

NSBSD Credit Recovery Procedures

Student eligibility

- Any high school student, regardless of grade level, is eligible for credit recovery.
- Students who have received between 50-59% in a course will be targeted for recovery of credit in that course.
- Student performance should be considered.
 - If students receive low scores in all completed assignments (i.e. less than a 70% on the majority of assignments), this student is not a good candidate.

Monitoring students credit accumulation toward graduation and identifying students who are in need of credit recovery.

- When a counselor is on site, this task is generally part of their duties.
- Several sites have an English Language Learner (ELL)/Credit Recovery facilitator. This person should partner with the counselor to complete all paperwork.

Delivery of credit recovery sessions.

- Credit Recovery sessions may take place during the school day if the student has an open period, or before or after school. This determination should be made on a site-by-site basis, in order to best serve student needs

Developing constancy in procedures, tasks assigned, and time period to recover credit.

- When a student fails to earn credit in a course, a teacher may complete the Credit Recovery Form that shows what assignments/tasks need to be completed to recover the credit in that course in order to receive a grade of at least a "C."
 - The form will also include additional tasks to perform to receive a grade higher than a C (to encourage student performance).
- Completion of the Credit Recovery Form will be monitored by the counselor/Credit Recovery Facilitator.

NSBSD Credit Recovery Procedures (continued)

- The form must be approved and signed by the Curriculum Director prior to the student beginning Credit Recovery work.
- Site administrators will convey to staff the importance of writing descriptive class assignments in PowerSchool. This will greatly assist in the determination of credit recovery tasks.
- Completed documentation (sample of completed assignments, Credit Recovery Form and request for grade change) will be submitted to the Curriculum Director. They will forward documentation and grade change information to appropriate personnel to complete the grade change request.
- Credit Recovery timelines **should not exceed one (1) year past the initial end date of the course.** In extenuating circumstances, this can be extended by seeking written permission from the Curriculum Director.

Adopted 5/17

Instruction

E 6146.1 (e)

NSBSD Credit Recovery Form

Note: This form must be completed PRIOR to taking a credit recovery course for which a student wishes to receive credit toward high school graduation within the District.

Prior approval by Director of Curriculum and Instruction

or C&I Designee: _____

Student Name: _____

Course Name: _____

School: _____

Supervising Teacher: _____

Date of original course: _____

Number of Credits Requested: _____

Grade before Credit Recovery: ____% Grade after Credit Recovery: ____%

Required Attachments:

1. NSBSD Submission for Change of Grade (To be submitted after Credit Recovery is completed).
2. List of assignments and products to be completed by student (Second submission should include work samples).
3. Printout of PowerSchool Quick Look-up School Screen from original course.

Instruction

E 6146.1 (f)

NSBSD Credit Recovery Form (continued)

Approval (signature and date):

Parent/Guardian: _____

Instructor: _____

School Counselor: _____

Site Administrator: _____

Director of Curriculum and Instruction: _____

Date: _____

Adopted 5/17

HIGH SCHOOL GRADUATION REQUIREMENTS

Students shall receive diplomas of graduation from high school only after meeting the following graduation requirements:

Subject	Units of Credit
Language Arts	4
Social Studies (.5 required to be in US Government;*	
.5 required to be in Alaska Studies;	3
.5 required to be in North Slope Government;*	
.5 to be required in North Slope History)* (*Freshman class beginning Fall 2017)	
Mathematics	3
(1 required to be in Algebra I OR Geometry)	
Required for 2019 graduation:	
One credit must be from Algebra I AND one credit must be from Geometry	
Science	3
Health	1
Physical Education	1
Electives	7
Total Required:	22 credits

Note: The requirements for a .5 unit in North Slope Government and a .5 unit in North Slope History become effective for students graduating in 2020.

The requirement for a .5 unit of Alaska Studies does not apply to a student who transfers into the District from another state after the student's second year of high school. Students who transfer into the District after their second year of high school are encouraged to complete the .5 unit of Alaska Studies as their schedule allows.

