

Summary of the Grade Recovery Process & Grading

Grade Recovery is a program to assist students who have made an effort to be successful in a course but have failed to make adequate progress to meet standards during a grading period. To be eligible for Grade Recovery, a student

- must have earned a “D” or “F” as a quarter of final grade.
- must have made a good faith effort to perform class work or have accepted additional assistance offered during the grading period.
- must have completed all work that was missed due to a violation of the Student Code of Conduct and must comply with the attendance policy as determined in the School Board Policy Manual: *“Missed work shall be made up for all absences; a day of make-up work shall be allowed for each day of absence. Each student shall receive full credit for such work.”*

Step I	Step II	Step III (or Step IV)	Step IV (or Step III)	Total Points
Completion of make-Up Assignments	Selected “Target” or Saturday Participation	Appropriate Standard Assessment	School Based Assessment	
Step I is worth 1 point or 33.3%	Step II is worth 1 point or 33.3%	Step III (or Step IV) is worth <i>(Optional)</i> 1 point or 33.3%	Step IV (or Step III) is worth <i>(Optional)</i> 1 point or 33.3%	3 points or 100%

Students can move from **D to C** by participating in this 3 step grade recovery system. If students want to increase their grades from **F to C**, and they have not passed FCAT, they must complete 3 additional sessions of Target or Breakfast of Champion Saturday sessions. If they have passed FCAT and if they are in AP classes, they will be required to participate in 3 additional AP target sessions.

Step I:

- The student asks for an appointment with his/her teacher to begin the grade recovery plan. In the meeting the teacher will develop a success plan which will include: assigned work, a timeline, and additional requirements based on individual needs and standards not mastered.
- The student must have all assignments in writing at the beginning of the process and must be given a rubric.
- Teachers must contact parents by letter, phone call, or conference to make sure they are aware of OUR efforts to help their child in grade recovery.
- The student must complete all of the assignments. *Unfinished or partial work is unacceptable.*
- A grade recovery rubric will be given to the student at the beginning of the process and mailed home to the parents at the end of the process.
- The student has one quarter following the quarter he/she receives his/her report card to complete the grade recovery process. Grade recovery for 4th quarter must be completed prior to the final exam for the course.
- Students will be required to complete all missing assignments given during the grading period. Students **MUST** complete the assignments in order to move forward to step II in the grade recovery process. Students can only earn 1 point for completing the missing assignments or 33.3% of the entire process.

Step II:

- Students will be required to attend 5 Grade Recovery sessions of Target where they will complete appropriate assignments.
- These assignments can be the assignments they missed during the grading period.
- Students can gain their 1 point for Step I and their 1 point for Step II by attending the required 5 session of Target. **To move from F to C, students must attend 3 additional sessions of their choice!**
- Students complete ALL assigned work, and the teacher must review it for completion before students can go on to step III.

Step III & IV:

- The student must prove mastery of the standards by passing a teacher made assessment, a standard school based assessment, and/or completing a teacher-assigned project (as determined by the teacher).
- Students will be required to master at least 75% of the assessment.
- Teachers can also use the actual FCAT results.
- The teacher will evaluate the test/project and determine the final grade.
- This process may include additional assignments if the teacher feels this is necessary to show mastery.

Total: Once all of the steps have been completed, the total will be calculated: 100% or 3 points.