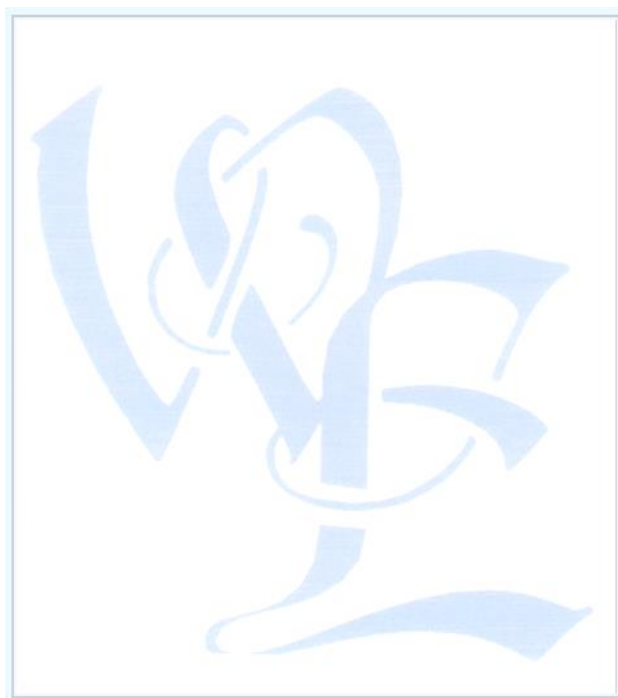


Williston School District 29



Content Recovery Program

Content Recovery

Content Recovery is an option for schools to better assist students who are at risk of failing to graduate due to course failure. The purpose of the program is to offer an opportunity for motivated students to accelerate their progress using an alternative instructional model to master rigorous curriculum standards and move on to more advanced required coursework with success.

Content recovery courses are offered to high school students who fail a required course (English, math, science, or social studies) with a grade of 50 or higher and do not have an excessive number of absences. Due to a limited number of available seats, students who have unsuccessfully attempted a course more than once will be given the first opportunity to enroll in content recovery courses. The curriculum will be tailored to the student's individual needs. Content recovery courses are offered on school premises after the regular school day, and students are allowed to take the next sequenced course (ex. Algebra II) while completing the content recovery class (Algebra I).

Students may register for extended content courses as outlined by the parameters set forth in this document. Following a teacher recommendation, an appointment with the guidance counselor or content recovery facilitator is required in order for a student to begin the process of registering for an extended content course. The principal will validate that the student meets the criteria for taking an extended content course. Once all slots have been filled for content recovery, students will be placed on a waiting list. The first available slot will be given to the next student on the waiting list.

Students may take content recovery courses in the core content areas. (English, math, social studies, and science). Students who are enrolled in courses requiring state end of course examinations must take the examinations and fulfill all requirements outlined in Regulation 43262.4. Students will be allowed to take the examination only once, at the end of the regular course duration and not at the end of an extended period granted through the content recovery option. Students who repeat the course must be treated as though they are taking the course for the first time, and all requirements will apply. Students who are unsuccessful with content recovery will receive a final, failing grade and the course is required to be retaken during the regular school year.

Students will have 20 hours to complete their content recovery course. Students are required to attend all twenty hours or credit will not be awarded for the course. Reports will document the progress of students to ensure students are on track to complete the course. A final exam must be completed with a passing grade for a student to earn credit for the course. A final grade of 60 will be posted upon successful completion of the course; otherwise, the student's original grade will remain on the transcript. Students may take a maximum of 1 content recovery course each semester and one during a summer session. Students failing a course first semester must retake the course second semester if the schedules allows. Students will be awarded college preparatory credit for all content recovery courses.

Content recovery is available for all students in grades 9-12. Top priority will be given to students needing content recovery to graduate on time.

