



CREDIT RECOVERY PROCEDURE (INS-P035)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the components of credit recovery.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principal or designee

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Credit Recovery - a course-specific, skill-based extended learning opportunity for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion.

5.0 PROCEDURE:

5.1 Admission and Removal

Students may not participate in credit recovery courses unless ALL of the following are true:

- 5.1.1 The student's parent or legal guardian has provided 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 will not accept credit recovery courses for credit.

- 5.1.2 As of July 22, 2022, if the student fails the initial, non-credit recovery section of the proposed course and receives a grade of not less than fifty percent (50%), he or she may retake the course through the credit recovery process. Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course, either in-person or digital learning.

- 5.1.2.1 If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the 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.

- 5.1.2.2 Schools will keep track of and monitor all students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

5.2 Instruction

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.

- 5.2.1 Credit recovery teachers of record must work closely with credit recovery facilitators on class content and instruction.



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5.2.1.1 Credit recovery facilitators receive training pertaining to the credit recovery course organization, online instruction management, and related technology.

5.2.1.2 All credit recovery courses will:

- i. align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education.
- ii. differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

5.2.1.3 Credit Recovery content may be delivered through instructional technology.

5.2.1.4 Students in Credit Recovery programs shall:

- i. complete a course skill-specific diagnostic to determine skill-specific goals.
- ii. meet individual skill-specific goals in a flexible time frame as established by identified student need.
- iii. master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

5.3 Grades

5.3.1 The original failing grade will be listed on the transcript, but may not be included in the calculation of the final GPA.

5.3.2 Students who successfully complete the credit recovery or digital learning course will receive a grade no greater than a 60.

5.3.3 The credit recovery facilitator will provide credit recovery teachers and counselors with the students' final course grade.

5.4 Associated Terms

5.4.1 Credit Recovery is a course-specific, skill-based extended learning opportunity for students who have previously been unsuccessful in mastering content or skills required to receive course credit or earn promotion.

5.4.2 Summer Learning is an academic session held in the summer which may include remediation for struggling students, as well as opportunities for working on credits for failed courses.

6.0 ASSOCIATED DOCUMENTS:

6.1 Credit Recovery Policy ([INS-A077](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Transcript	Powerschool	Indefinite	N/A	Secure Server



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/7/16		Initial Release
2/23/17	A	Updated 5.3.1 and 5.3.2.
6/16/22	B	Updated 5.4 and 6.0
8/2/22	C	Updated 5.1 and 5.3 to align with the new Uniform Grading Scale for the state of Tennessee.
12/6/24	D	Added digital learning and changed from summer school to summer learning.

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