESSMENT

The following applies for students enrolled in credit recovery courses that have a state EOC:

- 1. If a student has already taken the state EOC and made a grade of 65% or above, that score may be used for final calculation of the credit recovery grade.
- 2. If there is no EOC score on record, the student is required to take the state EOC upon completion of the course.

For credit recovery courses that do not have a state EOC, students will take a mastery test upon completion of the course content.

GRADE CALCULATION

The final grade for credit recovery courses must include the original failing grade in the calculation and the transcript must denote that the credit was attained through credit recovery. The original failing grade may also be listed on the transcript. The final grade will be calculated as follows:

Final grade = 25% from the original grade, the EOC percent will match the percentage used for all other courses, and the remaining percentage comes from the average of credit recovery activities and quizzes.

Legal Reference:

- 1. TSBE High School Policy 2.103, part 6.

Approved as to Legal Form  
 By Knox County Law Director 6/7/2017  
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