



## Credit Recovery Guidelines for Students

### NO CELL PHONES / NO INTERNET

- Students **CANNOT** use cell phones or the Internet while engaged in completing a Credit Recovery course. **ALL** cell phones **MUST** be turned in to the Credit Recovery teacher at the start of the Credit Recovery lab session.
- The Credit Recovery teacher will actively monitor students to ensure that students are not utilizing the Internet to support with Credit Recovery coursework. The course content needed to obtain mastery can be found within the respective Credit Recovery course modules.

### REQUIRED NOTE-TAKING

- Students **MUST** take notes and maintain notes in a structured format, preferably a notebook, for **EACH** Credit Recovery course. This compilation of notes or notebook **MUST** be submitted to the Credit Recovery teacher upon completion of **EACH** Credit Recovery course.
- Student notebooks will be archived by the Credit Recovery teacher for a minimum of one school semester.

### SUCCESS STRATEGY for MASTERY (if student doesn't obtain 70% or above on select pre-tests)

- **SPM – Study, Practice, Master**
- The student should spend a **minimum of 20 minutes** taking notes within the **Study** section of the module.
- The student should attempt **at least 3 practice tests** within the **Practice** section of the module. While completing these practice tests, the student should **record the questions and correct answers** to utilize as notes when taking the mastery test.
- The student will utilize his or her notes to complete the **Mastery Test** section with a score of 70% or higher.
  - **IMPORTANT NOTE:** If a student is unsuccessful (failure to master at 70% or higher) after **THREE** attempts of even **ONE** Credit Recovery course module, then the student will be dropped from the **ENTIRE** Credit Recovery course, and he or she will have to restart the course from the beginning during a subsequent quarter/term. Students may attempt Credit Recovery a maximum of **TWO** times per half credit course. This important notice comes from **WCS SOP 4.301p**.

### GRADING

- The final grade for Credit Recovery is the cumulative score for the course recorded in the electronic program. The student's Credit Recovery average must be 70% or higher to pass. **A passing Credit Recovery average, regardless of the actual average, will be entered in the student's record as a 70% (per TSBOE Uniform Grading Policy 3.301).**
- The Credit Recovery grade will be recorded on the student's transcript and does not replace the original grade received.)