

<p style="text-align:center">MUSCOGEE COUNTY SCHOOL DISTRICT High School Credit Recovery Program 2014</p>
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PROGRAM REQUIREMENTS

Schools will have the option of using either Extended Semester or Georgia Virtual Credit Recovery programs.

Extended Semester: Program is designed to extend second semester to allow students to complete coursework based on school administration and teacher of record recommendations.

Program Requirements:

- Incomplete (I) must be assigned on the student's grade report by the teacher of record.
- Only the teacher of record will be allowed to change the "I" to the grade earned after course requirements are completed.
- School Administration is not permitted to require a teacher to provide credit recovery for students.

Georgia Virtual Credit Recovery Program: Provides online (web based) access and instruction to Georgia students registered for a Credit Recovery course. The prescribed program of instruction begins with a pre-assessment based on the Georgia Performance Standards for a unit of the course. The results of this pre-assessment indicate whether the student has achieved mastery of the objectives or whether he/she needs to spend more time on this particular content. After the student has achieved the desired level of mastery, he/she will take the unit test. The grades for the course are based on the unit test scores combined with a final exam or the state mandated EOCT, if appropriate. The assigned online modules are designed to be student centered allowing the student to work at a pace consistent with their individual learning style.

Program Requirements:

- All schools using the Georgia Credit Recovery Program must agree to the following:
 - Students attempting credit recovery must have previously failed the course.
 - Schools must agree to provide a credit recovery monitor.
 - All post tests and final exams must be proctored by the Credit Recovery monitor at their school.
 - Schools will transcribe a second course grade to reflect the credit recovery score on the official high school transcript.
 - If an end-of-course-test (EOCT) is required for a course, the student must retake the EOCT at the end of the Credit Recovery course. Students will take the EOCT at their local school.

- **This program is NOT approved by the National Colligate Athletic Association (NCAA) for students seeking course credit to be eligible for college/universities under the regulations of the NCAA. Students receiving credit from this program will NOT be eligible under NCAA guidelines.**
- Each school will determine number of hours per day and the number of days each week to complete credit recovery option.
- Credit recovery program must be finished by June 30, 2014.
- Students must attend the credit recovery program at the student’s assigned high school.
- Student attendance policy will be set by principals.
- Students will NOT be charged any tuition for program.
- 2013-2014 MCSD Behavior Code and Discipline Policy rules will apply to all students in summer course recovery programs.
- Principals may use student contracts to address the requirements of the program.

INSTRUCTIONAL REQUIREMENTS

- Teachers will use the Common Core Georgia Performance Standards (CCGPS) and Georgia Performance Standards Frameworks for the Extended Semester option.
- Georgia Virtual Credit Recovery Program instructional requirements will be based on the aforementioned protocols.
- The principal or his/her designee will be responsible for enrolling students in the in the appropriate credit recovery course.
- Students enrolled in the Extended Semester option will receive a grade based on the teacher of record course requirements. Based on those requirements, the teacher of record will remove the “Incomplete” from the student’s grade report and the final grade will be posted to the student’s transcript.
- Students enrolled in the Georgia Virtual Credit Recovery option will receive a grade based on the protocols outlined by the program. The official grade transcript shall reflect the grade earned as their final grade.

STATE TESTING REQUIREMENTS

Students enrolled in an EOCT course through the Georgia Virtual Credit Recovery program will be assessed on the corresponding EOCT at the assigned home school site. Summer testing for EOCT will be conducted June 25 and 26.

SUMMER GRADUATION REQUIREMENTS

Seniors expecting to participate in the summer graduation ceremony must have met all graduation requirements set forth by the State of Georgia and Muscogee County School District. This includes:

- Pass all five sections of the Georgia High School Graduation Tests or corresponding End of Course Test
- Meet all credit requirements
- Must participate in graduation rehearsal

It is the responsibility of the students' assigned high school's administration to insure the student meets all criteria listed above for the student to participate in the summer graduation ceremony. Schools will communicate all needed information to the Department of Secondary Education by July 10, 2014

Diplomas will be ordered for those students participating in the summer graduation ceremony by the administration of the high school. Diploma covers for the summer graduation ceremony will be provided by the assigned high school.

Summer Graduation Ceremony: Location:	Jordan High School Auditorium
Date:	Tuesday, July 22, 2014
Time:	7:00 pm
Summer Graduation Rehearsal: Location:	Jordan High School Auditorium
Date:	Tuesday, July 22, 2014
Time:	11:00 am

PROGRAM STAFFING

The school principals will oversee their respective program. Schools will utilize their own teaching staff. If principals need additional teachers to meet the program enrollment needs, they will have the option of securing certified teachers from other district high schools.

PROGRAM FUNDING

Teacher salaries will be funded through each school's Instructional Extension Program (IEP) Budget or Title I funds at Title I designated schools. Salaries will be based on the state base salary schedule. Instructional supplies will be funded at each high school. Student tuition or fees will NOT be charged for participation in this program.

TRANSPORTATION

It will be the responsibility of the parents or legal guardians to provide transportation to and from each high school summer credit recovery program. Title I schools may provide transportation for their students through the school's Title I funds.