

2016-2017 Credit Recovery Program Contract

61 Crown Street

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Credit Recovery Agreement/Contract

The Credit Recovery Program provides students with an alternative method for completing courses required for graduation. This program combines teacher directed instruction with the use of on-line courses offered by Apex Learning®. Students will be enrolled in courses needed for credit recovery, credit acquisition, and/or review for a required Regents exam. They will work through the course at their own pace. This may allow the motivated students to complete classes faster in a more flexible structure. Credit will be awarded for successful completion at the 65% mastery level. A minimum of 1 class period during the day or 1, 2 hour night school session per week is required

Program Requirements:

- Attendance –All students will be scheduled during a day class or 1 session of night school. Failure to meet minimum Attendance requirement may result in removal from program.
- Instruction will be provided by certified teachers, trained as Apex Coaches
- All major unit exams must be taken with Credit Recovery coaches in the lab
- Course credit will be awarded for at least 65% mastery of the course content *and* final exam
- Students must take and pass required Regents exams
- In order to utilize credit recovery's full potential, students should work on the class at home.
- While in Credit Recovery students report card grades are temporary until the course is complete. They will earn a 50 (progress is unacceptable), 75(progress is questionable), or 90 (meeting all expectations). When the course is complete the report card grades will be changed to match the final earned grade.
- **Program Eligibility**- All students are eligible to take Credit Recovery classes if the relevant members of the student support team (guidance, admin, teachers, parents, social worker, psychologist) agree it is the best option for the student.

***Attendance and effort are required. Students may be removed from this program if it is recommended by an Apex Coach or do they do not make weekly progress. ***

Please keep the top of the sheet for your own records. Detach below and return to guidance.

We, student and parent/guardian agree to the conditions for participation in the Credit Recovery Program and have read and understood "Rules and Responsibilities "of Credit Recovery.

Print (legibly)

Student Name: _____ Signature: _____ Date: _____

Parent/ Name: _____ Signature: _____ Date: _____

Guidance Counselor Name _____

Principal Signature _____

Student Rules and Responsibilities

(STUDENT/PARENT PLEASE KEEP THIS SHEET)

Each student must sign the Kingston High School Credit Recovery/Acquisition contract which outlines student responsibilities. Failure to follow the rules outlined in this contract will jeopardize a student's placement in the program.

- **Students must regularly attend the CRL.** This lab is staffed by certified teachers that are available during pre-determined periods during the day and 3-6 Monday –Thursday in the CRL. If students are enrolled in the lab during regular school day attendance is required every day.
 - All Testing Assessments must be completed under the direction of the teacher.
 - No outside assistance may be given during the tests. All tests are locked until a student is present with a teacher in the lab.
 - Students are permitted to complete their work on their own time outside of the lab. However, attendance in the lab is still required. ***Chronic attendance issues will result in removal from program.***
 - Students are expected to complete APEX “study guides” and they **may** be used on tests and quizzes. If students do not use printed study guides, notes must be taken in their own notebook.
 - When working on tests students are **not** allowed to “look back” in the program.
 - A student will receive a lack of progress warning if he/she is not completing work at a rate of at least 5% per week. **Continual failure to advance will result in removal from credit recovery.**
 - All Students enrolled in CRL must follow the school code of conduct and continue to follow the district internet use policy.
 - CR and acquisition students will earn whatever grade they receive from their APEX courseware.
 - If recovering marking period credit, the student must regularly attend and participate in both CRL and their regular class. (*does not apply to summer classes*)
 - Students enrolled in Regents classes still must pass the Regents Exam.
 - If Enrolled in Qtr Credit recovery the highest grade you can earn is a 65.

QUESTIONS?- email- jmacdougall@kingstoncityschools.org