PITTSFIELD SCHOOL DISTRICT COMPETENCY RECOVERY PLAN

STUDENT:_____ TEACHER:_____

COURSE IDENTIFED:_____IS THIS CLASS A PRE-REQUISTE FOR NEXT LEVEL ☐ YES ☐ NO

IS STUDENT IDENTIFIED WITH SPECIAL NEEDS (IEP, 504,….) ☐ YES ☐ NO (IF YES, INCLUDE CASE MANAGER IN PLAN)

TYPE OF RECOVERY:

____VLACS _____ ODYSSEYWARE _____EXTENDED LEARNING OPPORTUNITY _____WORK/PROJECT COMPLETION

Please list competencies identified to be met:

COMPETENCY	Learning Activities	ASSESSMENT PLAN (measurement of success)	Person Responsible	DATE STARTED	DATE COMPLETED	COMPETENCY MET

Student:_____ Date:_____

Teacher:_____Date:_____

Parent/Guardian:_____Date:_____

OL Coordinator:_____Date:_____

Guidance:_____Date:_____

----------For Internal Use Only----------

Course completed ☐ YES ☐ NO Competency/ies Rubric Grade:_____

Teacher re-calculation Final Course Grade:_____ Submitted to Guidance ☐ YES ☐ NO

GRADE CHANGED (Signature of Director of College and Career Readiness)_____

Competency Recovery Options 2012-2013

(If a student identified with specials needs or 504 students, please ensure that the case manager is included in the process.)

1./2. VLACS-competency recovery option or ODYSSEY WARE

- Teacher and student sit down an identify competencies needed to recover, so they can pass and get credit for the course. (Teacher will submit identified competencies recovery form to Dual Enrollment/Online Coordinator, DEOL.) This must include options for recovery, assessment, and anticipated timeline (if it is a pre-requisite for next course, must be completed before next class begins.)
- DEOL: makes copy of the plan and submits to: advisor, student, guidance
- DEOL also meets with parents to explain plan and to attain signatures.

VLACS	ODYSSEY WARE
• DEOL gives instructions on how to complete VLACS registration. Notify advisor, guidance and teacher of plan acceptance. • DEOL assists students in registering for classes for competencies that need to be recovered. • Parent and student then must register for program.	• DEOL notifies team of approval pan. • If needed, DEOL (in collaboration with teacher) creates competency recovery OW course. • DEOL checks number of students scheduled to ensure no more than 5 students at a time. • DEOL ensures that teachers are correcting and staying up-to-date with course requirements.

- After successful completion of competency a grade change from must be completed by DEOL.
- Teacher must recalculate grade, get Principal's signature of approval, and submit to guidance.

3. Work/Project

- Teacher and student will generate alternative work/project that fulfills competency in need of recovery. (Teacher will submit identified competencies recovery form to DEOL.) This must include options for recovery, assessment, and anticipated timeline (if it is a pre-requisite for next course, must be completed before next class begins.)
- DEOL:
  - DEOL makes a copy of the plan and submits to: advisor, student, guidance
  - DEOL meets with parents to explain plans and attain signatures. Notifies advisors, guidance and teacher of plan approval.
- After successful completion of competency, a grade change form must be completed by DEOL.
- Teacher must re-calculate grade, get Principal's signature of approval and submit to guidance.

4. ELO

- See Sheila Ward

Timelines

- For pre-requisites, recovery must be done before next class begins.
- Students may opt to take a failing grade without credit for classes not required for graduation.
- Students have two weeks to develop a recovery plan once notified of a need for competency recovery.

Eligibility for Recovery

- If the student does not have ½ of course requirements completed, they are not eligible for recovery. Then the credit is needed to graduate, a plan to make up the course must be identified.