

**Spain Park High School  
After-School Credit Recovery Program  
January 27 – March 13  
Information and Agreement Form Spring 2014**

*(Parents and Students Must Read the Information Provided,  
Sign the Agreement Form and Pay the Tuition by January 22, 2014)*

<b>Registration Dates</b>	<p>Register by Wednesday, January 22, 2012</p> <p><i>Registration forms are available online at the school's website and in the SPHS guidance office.</i></p> <p><i>Tuition may be paid on-line through "My School Fees" or fees may be submitted to Mr. Matt Stephens, administrator of Credit Recovery. Tuition is due January 22, 2014.</i></p> <p><i>Complete the Registration Form, along with a signature from your counselor, by January 22. All forms will be submitted to the attention of Mr. Matt Stephens, Administrator of Credit Recovery by January 22<sup>th</sup></i></p> <p><i>(A Late fee is \$25 is due if payment is made after January 22.)</i></p>
<b>Class Calendar</b>	<p>Credit Recovery meets Monday–Thursday, 3:40pm - 5:40 pm at SPHS on the following dates:</p> <ul style="list-style-type: none"> <li>• January 27 – January 30</li> <li>• February 3 – 6</li> <li>• February 10 - 13</li> <li>• Feb 18 – 20 (February 17 is a holiday)</li> <li>• February 24 – February 27</li> <li>• March 3 – 6</li> <li>• <i>March 10 - 13</i></li> </ul>
<b>Tuition</b>	<ol style="list-style-type: none"> <li>1. \$200 per semester course attempted.</li> <li>2. No free and reduced lunch options available.</li> <li>3. Students may sign up for a maximum of two semester courses.</li> <li>4. Tuition and application are due on or before January 22 registration.</li> <li>5. A Late fee is \$25 is due if payment is made after January 22.</li> <li>6. Deadline for requesting refunds is January 24, 2013.</li> </ol>
<b>Attendance Policy</b>	<ul style="list-style-type: none"> <li>• Students who are absent from class will be required to provide a note from the parent or guardian.</li> <li>• Students may be dismissed for absences and behavior issues (see below) after administrative intervention.</li> </ul>

<p><b>Classes Providing an Opportunity for Credit Recovery</b></p> <p><i>(What classes can a student recover?)</i></p>	<p>The following courses can be recovered for either 1<sup>st</sup> or 2<sup>nd</sup> semester and are not limited to courses attempted during the 2013-2014 school year:</p> <p><u>Math:</u> Algebra 1, Geometry, Algebraic Connections, Algebra II w/Trigonometry, Algebra II Non-Trigonometry, Precalculus, and Discreet Math</p> <p><u>Science:</u> Active Physical Science, Biology, Earth Science, Chemistry</p> <p><u>English:</u> English 9, English 10, English 11, English 12</p> <p><u>Social Studies:</u> World History 9, US History 10, US History 11, Government, Economics</p>
<p><b>Eligibility Policy</b></p> <p><i>(Is Credit Recovery only for a course the student failed?)</i></p>	<p>Yes, as the Hoover City Schools Credit Recovery policy states: "Students are eligible to apply for Credit Recovery if they completed the required number of instructional hours in a course required for graduation and the final grade earned was between 40% - 59. Students earning a grade lower than 40 % cannot complete a Credit Recovery program under these guidelines and will be required to repeat the failed course covering all applicable standards and meeting for the total number of required instructional hours (70 hours for a semester credit, 140 hours for a year).</p>
<p><b>Coursework Policy</b></p> <p><i>(How is the coursework for Credit Recovery determined?)</i></p>	<p>Instruction will be delivered through a combination of computer-based instructional software and targeted small group instruction supervised and managed by a certified and highly qualified teacher in the subject area. An individual student 'prescription' will be developed by the Credit Recovery teacher based on skill-specific diagnostic tools which are offered by the computer-based instructional software. The Credit Recovery teacher will use his or her professional judgment of this data along with any further diagnostic device deemed necessary to develop a prescriptive plan for specific standards for remediation targeted to individual students.</p>
<p><b>Grade Policy</b></p> <p><i>(What grades will be issued through Credit Recovery?)</i></p>	<p>Grades will be awarded in the following manner:</p> <p>There will be a pretest given at the beginning of each lesson. If an 80% score or more is accomplished, the lesson is completed. Less than 80% will require that the student complete the activities for the lesson prior to taking a post test. A minimum score of a 70 % is required for each lesson. Students will not be allowed to proceed to the next lesson unless at least a 70 % mastery is accomplished.</p> <p>Students may receive one of the following final grades for the course:</p> <p>N: (no grade)- Student does not complete remediation plan requirements or earn scores required to receive a letter grade for the credit recovery term. A grade of "N" is also assigned if a student is removed from the credit recovery program by an administrator for disciplinary or attendance reasons.</p> <p>D: (65) - Student passes all lessons. Student completes all lessons with at least 70% mastery.</p> <p>C: (70) - Student passes all lessons. Student passes all lessons with at least 80% mastery. Students taking credit recovery in English 9, 10, Algebra 1, and Geometry must also re-take the Quality Core Assessment at the conclusion of their lessons.</p> <p>In addition, credits recovered will be entered on the transcript as repeat attempts and will <u>not</u> replace the previously earned grade. Both grades will be included in the student's cumulative grade point average and will be delineated as a Credit Recovery class on the student's transcript.</p>