Students must also meet the requirements for participating in a college- and career- readiness assessment unless they fall into a waiver category. Students must complete at least six (6) semesters of high school attendance in order to qualify for graduation. Students who meet all the district and state graduation requirements but have completed less than eight (8) semesters of high school attendance must submit a letter of endorsement signed by the student's parent/guardian to the site administrator in order to qualify for graduation.

HIGH SCHOOL GRADUATION REQUIREMENTS

The site administrator and school counselor shall regularly inform high school students and parents/guardians of current student status and progress toward attaining graduation credits by use of report cards, student profiles, parent conferences and other means as appropriate.

Site administrators and counselors shall review student status at regular intervals to determine whether students are "at-risk" of not earning a high school diploma. A student who is "at risk" may be considered for enrollment at an NSBSD alternative high school.

Quarter Credits

One-quarter (1/4) credit for the physical education requirement may be earned for each full season of participation in interscholastic sports. The student's participation must include attendance for at least 90% of the season's scheduled practices and games. The site administrator must verify student participation. The total credit earned shall not exceed 1.0 credit. This credit shall be awarded as a "pass" and shall not be included in the calculation of the student's GPA. The "Verification of Interscholastic Sports Credit" form must be submitted to the Student Records Office during the school year of participation.

Quarter credits shall be given only for elective classes, for interscholastic sports participation as described above, and for transfer students, when approved by the Superintendent or designee.

Credit from Universities or Distance-Delivered Education Programs

Students may earn district high school graduation credit(s) by taking courses from an accredited college or from a distance-delivered Education program.

Credit(s) earned through a postsecondary institution or a distance-delivered education program and applied towards graduation from a school within the North.

Slope Borough School District must meet or exceed requirements for graduation detailed in this policy and evaluation of student achievement (AR 5121) set by the District for earning credit. Students are responsible for providing the district with an official transcript reflecting their grades if students wish for the Outside Credit and course to be included on their transcript. In addition, students may be asked to provide a full course

HIGH SCHOOL GRADUATION REQUIREMENTS

description, course syllabus, competencies, requirements, grading rubric, and number of contact hours to the approving administrator.

Pass/No Pass grades cannot be applied in the calculation of Grade Point Average (G.P.A.). Additionally, credits earned prior to high school and applied to the high school transcript may count for credit towards graduation but will not be included in the calculation of the Grade Point Average (GPA).

Students considering taking courses through a postsecondary institution or a distance-delivered education program should consult with their school counselor or administrator prior to registering for a course in order to complete a pre-approval form.

The site administrator and the Superintendent or his/her designee must grant approval for credit(s) earned from a postsecondary institution or distance-delivered education program outside of the North Slope Borough School District for the credit(s) earned to fulfill District requirements for graduation.

Payment by, or reimbursement from, the North Slope Borough School District for course credit costs may be possible when the class is initiated by the School District or agreed to by the Site Principal and the Superintendent or his/her designee. Any District authorization for payment of courses taken from an institution "outside" of the North Slope Borough School District must be in writing and have the signature of the Site Principal and the Superintendent or his/her designee.

Alternative Credit

Students with senior (12th grade) status may earn district high school graduation credit in elective subjects for alternative coursework, with pre-approval of the site administrator. A maximum of two (2) alternative credits may be accumulated toward the total elective requirement for graduation.

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6146.3 - Competency Testing)

(cf. 6146.4 - Reciprocity on Graduation Requirements)

(cf. 6164.2 - Guidance and Counseling Services)

Legal Reference:

ALASKA STATUTES

14.03.075 College and career readiness assessment

Instruction

BP 6146.1(d)

HIGH SCHOOL GRADUATION REQUIREMENTS

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

Revised 9/2000- AASB

Adopted 6/02

Revised 4/04

Revised 04/06

Revised 5/11

Revised 3/13

Revised 10/14

Revised 11/14

Revised 12/16