

May 7, 2018

Dear Parent/Guardian:

You are receiving this letter because your student did not master the objectives in _____ and are now *assigned* to summer school to complete the course by the “credit recovery” process.

Credit recovery allows your student the opportunity to recover the credit for the course they did not pass. Summer school is held at Community High School. If your student attends summer school as scheduled and recovers all of the credit they need, they will receive a passing grade for his or her course. If your student does not attend summer school as required and/or does not make the appropriate grade, he or she will repeat the failed course during the next school year. All summer school course work should be completed by June 21, 2018.

Attendance is critical for your student’s success in the summer school credit recovery program. If your student does not meet the attendance requirement, he or she will automatically be placed in the course during the next school year.

There are two scheduled sessions for summer school; 8 a.m.-10:00 a.m. or 10:00 a.m.-noon, Monday through Thursday. Every effort will be made to accommodate your session choice. Your student will need to be able to provide his or her own transportation to summer school; school buses will not run for summer school.

Appropriate behavior and effort are also critical to the success of your student in the summer school credit recovery program. If your student does not behave accordingly, he or she will not be allowed to attend summer school. If your student does not put forth the expected amount of effort, he or she will not achieve the passing grade. However, credit recovery is a self-paced program, the more effort your student puts into the program, the faster they will be able to complete the program. Once his or her credit is complete, he or she is finished!

The summer school credit recovery program is a way for your student to achieve success, get themselves back on the right track, and complete the appropriate credits in order to graduate from high school on time. We want them to be successful in summer school!

There is a onetime \$10 registration fee. You may enclose the \$10 with your signed copy of the registration form and behavior contract or you may bring the \$10 the first day of summer school.

Mrs. Rhonda Leverette is the program facilitator. Mrs. Amanda Lemmons, Mrs. Marilyn Ralston, and Mrs. Diane Trott will also participate in the implementation of the program. The program is computer-based so the students will work online in the media center computer lab and in the regular credit recovery computer lab. Other portions of the building are off-limits due to summer maintenance and cleaning. We appreciate in advance your support of your student and your willingness to encourage his or her best effort in this program. Please sign the enclosed registration form and attendance/behavior contract. This paperwork should be returned to Mrs. Edwards by May 16, 2018.

Sincerely,

Sharon V. Edwards, Graduation Coach