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CREDIT RECOVERY PROGRAM GUIDING PRINCIPLES

Credit Recovery is designed to provide students with both an opportunity to complete credits and to acquire the requisition knowledge, skills and attitudes to be successful for further learning.

The Credit Recovery is an intervention used to ensure the success of all students in Chinook. Credit Recovery will be a procedure that may be accessed by students who need to extend their learning time in a core class beyond the semester. These are students who have missed outcomes (due to extenuating circumstances) or have missed key areas of the curriculum, but have the skills necessary to complete the credit.

A) Who is Credit Recovery for...?

Struggling Students

Credit Recovery may be an option for any student who struggled throughout the year and even with other interventions in place that may still need extra time and/or support to complete outcomes in a course.

Insufficient Evidence

There may also be a scenario where the teacher does not have enough evidence from the student for whatever reason (attendance, addictions, or illness) to allow the student to move on.

Multiple Failures but Require Credits

Credit recovery may also be required for any students who may have repeated the subject multiple times without success but requires the credit to graduate. A student who has a mark ranging from 40%-46% may wish to access this opportunity to obtain a required credit. *As per the Chinook Assessment handbook, final mark reporting – marks of 46% /47% may be recorded as such; marks of 48%, 49% are to be recorded as a mark of 50%.*

Why Can't the School Use Floating Marks Instead?

Six floating marks will be applied to the mark earned by a student in any single subject at the grade 10, 11, or 12 level if the additional marks will complete the student's Grade 12 standing under the 24 credit policy. **Floating marks are applied by the ministry only!** If this procedure is not enacted by the ministry, schools should notify Student Records. This floating mark policy does not apply to the Adult 12 Program.

B) Credit Recover Principles

The following guiding principles are intended to provide a consistent framework for Credit Recovery in all Grade 10 to 12 courses in Chinook. In order for Credit Recovery to be recognized and accepted as a viable alternative learning experience, there must be adherence to all the following:

1. Credit Recovery is not a replacement for effecting and engaging instruction and intervention during the regular course of a semester, including support provided by other teachers (Student Service Teachers, etc.);
2. Credit Recovery is one of several options available to a student. Access to Credit Recovery must be through the recommendation of the principal (or designate) and agreed to by the student.
3. A teacher may take on Credit Recovery with a student after instructional days are completed. (For example, after the final evaluation day has passed, or even into Semester 2, if the class was in Semester 1.)
4. The initial teacher of the subject will consult with the school administration to assess whether a student is a candidate for credit recovery.
5. Programs, assignments, assessments, etc. completed by the student in Credit Recovery must be pedagogically sound and adhere to the curriculum outcomes.
6. Students must have an opportunity to meet course expectations. Students must have an opportunity to demonstrate achievement of course outcomes in a variety of ways. The teacher may want to consider the strengths or interests of the particular student.
7. The final mark assigned to a student's work in a course **MUST** be given by a classroom teacher. In the case of a course requiring accreditation, the teacher must be accredited in the course.
8. Schools will responsible for the guidelines regarding student eligibility for Credit Recovery, based upon the guidelines and direction provided in this document.
9. The final mark should reflect the achievement of the course expectations.

C) Guidelines

CREDIT RECOVERY GUIDELINES

Please be advised we will consider each recommendation on an individual basis. Supporting student achievement is the goal of Credit Recovery. Access to Credit Recovery must be through the recommendation of the principal (or designate) and agreed to by the student.

1. Who can request:

- Classroom teacher
- Administration/Student Services
- Guidance Counselor
- Parent(s)/Guardian(s)
- Student

2. Who is a Candidate for Credit Recovery?

- A student who struggled throughout the year and even with other interventions in place (differentiation/adaptation of instruction, SST support) still needs extra time and/or support to complete outcomes.
- A student who has not produced enough evidence, for whatever reason (attendance, addictions, or illness), to allow the student to move on. The student can use the agreed upon time to extend their semester and demonstrate proficiency of the outcomes.
- Students who have repeated the subject multiple times without success.

Qualifications:

- Students must have a minimum 40% in the course before they may access credit recover

3. Who needs to approve?

- School administration in consultation with their:
- School Superintendent
- Administrative team members and or
- Student Service Teacher

4. Credit Recovery Requirements:

- A list of outcomes/assignments will be provided.
- The classroom teacher and student will determine a date for timely Recovery, with special consideration for timeliness if student is enrolled in a course for which the course being recovered is a pre-requisite.
- Finished assignments are assessed with the original scoring procedures and entered into Gradebook (when possible) by the original classroom teacher or as agreed upon.
- Mark change form is completed and submitted to the administration.

5. Communication Process:

- A Credit Recovery Form must be filled out for all candidates.
- Credit Recovery Forms will be reviewed, approved and filed by the administration and should be shared with Student Service Personnel
- The Principal is responsible for updating the mark with the Ministry of Education and in historical grades in Maplewood

D) Credit Recovery Application

1. Students approved by school administration must complete a CRR Referral application

a. The application may contain the following:

- i. Student Name
- ii. Course Name and Level
- iii. Teacher Name, Date
- iv. Outcomes or Objectives to be completed within a Period of Time
- v. Assignments/Work attached

1. The credit recovery teacher will be responsible for monitoring students' progress and ensuring they are honouring the agreement. If a student does not honour the agreement, administration will be alerted.

2. Once the additional requirements (as previously determined by the teacher and administration) have been fulfilled between the classroom teacher and the student, the credit recovery teacher will alert student services/administration and the new mark will be submitted to the Ministry.

3. A credit recovery application will be accepted up until 2 weeks after the final examination period. The credit recovery process must be completed within one month of the credit recovery application.