

## Colfax-Mingo Jr/Sr High School Incomplete/Component Recovery Plan

### GUIDING PRACTICES

An Incomplete or Component Recovery format is intended for students who are lacking evidence of essential learnings from a course, but could pass. The content teacher will work collaboratively with the student and parent/guardian to ensure student learning and credit completion.

### “Under which category does my student fall?”

End of Semester Grading Options	Initial Grade Reported	Final Grade on Transcript	Timeline for Completion	Credit	Activity Eligibility	Rationale
<b>Incomplete</b>	I	A, B, C, D, or F	10 Calendar days *extensions beyond this are permitted based on teacher discretion and recommendation	Yes	No. Not until grade changed and credit awarded	<ul style="list-style-type: none"> <li>The student has not provided enough evidence to demonstrate they have mastered the Essential Learning for the teacher to be able to give a final grade.</li> <li>Students are sick prior to finals.</li> <li>Student moved in.</li> <li>Students who have an INCOMPLETE at the semester will be deemed academically ineligible and will not be allowed to participate in any school activity or competition until the incomplete becomes a passing grade.</li> </ul>
<b>Component Recovery</b>	F	A, B, C, D, or F	10 Calendar days *extensions beyond this are permitted based on teacher discretion and recommendation	Yes	No	<ul style="list-style-type: none"> <li>The evidence the student has provided the teacher indicates that the student has not met the Essential Learnings or the course, so the student has failed the course.</li> <li>However, if the teacher believes with some intentional effort and support during the 2 week period, the student could demonstrate mastery of the Essential Learnings and earn a P (pass).</li> <li>Students who COMPONENT RECOVER a course at the semester will be deemed academically ineligible and will not be allowed to participate in any school activity or competition for 30 days regardless if they earn a P (pass).</li> </ul>
<b>Failed Course</b>	F	F	Must retake the course - if the course is a graduation requirement	No	No	<ul style="list-style-type: none"> <li>The evidence the student has provided the teacher indicates that the student has not met the Essential Learnings of the course, so the student has failed the course.</li> <li>The teacher does not believe that during</li> </ul>

						<p>the 2 weeks, the student can demonstrate proficiency of Essential Learnings(s).</p> <ul style="list-style-type: none"> <li>• Students who FAIL a course at the semester will be deemed academically ineligible and will not be allowed to participate in any school activities or competition for 30 days.</li> <li>• If the class is not offered through Edgenuity, the student must retake the course the following year.</li> </ul>
<b>Credit Recovery (Primarily DOP identified)</b>	F	Pass/Fail	Minimum within a semester	Yes	No	<ul style="list-style-type: none"> <li>• Students need to recover a credit from a failed course.</li> <li>• Students will be monitored through the Success Center.</li> <li>• Students will recover the credit through the online learning program, Edgenuity or through AGS Publishing.</li> <li>• The recovered credit will not replace a student's F, but will be added to the student's transcript when complete.</li> <li>• A CR course will not fulfill a student's eligibility status for school activities.</li> </ul>

\*\*Students with identified needs (DOP, SPED, 504) may be exceptions to any of the above.

**Potential Re-learning steps that could be used during component recovery**

- Extra help with teachers outside of class \_\_\_\_\_ times.
- Complete the assigned practice problems.
- Test corrections.
- Attend Tigerhawk Time \_\_\_\_\_ times.
- Complete previously assigned work, labs, projects, papers.
- Other learning steps are determined by the teacher or PLC.

**Component Recovery Teacher Guidelines:**

- Examine failing students at the end of the semester.
- Review on achievement of standards and/or essential learnings.
- Complete a plan for incomplete or component recovery.
- Upon successful completion, submit a new grade to the office ASAP.
- Communicate with all stakeholders involved.

**Colfax-Mingo Jr/Sr High School Resolving an Incomplete**

An incomplete is intended for students who have received a passing or failing grade (A, B, C, D, or F), but could potentially pass the course or improve their grade, with successful completion of essential learning components or standards designated by the teacher.

Student Name: \_\_\_\_\_

Course/Teacher: \_\_\_\_\_

Current Percentage: \_\_\_\_\_%

Student needs to complete the following work;

Standard or Essential Learning that lacks evidence.	Student product that will show this evidence.	Date student must have this done by.	Check for completion/evidence learning has occurred.

**Contact Log**

Stakeholder	Date or Yes/No
Student informed of plan:	Date:
Parent informed of plan:	Date:
Copy of plan given to admin and at-risk team	Yes or No    Date:
Copy of plan give to DOP and IEP staff (if needed)	Yes or No    Date:

**Final Letter Grade (to be communicated to the office): \_\_\_\_\_**

**Colfax-Mingo Jr/Sr High School Plan for Resolving Component Recovery**

Students have failed the course by showing lack of understanding of the following standards or essential learnings, but following reteaching, the student could show improved proficiency and pass the course (P) and earn a credit.

Student Name: \_\_\_\_\_

Course/Teacher: \_\_\_\_\_

Current Percentage: \_\_\_\_\_%

Student needs to complete the following work;

Standard or Essential Learning that lacks evidence.	Student product that will show this evidence.	Date student must have this done by.	Check for completion/evidence learning has occurred.

**Contact Log**

Stakeholder	Date or Yes/No
Student informed of plan:	Date:
Parent informed of plan:	Date:
Copy of plan given to admin and at-risk team	Yes or No    Date:
Copy of plan give to DOP and IEP staff (if needed)	Yes or No    Date:

**Final Letter Grade (to be communicated to the office): \_\_\_\_\_**