August 15, 2016

Dear Parents and Students,

We are very excited about our Content Recovery Program. Through this program, students at risk of not meeting their graduation date are offered an opportunity to regain a credit lost in one of the core content courses. Your child is eligible for this content recovery program because he or she has failed a required Math, Science, Social Studies, or English course with a grade of 50 or higher. It is our hope that the students will find the program beneficial and be motivated to gain credits initially through their high school coursework. After your child completes 20 hours of intensive computer-driven, teacher assisted coursework and passes the final exam, he or she will receive a grade of 60 on his or her high school transcript for the course.

Unfortunately, credit will not be awarded for students who either fail the final exam or do not attend the 20 hours of remediation. Please note the highest grade a student can obtain through content recovery is a 60.

Attached is an application outlining our program. Please review the information and assist your child with this commitment as he or she completes the application. It is very important that the application is returned to your child's guidance counselor no later than (date). Transportation will not be provided. If you have any questions about the program or the attached application, please see your guidance counselor or call 266-3110. I hope that you will carefully consider participating in the Content Recovery Program beginning (date) at Williston-Elko High School.

Sincerely,

Alison Brady
Principal

Williston-Elko High School Content Recovery Program

Please submit to the guidance department by (date).

Courses will begin (date), and end (date). Each session will begin promptly at 3:15pm and end at 5:15pm. Absences will not be excused and credit will not be awarded unless 20 hours is committed to the assigned course. A final exam will be given at the end of the session on (date). A passing grade must be made in order for the student to earn credit for completing the course. Upon completing the course with a passing final exam grade, a grade of 60 will be recorded on the high school transcript.

Date: _____ Grade: _____

Student Name: _____ School: _____

Parent Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Course Needed: _____

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Guidance Counselor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

INITIAL CREDIT

The Williston Elko Initial Credit program is an option to expand the access of challenging curricula through the delivery of high quality online courses. This program is only offered to seniors who need a course to graduate, or at-risk students who are behind their appropriate grade.

The APEX curriculum, or high school learning modules (i.e. IBA) will be utilized for initial credit. Initial credit courses are offered on school premises either during the school day (Academic Prep or Skills for Success), or virtually on the students own time. Students are allowed to take the next sequenced course (ex. Algebra II) while completing the content recovery class (Algebra I).

Students primarily are selected for initial credit through collaboration with teachers, guidance counselor and the Principal. Students may request a course through initial credit, but only the above guidelines will qualify a student for initial credit. (Any request by a student should be sent to guidance). Following a teacher recommendation, an appointment with the principal is required in order for a student to begin the process of registering for an initial credit course. The principal will validate that the student meets the criteria for taking an initial credit course. The parent will also be a part of this process. A HQ (Highly Qualified) teacher will be assigned to the course to issue the grade for the student and to monitor progress. A tutoring schedule will be established between the teacher and student. Students will have to complete 120 hours to complete their initial credit course. This requirement is necessary for any Carnegie Unit course. Reports will document the progress of students to insure students are on track to complete the course. Students are not allowed to take an EOCT (i.e., English I, Algebra I, Biology, and/or U.S. History) for initial credit. Students failing a course first semester must retake the course second semester if the schedules allows. Students will be awarded college preparatory credit and quality points for all content recovery courses.

SCHOOL ADMINISTRATION

The school principal or his/her designee is responsible for the implementation of the APEX online learning program at their schools. Specific duties include:

- designating a school level APEX Learning Site Coordinator
- collaborating with the school administrative team to create a flexible master schedule with opportunities for student movement;
- assigning students in the same course to the same facilitator (if your school uses multiple Apex classroom facilitators they should be assigned by course);
- designating someone to enter grades and/or comments into PowerSchool at each grading period following the PowerSchool procedures included in this document;
- verifying that final grades are recorded on student transcripts;
- assigning highly qualified teachers to participate in the Apex learning program; and
- ensuring compliance with guidelines and policies for online learning;
- providing training and the approved courses at each school or homebound/home-based site (not available for home schooled students)
- staffing the online learning lab

ACADEMIC RECORDS/DROP POLICY

Official course grades (transcript/grade report) will be reported to the school facilitator/guidance counselor. Interim and nine-week grades for online courses will not be reported in PowerSchool since each student may work at a different pace. Final online course grades will be recorded on the high school transcript at course completion.