<b>Discipline and Behavior Expectations</b>	<ul style="list-style-type: none"> <li>• All school rules outlined in the 2013-2014 Student Handbook are in effect. This includes but is not limited to rules regarding dress code, possession of illegal substances, and disrespectful behavior.</li> <li>• While students may be referred to the office several times during the normal school year, administrators will consider the second time they see a student for misbehavior during Credit Recovery as a <b>SECOND INCIDENT</b>, and the student will be <b>withdrawn</b>. For example, if a student has been disciplined for disrespect, he/she may be withdrawn for a first incident of tobacco possession.</li> <li>• Students who are involved in any cheating incident during Credit Recovery including but not limited to using another student's work, using written notes or reference materials not specifically authorized by the supervising teacher, or accessing the internet, using a cell phone, or opening electronic notes during computer assessments without prior teacher authorization will receive one letter grade deduction for the first incident. A second incident of cheating with result in withdrawal from the Credit Recovery program with no grade or refund.</li> <li>• A student may be <b>withdrawn</b> on the <b>first incident</b> if the misbehavior is classified as a Class II or Class III offense. Reports will be made to the police when appropriate.</li> <li>• Students who <b>drive</b> to Credit Recovery must follow all rules regarding the use of personal vehicles on campus. The vehicle is subject to search for illegal substances or weapons.</li> <li>• If a student is withdrawn for disciplinary or attendance reasons, there will be <b><u>NO REFUND</u></b> of tuition.</li> <li>• <u>BE WHERE YOU ARE SUPPOSED TO BE AND BE THERE ON TIME.</u></li> </ul> <p><i>Credit Recovery is an excellent opportunity to earn credits and work toward graduation. Don't lose this opportunity by missing class or misbehaving. If you have any questions about these rules, ask the question <b>before</b> you cross the line.</i></p>
<b>Special Program Notes</b>	<ol style="list-style-type: none"> <li>1. The A+ program works in the labs only and does not function with the use of iPads or the Internet at home.</li> <li>2. NCAA Division 1 does not accept any course credit earned through remediation in a Credit Recovery Program.</li> </ol>
<b>Multiple Credit Policy</b> <i>(Can students earn multiple credits during Credit Recovery?)</i>	<p>Yes, students can attempt to recover multiple credits, but they may only attempt one at a time. Payment can only be made for one class at a time.</p>



**Step # 2: Complete Payment at Registration:  
PAYMENT IN FULL MUST BE MADE AT THE TIME OF REGISTRATION BY CASH OR CHECK MADE PAYABLE TO Spain Park High School**

- Post-dated checks will not be accepted.
- **No Free and Reduced Lunch Tuition is Provided. All students pay \$200 per course.**
- Requests for **refunds** must be made in writing and received by the Credit Recovery Administrator no later than 1:00 PM on January 24, 2013.
- Students **dismissed** from Credit Recovery for **disciplinary** or **attendance** reasons are not entitled to a refund of **any** portion of the tuition.
- No portion of registration payment will be applied to other Credit Recovery terms and will not be “rolled over” to summer Credit Recovery.

**Step # 3: Read the Credit Recovery Agreement that includes information concerning attendance, misbehavior, consequences, arrival to school, grades, etc.**

Parents and students must be familiar with this information. Students will be held accountable for all rules as listed in the Hoover City Schools Code of Conduct and the Spain Park High School Student Handbook.

**Step # 4: Read and sign the statement below. Return this form along with your payment to Spain Park High School.**

*The Hoover City Board of Education has provided the opportunity for me to attend the Credit Recovery Program at Hoover High School. I understand that my enrollment is conditioned upon my willingness to follow the normal school policies during this time. I will work hard to take advantage of this opportunity.*

*I have received a copy of the Credit Recovery Agreement Sheet and Information Sheet mentioned in Step # 4 and agree to abide by the rules for attendance and misbehavior. I understand that refunds are not allowed for dismissals that result from violations of these rules and that no registration payments will be applied to other Credit Recovery terms. I fully understand and agree to the procedures related to grading of Credit Recovery coursework as explained in the Credit Recovery Information Sheet.*

**Credit Recovery meets on Monday – Thursday, 3:40pm – 5:40pm beginning January 27, 2013.**

_____	_____
Parent's Signature	Date
_____	_____
Student's Signature	Date

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This Section for Office Use Only

Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Received By \_\_\_\_\_

