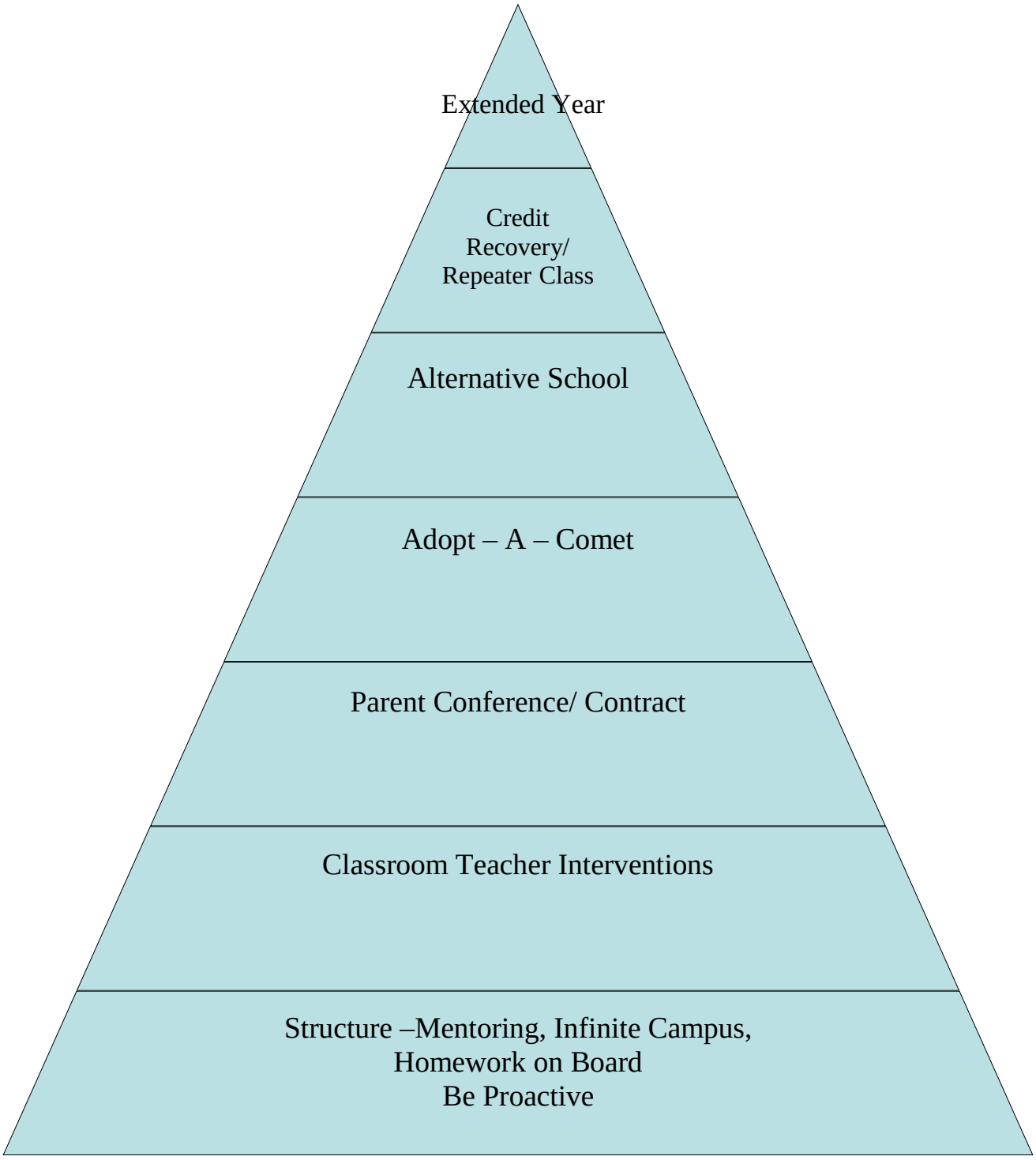
Extended Year
Credit Recovery/ Repeater Class
Alternative School
Adopt – A – Comet
Parent Conference/ Contract
Classroom Teacher Interventions
Structure –Mentoring, Infinite Campus,
Homework on Board
Be Proactive

Classroom Interventions:

1. Freshmen retakes are mandatory. If a freshman fails a test and is failing the class, he/she must retake the test. The teacher will work with the student to set up a time for them to take the test, which can be during morning or afternoon detention. The teacher will contact the parent to let them know when the retake is scheduled. The highest possible score on the retake is 79%.