The following SC Uniform Grading Policy and all Williston-Elko High School grading/drop policies supersede any grading policies that may be set by course providers. It is the responsibility of students/parents to be informed of local policies.

As required by the SC Uniform Grading Policy, “students who withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned grades in accordance with the following policies:

1. A WF (withdraw/fail) will be recorded on the student’s transcript, and the F (as a 51) will be calculated in the student’s overall grade point average. The student must notify the high school site coordinator/guidance counselor to request a withdrawal from an online course. Students will not be withdrawn without approval from the school counselor.
2. Students who receive below a C on an entry-level online course will not be allowed to advance to the next level course online.
3. Failure to complete successfully an online course required for graduation may result in a student not receiving a South Carolina high school diploma.

COURSE SELECTION

The principal and school guidance counselor will identify the course(s) for which a student may receive credit based on an analysis of the student’s high school transcript.

***It is recommended that students enroll in no more than one per semester. Exceptions must be approved by the school Principal.**

COURSE COMPLETION DEADLINES

1. All course work must be completed by the assigned course completion deadline unless an extension is recommended by the principal.
2. Students must be progressing successfully according to the online pacing guide before they are recommended for additional courses.
3. Some courses are self-paced; however, students must complete all courses before stated deadline each year in order to graduate in May.
4. It is the responsibility of the student to contact the online instructor for assistance if needed.
5. Student/guardians are responsible for online access from home if this is required to successfully complete the course.
6. Students who withdraw, drop or do not successfully complete an online course may be responsible for the cost of the course.

CLASSROOM AND GRADE BOOK PROCEDURES

Resetting Quizzes and Tests

The teacher must not reset a quiz or test more than one time. Students can automatically reset a quiz/test themselves one time. If the teacher resets the quiz/test once again, the student has had three opportunities to pass a quiz. At this point, the teacher should permit progress and allow the student to move on. This will force students to learn that they must study prior to requesting a reset or chance receiving a failing grade.

Using the Diagnostic

The teacher should NEVER allow students to retake a diagnostic test. If a student fails a unit test, the student should be instructed to go back and take the diagnostic. The diagnostic will create a study plan for the student based on what was missed. Competing work assigned in the study plan will prepare the student to retake the unit test.

Williston-Elko High School and Apex Learning
Parent/Guardian Permission

(SIGNED FORM REQUIRED PRIOR TO ENROLLMENT)

While Williston School District 29 Schools offers our students options and opportunities to take courses through online curriculum, it is important for students as well as their parents to have a clear understanding of what is involved in online instruction and what it takes to be successful in these type classes.

Some online classes are self-paced while others adhere to a strict schedule in completing sequential modules. All classes have a specified start and end date, and all require a proctored final exam. Online classes are very rigorous and often require more of the student's time than a regular class at his or her school. Many students find the rigors and schedules of virtual classes to be very difficult.

Online classes are available to all Williston School District 29 students, but not all students are a good fit for online instruction. In completing and passing an online class, we have found that successful students are good readers, well organized, self-disciplined, able to work alone, and have excellent computer skills. Needless to say, they also must be highly motivated. If these characteristics do not describe your son or daughter, it is not likely that he/she will be successful in passing an online class.

It is important that the student and his/her parents understand the demands of virtual courses in order for success to occur.

Williston School District 29

I have read and understand the information presented above and confirm that I have given careful consideration of the suitability of my child's enrolling in online classes offered by Williston District 29 Schools before approving him/her to do so.

Student Name (please print): _____

Signature of Parent/Guardian

Date

Disclaimer: Williston Schools shall not be responsible or liable, either directly or indirectly, for any error, damage or loss caused by or in connection with use of or reliance on any content, goods, or services available on or through external web sites or other networking options that are beyond the control of the District. Williston District 29 Schools is not responsible for the content found on these external web sites or for ongoing review of other sites. The inclusion of any link to such sites does not imply endorsement by Williston Elko District 29 Schools. Should you or your child decide to access linked third-party web sites through WE curriculum, from home or from school, it is at one's own risk.