



**Allegany-Limestone Central School**

# **Online UQC (Unit/Quarter/Credit) Recovery Protocol**

**2013-2014**

Revised 09.2013

## **Vision:**

By offering the option of online credit recovery, ALCS continues to put **students first** as high quality, flexible, technology-based instruction is adapted to realize individual **potential and purpose**.

## **Purpose:**

ALCS's Online Unit/Quarter/Credit Recovery Program is designed to provide ALCS students with the opportunity of gaining credit in a course in which he or she is failing or has failed. The program's purpose is to ensure that students have the means to graduate on time with their enrollment cohort.

## **Program:**

The Online Unit/Quarter/Credit Recovery Program consists of online programs that are rigorous and aligned with New York State and Common Core Standards. This program is monitored by a Recovery/Lab Facilitator and certified teachers.

## **I. The Program**

### **A. Admission Overview**

1. Students who are receiving failing grades in a course or who have received a failing grade in a course and are in jeopardy of failing to graduate on time will be identified by a counselor and/or a core content teacher and/or an administrator.
2. A screening process will be enacted.
3. At the screening, the student's suitability for the program, willingness to participate, and potential for success in the program will be assessed by a committee. (See Part B)

### **B. Screening Process:**

1. A student's grade classification will be the first criteria considered, with priority given to those entering or in the senior year.
2. The following will then be considered:
  - a. Transcript/grade evaluation
  - b. Attendance
  - c. Discipline
  - d. Content teacher's input
  - e. Administrative discretion
3. According to NY State Regulations, "The student's participation in the make-up credit program shall be approved by a school-based panel consisting of, at a minimum, the principal, a teacher in the subject area for which the student must make up credit, and a guidance director or other administrator."
4. An *Online UQC Recovery Program Contract* will be established and signed by committee, student, and parent/guardian if committee approves student for make-up program.

### **C. Unit/Quarter/Credit Recovery Operations Once Student is Approved:**

1. Teachers will be asked to review online curricula each year at the beginning of the school year.
2. Students will be advised of the process to recover credit through an orientation by the Recovery/Lab Facilitator.

3. All students will receive scheduled time in the Lab during the school week.
4. Students may work on online programs outside of the school day and outside of scheduled lab time.
5. A certified teacher in the subject area will approve curriculum before student begins.
6. All quizzes and tests must be taken onsite under the supervision of the Recovery/Lab Facilitator, administrator, or trained certified teacher.
7. Students must complete their assigned coursework within the timeline specified in the *Online UQC Recovery Contract*.
8. A certified teacher (According to NYS Regulations, "Certified teacher means a teacher who holds a New York State teaching certificate in the subject area in which instruction is provided.") will oversee the online course work, and a Recovery/ Lab Facilitator will oversee the record keeping and lab area.
8. Grade/Credit Recovery program offerings may be limited by the availability of space or teacher or by appropriate computer-based content for specific courses.

#### **D. Attendance Policy (for scheduled time during the school day):**

1. Students are expected to be in attendance until credit is recovered. Failure to be on time and in the lab when scheduled may result in a student being dismissed from the program in order to open up the seat for another student.

#### **E. Student Failure or Removal from Credit**

1. Students may be dismissed from the program at any time due to serious or repeated misbehavior, failure to follow attendance requirements, or failure to make adequate progress toward contract requirements

#### **F. Instruction**

1. Instruction will be delivered through a computer-based instructional software program and managed by a Recovery/Lab Facilitator.
2. Involved staff and students will receive training on the instructional software.
3. An individual student prescription will be developed by a content teacher.
4. The student may complete his or her individual activities on the software program during or outside the normal school hours.
5. All quizzes and tests must be taken at the school. Students will be encouraged to take and allowed to use student-generated notes. These notes will also account for a percentage of a student's final online grade.

6. Students must achieve a minimum of a 65 in order to move beyond a quiz.
7. Students will be released from the Online UQC Recovery Program upon successful completion of individual contracts.

## **G. Content and Curriculum**

1. Recovery curriculum will be based on and aligned with New York State Learning Standards and Common Core Standards.
2. Recovery will be delivered through instructional technology and under the direction of the Recovery/Lab Facilitator and certified teacher.
3. Students will be awarded credit based upon their individual contracts and will have earned no less than a 65% overall average in their coursework in order to earn credit.

## **H. Grades and Credit**

1. All quizzing/testing will be administered on site by an approved test administrator. Student-generated notes will be encouraged and allowed. These notes will also account for a percentage of the student's final online grade.
2. Unit Recovery for a Course: Under the content teacher's direction, a student may be given online unit recovery to bolster the student's learning in a specific unit. Grading for the unit in the teacher's course will be at the discretion of the content teacher and will be adjusted in his or her grade book.
3. Quarter Recovery for a Course: Upon the direction of the content teacher, material will be chosen for a student in order for that student to pass a quarter. The teacher will determine the weight of the online material and will adjust the student's quarter average to no higher than a 65.
4. Credit Recovery for a Course: The grade that a student earns in the UQC Recovery Program will replace the failing grade. The grade awarded will be the grade earned in credit recovery.
5. A S/U for each report card quarter will be registered for the student attempting Credit Recovery.
6. After the student has fulfilled his or her contract, the *Online UQC Recovery Contract* must be completed and signed by the Recovery/Lab Facilitator who will then submit the form for the principal's signature. Four copies will then be made with one given to the student's counselor, one given to the counselor to mail home, one given to the counselors' secretary, and one kept by the Recovery/Lab facilitator. The original will be kept by the high school office.
7. The student's counselor will verify that the student's historical record has been updated.

## II. Roles and Responsibilities

### A. **Principal** will assume the following responsibilities:

- Oversees Credit Recovery site. Works within a district to ensure that teachers and students are successful in the district Recovery implementation
- Interacts with students and teachers and building and district administrators and provides support
- Monitors goals, measures, and timelines for the program
- Integrates district's needs within the overall program
- Ensures an effective process
- Well-versed in curriculum issues
- Possesses budget experience
- Well-organized
- Knowledgeable about the Recovery plan and anticipates budgetary issues for implementation or expansion of the program to eventually include credit accrual
- Oversees the design, implementation, and screening process of the Recovery program
- Provides opportunities for school staff to obtain professional development relative to the Recovery initiative
- Communicates effectively with staff
- Approves *Online Unit/Quarter/Credit Recovery Contract* and grade changes
- Displays effective knowledge and skills to provide an annual program evaluation, based upon district and program goals, indicating strengths, as well as areas of need, with recommendations for improvement

### B. **School Counselor** will assume the following responsibilities:

- Shares responsibility for screening, scheduling, and assessing data to ensure appropriate student placement
- Verifies that student's historical record has been updated

### C. **Recovery Facilitator** will assume the following responsibilities:

- Submits *Online Unit/Quarter/Credit Recovery Contract* and progress reports to the counselor
- Provides student orientation for all new students and explains rules and outcomes.
- Monitors student progress
- Provides progress reports to students, parents, content teachers, and administrators at the end of each quarter if student is in a semester or year-long course

- Works closely with classroom and/or subject area teachers
- Maintains accurate student records, including attendance
- Monitors program goals, measures, and timelines
- Maintains an environment conducive to student learning and achievement
- Creates and provides end of year report to administrations

D. Core Teacher will assume the following responsibilities:

- Signs appropriate forms
- Determines student's curriculum
- Recommends students to counselors for recovery program.

E. Student will assume the following responsibilities:

- Completes requirements of the contract