



The SEED Public Charter School of Washington, D.C.

Credit Recovery Policy

School Year 2022-2023

General Requirements

All students who fail a course required for graduation may be considered for enrollment in credit recovery. Credit recovery will allow students an opportunity to earn course credit by demonstrating mastery of content at the same level of rigor as the original course, consistent with the school's curriculum. Students may be enrolled in only one credit recovery course at a time unless they have a schedule that is able to accommodate additional courses and receive permission from the school principal to enroll in additional credit recovery courses. Credit recovery courses are individualized, and competency based. Students in credit recovery are mastering course standards and units of study they failed to master during the original course. To earn course credit, all students must complete an identified set of required assessments. Credit recovery students are not required to re-take content they have already mastered in their original credit course if they have passing marks on all prescribed assessments related to specific course content.

This policy pertains to credit recovery courses offered before school, after school, during evening time, on Saturdays, and over the summer. Students may participate in credit recovery during traditional school hours only if they have an approved abbreviated schedule and are not enrolled in a traditional course during that time. As a part of SEED's summer school programming, credit recovery courses are available to all students who failed a course during any previous school year.

Note: For credit recovery students to develop their individualized plans for credit recovery courses, teachers of original courses will be required to identify the specific standards that have not been mastered. The credit recovery course will focus on the specific standards that were not mastered.

Allowable Credit Recovery Courses

Credit recovery courses are allowed for any of the following required credit-bearing courses:

- English
- Mathematics, including Algebra I, Geometry, Algebra II, Probability and Statistics, and Pre-Calculus
- Science, including lab sciences
- Social Studies, including World History 1 and 2, United States History, United States Government, and District of Columbia History
- World Language
- Art
- Music
- Health
- Physical Education
- Electives



Eligibility

Students eligible for credit recovery include only those who have taken and failed the original course. Students may not take a credit recovery course concurrently with or in lieu of the same original credit course.

Students must be referred to a credit recovery course through a process involving a school administrator (e.g., Principal) and including parent/guardian consent.

When Can Students Take Credit Recovery Courses

Students may take credit recovery courses during summer school (typically in July) and during the school year. Credit recovery courses taken during the summer are described in the section below. Credit recovery courses taken during the school year must not replace any required course in a student's schedule. Students may be enrolled in a credit recovery course that they complete during the after-school hours. Students enrolled in credit recovery during after school hours will be assigned a teacher to oversee their credit recovery coursework. The assigned teacher will support the student with completion, monitor progress, and provide the final grade for the course.

Summer School Scheduling and Staffing

- Credit recovery courses will be taught by certified teachers or through online course programs such as Edgenuity.
- Credit recovery classrooms may contain students who are working on different courses if students are using Edgenuity or a similar online course program.
- The teacher to student ratio will not exceed 1:15 in credit recovery classes.
- Summer school courses are competency-based (i.e. students will have to demonstrate mastery of specific course content to pass the course).

Summer School Attendance

Students enrolled in summer school for credit recovery will be engaged in individualized, competency-based courses focused on the standards and units that they failed to master in their original course. Students will attend school in-person when completing online courses and will receive support from teachers in a classroom setting. If students are absent without a valid excuse for 20 percent or more of the required in-person class sessions, they will be withdrawn from the course and receive a grade of "W." However, because the credit recovery courses are competency-based and not based on seat time hours, students who complete their required coursework early will no longer have to attend summer school classes.

Completion and Grading

Students must earn a 70 percent or higher to successfully pass the course and earn the credit. Credit recovery courses shall not replace original credit courses or their grades on a student's transcript.

Appeals Process

A parent or student has the right to seek to amend educational records believed to be inaccurate or misleading. An initial grade appeal for credit recovery courses, consistent with



grade appeals in regular courses, shall be in writing and shall be directed to the school principal within ten school days of receipt of the grade.

The school principal shall immediately notify, in writing, the affected teacher of the challenge and ask the teacher to provide all tangible, pertinent, detailed, and dated records to substantiate the grade given, and shall meet with the teacher to discuss the grade. Within ten school days of receipt of the appeal, the principal shall review and consider all submitted records with the challenging party or representative and the teacher and issue a determination in writing.

Please note that if any grade modifications are made pursuant to this grade challenge process, the principal must notify the affected teacher in writing prior to the grade modification and include the reasons for the modification.

English Learners and students with disabilities are included as eligible for credit recovery under this policy. Students with disabilities, identified through the Individuals with Disabilities in Education Act (IDEA) 2004, are eligible for credit recovery support in accordance with the goals and objectives, accommodations, and modifications as it relates to the content standards developed and agreed upon by the IEP Team. For English Learners, any decision on credit recovery must be made in conjunction with the bilingual/English Second Language (ESL) teacher.