

STUDENT CONTRACTS GUIDELINES

HIGH SCHOOL

1. The student contracts are MANDATORY; upon reviewing final grade sheets the Principal (campus coordinator) must have a contract for all high school students with a grade from 64.5 to 69.4 from their teachers for ALL their classes, including electives. (*The only classes that are excluded are the clinical classes where students go to sites, Individual Sports, or Team Sports.*) **Contracts need to be submitted for Foundations of Personal Fitness, Psychology, Intro. to Business and other one semester courses are included in this program.**
2. Teachers may (optional) provide contracts for students who fall between the grade ranges of 60 to 64.4.
3. These contracts are for **BOTH** semesters and the year -- first or second semesters or the year. In a first semester only course, a student previously given a contract at the end of the first semester may not have an additional contract in the summer for that course.
4. There might be more than one monitoring teacher assigned for a student.
5. Teachers are expected to provide assignments, quizzes, and/or tests students need to complete along with **answer keys for both assignments and tests/quizzes** for the monitoring teachers so they may grade items and submit. **All these items are to be submitted in envelope with cover sheet provided by your Campus Coordinator.** If assignment is an essay, a rubric must be submitted. Test will be administered by the assigned contract teacher.
6. **Teachers are required to have these contracts signed by students BEFORE the last day of school and submitted to Campus Coordinator. Teachers will only need to write or type the list of required assignments and/or tests on the contract and get student OR parent to sign that they accept or decline contract-even declined contracts must be submitted for documentation purposes. The answer key/rubrics/etc. and a copy of the assignments/tests/quizzes need to be submitted to contract teachers so they can grade and submit as a summer school grade.**

If a student is going into semester exams with a 74 or below, he/she is a good candidate for this program and it is strongly recommended the teacher submit a contract. In the event a student is going into final exams with a grade higher than a 74 and fails final and averages in the 60's range, assigned monitoring teacher will contact student for you – please submit contract to your campus coordinator.

7. If a student is eligible for a contract and the student/parent do not wish to partake in this program, **the student or parent must sign contract declining** to participate.
8. When completing the contract, please have the student submit as many contact numbers as possible to facilitate the contract teacher's communication with the students.
9. Students will be contacted by the assigned monitoring teacher. The student is eligible to ride the summer school bus on days that they meet with the teacher. The student will remain in the designated area until the end of the day - lunch will be available.
10. Teachers will provide an instruction sheet to all students receiving a summer contract. The instruction sheet will be provided by the campus coordinator.