

## **Exeter High School Alternative Credit Programs**

Exeter High School (EHS) Alternative Credit Programs offer high school students options to help them earn credit in courses they did not or will not pass the first time around. The process allows for year-round recovery and begins with the student and teacher. Parents/guardians, special education case managers and guidance counselors are included in the development of the student's recovery plan. The student and teacher complete the Alternative Credit Application and submit the completed form to the Guidance Office. In the event the student opts to take an online course, the student also completes the Online Coursework Contract.

The ideal recovery situation occurs when the teacher and student develop an individualized plan, which the student follows to recover grade and credit with the teacher. Other options include enrollment in the course for a grade and credit through an accredited online provider (such as the Virtual Learning Academy Charter School, VLACS) or Exeter Adult Education. Another option is for the student to enroll in a personalized competency recovery class designed by EHS staff through Odysseyware or enroll in competency recovery through VLACS. Both of these options recover credit only. The student may also opt to repeat the entire class the following semester or year for a grade and credit. Exeter High School also offers summer credit recovery for students who do not pass a core class during the school year. Summer credit recovery is pass/fail and recovers credit only. The details of each option are summarized below.

### **Alternative Credit Options**

#### **Individualized plan** (earns grade and credit)

The teacher and student agree on the outstanding learning and assessment that must be accomplished to recover credit. A timetable, which includes a start date and expiration date is established. Together, the teacher and student agree on when and where the student will work on the plan. The Alternative Credit Application is completed and submitted to the Guidance Office. The teacher monitors the student's progress on the plan. When the student has successfully completed the outstanding work, the teacher notifies, in writing, the Registrar and provides an adjusted grade. The Registrar makes the necessary changes to the student's official transcript. The teacher makes the necessary changes to the student's grade. The grade is an F until the work is completed. Note: any changes that are made to the teacher's gradebook after grades are stored must go through the Registrar.

#### **Repeating a Course On-Campus** (earns grade and credit)

After a conversation with his or her guidance counselor, a student who fails a course and cannot recover credit through an individualized plan or a personalized course may be recommended to retake the course on-campus. The student retakes the course in its entirety.

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### **Repeating a Course Online** (earns grade and credit)

After a conversation with his or her teacher and guidance counselor, the student completes the Online Coursework Contract found on the EHS website. After receiving approval from the Guidance Office, the student registers and is assigned to an online course and instructor. All instruction is provided by the online provider. All accommodations to the curriculum are made by the online source. Students may access the online course on- or off- campus. In the event the student is not making progress in the online course, the counselor discusses alternative credit recovery options with the student and parents/guardians. It is the responsibility of the student to request an official transcript is sent to the EHS Guidance Department at the successful completion of the online course. Once in receipt of the transcript, the Registrar makes the necessary changes to the student's official transcript

### **Adult Education** (earns grade and credit\*)

The student, guidance counselor, and Exeter Adult Education Student Services Coordinator hold a pre-referral meeting to discuss the student's options at Adult Education. If the student is referred to Adult Education, he or she contacts the Adult Education Student Services Coordinator to register. Adult Education credit courses may only be added to a schedule at the beginning of a semester (September or January). All instruction is provided by Adult Education. In the event the student is not making progress, the counselor discusses alternative recovery options with the student and parents/guardians. Once the student has successfully completed the coursework, it is the responsibility of the student to request an official transcript be sent to the EHS Guidance Department. Once in receipt of the transcript, the registrar makes necessary changes to the student's official transcript.

\*Adult Education courses are 1 semester-long and earn 2 EHS credits.

### **Hybrid Plan** (earns grade and credit)

There may be circumstances that arise during the course of the year which prevent a student from attending school or on-campus class(es). A student may miss significant portions of instruction which in turn impacts the likelihood that he or she will pass a course. Referrals are made by an IEP, 504, or STAT team with the recommendation of the principal. In these cases, the classroom teacher and student agree on an individualized plan the student will follow to meet the competency requirements of the course. A timetable, which includes a start date and expiration date is established. Together, the teacher and student agree on when and where the student will work on the plan. The teacher may assign materials he or she uses in the class or design a replacement unit in Odysseyware. The teacher will agree to accept the outstanding work or the grade earned in Odysseyware and adjust the student's final grade

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accordingly. The Alternative Credit Application is completed and submitted to the Guidance Office. The application is reviewed by an administrative board, which at a minimum includes the Learning Area Leaders, Curriculum Administrator, and Student Services Director. Completion of all work is expected on or before the expiration date of the plan. The teacher will notify the student's guidance counselor and the registrar of the grade change.

**Personalized Course/Odysseyware** (recovers credit)

A student may be recommended for personalized competency recovery through Odysseyware. The application for Alternative Credit begins with the student, teacher, and guidance counselor or case manager. The teacher identifies the competencies the student must complete to recover credit. The Alternative Credit Application is completed and submitted to the Guidance Office. The application is reviewed by an administrative board, which at a minimum includes the Learning Area Leaders, Curriculum Administrator, and Student Services Director. The board identifies appropriate coursework and timetable, registers the student in Odysseyware, and identifies who will monitor the student's progress. Students may access their coursework on- and off-campus. In the event the student is not making progress, the counselor discusses alternative recovery options with the student and parents/guardians. Once the student has successfully completed the coursework, the person monitoring the student's progress notifies the Guidance Office. The registrar makes necessary changes to the student's official transcript.

**VLACS Competency Recovery** (recovers credit)

If a student fails a course he or she may be recommended for competency recovery through VLACS. The application for begins with the student, teacher, and guidance counselor. The teacher identifies the competencies (provided by VLACS) the student must complete to recover credit. The Alternative Credit Application is completed and submitted to the Guidance Office. The application is reviewed by an administrative board, which includes at a minimum the Learning Area Leaders, Curriculum Administrator, and Student Services Director. The board identifies an appropriate timetable for the completion of work. After receiving approval, the student registers with VLACS and is assigned to an online course and instructor. All instruction is provided by the online provider. All accommodations to the curriculum are made by the online source. Students may access their coursework on- and off-campus. In the event the student is not making progress, the counselor discusses alternative recovery options with the student and parents/guardians. Once the student has successfully completed the coursework, it is the responsibility of the student to request an official transcript is sent to the EHS Guidance Department. Once in receipt of the transcript, the registrar makes necessary changes to the student's official transcript.

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**Summer Credit Recovery** (recovers credit)

Summer Credit Recovery follows the Personalized Course / Odysseyware plan; however, eligible students for summer recovery should have a minimum course average of 50% and/or be able to feasibly complete all work by the first week in August. A curriculum lab staffed by certified EHS teachers (credit recovery coaches) will be open on specified days throughout the summer. A start and end date will be announced in advance of sign-ups. The recovery work will be done primarily through Odysseyware, a web-based program that students access at school or at home. All quizzes and tests must be taken on-campus. Once the student has successfully completed the coursework, the coach monitoring the student's progress notifies the student's guidance counselor and the registrar. The registrar makes necessary changes to the student's official transcript. The student will be scheduled to repeat the class on-campus until successful completion of the summer program. Grading for summer credit recovery is pass/fail.