2.If a sophomore, junior, or senior student is failing a course, the student has the option to retake a test he/she fails. The student must set up an appointment with the teacher to retake the test within one week of receiving the graded test back. The retake will be completed in morning or afternoon detention, unless otherwise arranged by the teacher. The highest possible score on the retake is 79%. The 2nd score is the score that will be recorded in the gradebook.

3. College level courses (Honors English IV, College Algebra, AP courses, and online dual-credit courses) are exempt from this policy.

4. The guidance counselor will print grade reports weekly and they will be distributed to 7th period teachers every Friday afternoon. Teachers should check student's progress and hand out the grade report to the students.

5. In regards to missed assignments, students will have 1 week to turn in any missed work. If the assignment is turned in within 1 week, students will get some type of credit, with the amount of credit given at teacher discretion. After the 1 week period, a score of 0 is final for the assignment. This is not the same as "makeup" work, for which the handbook should be followed.

Parent Conference/Contract:

1. If a 7th period teacher feels from looking at a student's grades and talking to the student on an individual basis that a parent conference is needed for the student, then the 7th period teachers needs to contact the principal or the guidance counselor to set up a meeting. The following people will be included in the meeting: Principal or Mr. Simmons, Guidance Counselor, Teachers (all teachers having academic or discipline problems with the student), Parent(s) or Guardian(s), and Student. If a parent can not be reached or fails to attend a meeting, the meeting will be held with the student. Any teacher may request a conference. A contract will be set up with the student if needed.

2. During the meeting, all parties will be asked to speak about the academic and discipline issues involving the student. A course of action will be determined and written in contract form if needed, which the above-mentioned parties will sign.

Adopt-a-Comet:

1. After a parent conference is held and a contract written if needed, any further problems will require an administrator, faculty, or staff member to **adopt that student for a period of 2 weeks**.

2. Teachers should email the principal or guidance counselor if problems continue after the parent conference/contract, so the principal or guidance counselor can email teachers regarding the adoption of the student.

3. Any administrator, faculty, or staff member who adopts a student should have a rapport with that student and can use any of the following ideas to help the student be successful:

A. Meet with student on a regular basis to ask about grades or discipline issues.
B. Contact the student's teachers on a regular basis to get confirmation of grades and discipline issues.
C. Remind student of assignment due dates and upcoming test dates.
D. Help student with homework assignments
E. Help student study for quizzes or tests
G. Pull the student from a course he is successful in to help complete assignments or study for a test in a course he is not successful in. (Use this technique only when all others have failed.)

Alternative School:

1. Any student whose grades do not improve after the "2 week Adopt-A-Comet" should be referred to the principal for placement in the alternative school. The student shall report to the alternative school classroom upon during each period the student is failing and during lunch. Failure to show up to the alternative school may result in disciplinary measures. Students can also be pulled from electives as needed to complete work.

2. Any **senior** or other student who plans to graduate in the spring of the current school year who is failing a required course for graduation will immediately be assigned alternative school until all grades are 60 or higher for no more than 10 days. If alternative school is filled to capacity – then morning and afternoon detention will be assigned until grade is passing or a spot becomes available in alternative school. No previous parent conference is required.

Credit Completion/Credit Recovery/Repeater Course:

1. Any student who is failing a required course after the first semester, to the extent that they cannot pass for the year, may be enrolled in a success lab to earn the credit during that same period if room is available. Teachers are responsible for e-mailing the counselor and principal names of those for which this option needs to be considered.

Extended Year Summer School Program:
1. Any student who fails a course with a 55-59 average will be recommended for the extended year summer school program. Courses that have state-mandated end of course assessments (Biology, Algebra II, U.S. History, English II) do not qualify for completion in summer school.

2. The extended year summer school program will run for two weeks immediately after the school year ends, Monday-Friday from 8:00 a.m.to12:00 p.m.

3. The teacher should send the name of any student recommended for the extended year program to the principal at the end of the school year.

4. The teacher will need to complete a contract outlining the work that must be done in order to earn a 60 in the course.

5. Any student who is recommended for the extended year program, but does not attend will be recommended for credit recovery or a repeater course the following year.