



Public Charter School

Community Vision ... World Class Education

FRIENDSHIP PUBLIC CHARTER SCHOOL CREDIT RECOVERY POLICY

Friendship Public Charter School (Friendship PCS) offers high school students the opportunity to recover credit for courses previously failed and to acquire credit for requisite courses not previously scheduled through virtual or in-person instruction. The purpose of credit recovery is to provide students with an opportunity to remain on track toward graduation while demonstrating mastery of course standards.

Student Eligibility

Students may be eligible for credit recovery if they:

- Have earned a failing grade in a graduation-required course.
- Have been identified through transcript review or graduation progress monitoring as needing additional credits to remain on track for graduation.
- Meet any prerequisite requirements established for the specific course.
- Receive approval from the school principal, school counselor, or designated administrator before enrollment.

Independent Study is available only to senior students after all other credit recovery options have been exhausted. A student may not carry more than one Independent Study course per semester or apply more than three Independent Study credits toward graduation requirements.

Referral and Enrollment Process

Students are identified for credit recovery through transcript audits, report card reviews, graduation progress monitoring, teacher recommendations, counselor referrals, or administrative review.

The school counselor, in collaboration with the student, parent or guardian, and school administration, determines the most appropriate credit recovery option based on the student's graduation requirements and academic needs. All students must receive approval prior to enrollment in any credit recovery course.

Students wishing to participate in an external credit recovery program must receive prior written approval from Friendship PCS before enrollment for credits to be accepted toward graduation.

Equal Access for Students with Disabilities

Friendship PCS provides equal access to all credit recovery opportunities for students with disabilities. Students with Individualized Education Programs (IEPs) and Section 504 Plans will receive the accommodations, modifications, supplementary aids, and related services required by their individualized plans during participation in credit recovery. School counselors, special education staff, and credit recovery instructors collaborate to ensure students have equitable access to instruction, assessments, and course completion requirements.

Credit Recovery Options

After School, Saturday School, and Summer School

Friendship PCS high schools offer after-school, Saturday School, and Summer School programs for students needing academic coursework, skill development, remedial instruction, or credit recovery. Students may also participate in approved courses for advancement or enrichment when appropriate.

Virtual and In-Person Credit Recovery

Credit recovery courses may be offered in person on a Friendship PCS campus or through an approved virtual learning platform. Course availability, schedules, and instructional format are determined annually based on student enrollment and staffing.

Location and Schedule

Credit recovery opportunities are provided:

- During the regular school year through after-school programming;
- On designated Saturdays throughout the school year;
- During Summer School; and
- Through approved virtual or in-person instructional formats, as determined by the school.

Students and families are notified of available sessions, locations, and schedules by the school each semester.

Earning Credit

Students earn credit by:

- Successfully completing all required coursework and instructional activities;
- Demonstrating mastery of the course standards through required assignments and assessments; and
- Earning a passing grade in accordance with Friendship PCS grading policies.

The final credit recovery grade, as well as the original failing grade, will appear on the student's transcript and will be included in the student's cumulative grade point average (GPA), consistent with Friendship PCS grading policies. Student records and grades are maintained within the Friendship PCS Student Information System and cumulative student record.

Independent Study

Independent Study courses are available only for senior students and serve as the final credit recovery option after all other interventions have been exhausted.

Before enrollment:

- The student must meet with the parent or guardian, school counselor, principal, and any other applicable school personnel.
- An Independent Study Contract must be completed and signed by the student, parent or guardian, school counselor, principal, and any additional required personnel prior to approval.

School Expectations

Students participating in After School, Saturday School, Summer School, virtual, or Independent Study credit recovery programs are expected to comply with all Friendship PCS attendance, academic integrity, behavior, and dress code expectations. Attendance, grading, and conduct requirements are consistent with those of the regular school year.

Public Availability

This Credit Recovery Policy is published in the Friendship PCS Student and Family Handbook and is available on the Friendship PCS website at <https://www.friendshipschools.org/about/school-policies/> for students, families, and community members.