CENTRAL CREDIT RECOVERY (CCR) — 2026-2027

Building/Room: **Tucker 109** Phone: **659-3434 Ext.109**

Teachers:

Jennifer Clark email: jennifer.clark@saisd.org
Cindy Byrd email: cynthia.byrd@saisd.org (Math)
Derrian Forge email: derrian.forge@saisd.org
Kelan Luker email: kelan.luker@saisd.org
Conference: 1st Period 8:20AM—9:09AM

"Education is the most powerful weapon which you can use to change the world."
— Nelson Mandela

Why are you in the Central Credit Recovery (CCR) Program?: You have been placed in CCR to work on credits for graduation. Most students in the CCR program 1) have transferred in and are short Texas/SAISD requirements — OR— 2) failed a course or courses in the past and need to recover the credit(s).

Program Objectives: Our aim is to help you review and master the content and knowledge in a course(s) you were unable to attain in a traditional classroom due to availability, time, or scheduling. Our mission is to help you graduate because a diploma will *earn you more money, get you into college, and open many doors*.

Grading Procedure: As all students are working on different classes simultaneously, you must earn credit for your courses on an individual basis. You must make at least a 70 average to get credit in an assigned course and sometimes even higher than that if you are attempting to "average out" with only one semester. Course average is a combination of computer-generated work, quizzes, tests, and essays in addition to *guided* notes. Notes are 10% of the overall grade.

Required Materials: ***Do not let the lack of money for these discourage you; see me if you need help.***

1. A blue/black PEN *or* a PENCIL (whichever you prefer writing with the most)
2. *Optional:* Highlighters (These can be critical to making your note-taking easier to follow.)

Required Goals: The non-traditional CCR setting is rarely, if ever, superior to the real classroom. As a result, ***one top priority involves your completion rate being much FASTER than it would normally be in class to get you caught up swiftly***. Consequently, students must stay on track to according to their course calendar in Edgenuity. You are expected to complete at least 1 half credit course per 9 week grading period.

Extended Hours (tutorials): The CCR lab will be open Monday, Tuesday, Wednesday, Thursday, and Friday during Bobcat Block.

Jennifer Clark Lead CCR Teacher

Rose Dominguez Assistant Principal

Subject	I, _____ (name) understand and agree that...
ALL-AROUND Commitment	I must first commit to **passing all of my other classes** for CCR to truly work. If not, I will fail to make up any ground. As a result, I am committed to getting on track for graduation and setting goals for post-secondary success. To do this, I know I may have the first three (3) minutes of each period to ***login in to Home Access Center*** to check my grades on a daily basis to maintain my academic accountability. **I also commit to keeping CCR from being a "revolving door" for failure.**
Completion Rate/Goals	• Edgenuity is set up to allow students to finish 1/2 each 9 week grading period. • This will allow a student to potentially regain 2 full credits, if not more, in one school year.
Completion Plan to stay on track	• Sophomores/Juniors must be on target each week. If the student falls behind, the student will be required to attend mandatory tutorials, which will be arranged between the student and teacher. • Reclassified Juniors/Seniors must be on target each week. If the student falls behind, the student may be required to attend Extended Day on Tuesday nights and/or Saturday mornings until the student is back on target.
Maintaining Program Eligibility	• In order to maintain eligibility in the Credit Recovery Program students must finish a half credit in the 1st semester. • If the student does not finish the half credit his/her eligibility in the program will be reviewed. • Parents/ Guardians will be contacted throughout the semester about the students progress. • If the student is removed from the program parents/guardians will be contacted.
Attendance & Tardies	I will agree to abide by all of the school attendance policies set forth by CHS. This includes understanding that I **should not have more than 3 absences a semester. IF I AM NOT IN THE ROOM WHEN THE BELL RINGS, I AM TARDY—NO EXCEPTIONS.** *I must have a pass to be excused. I understand that coming in LATE from the restroom without permission/leaving phone WILL BE A TARDY.*
Materials	I will be required to have the following materials on a daily basis to be successful in CCR. **1. A blue/black PEN *or* a PENCIL (whichever I prefer writing with the most)** **2. *Optional:* Highlighters (These can be critical to making my note-taking easier to follow.)** I know that the CCR staff will contact the office to help me get supplies if I have any financial difficulties getting supplies.
Notes	I will be required to **TAKE Guided Reading Notes** for all assigned CCR courses. I will receive a grade for the notes I take on each course. This grade will approximately be **10% of my final grade**. I understand that I will benefit from great notes because they will help my overall average and assist me on tests as ***I will be allowed to use these notes on tests and exams*** (some courses do not apply).
Bathroom Breaks	Minga will be the program used. Only one person at a time will be allowed out of the classroom for any reason. Students will check in with Mrs. Clark in regards to breaks. During the 1st and last 10 minutes of class, there will be no restroom breaks. Students who abuse the restroom privilege will lose their ability to leave the classroom during class.
Respecting the Lab	I must be responsible for my own work and materials by always putting everything away upon leaving for the day and throwing away any trash in the appropriate receptacles. It is my responsibility to respect this classroom and lab by keeping it and the computers neat and clean ***because I NEED them to be successful this year***.
Drink / Snacks	Unless abused, I will be allowed to have a drink in CCR. However, it must either remain in my backpack/purse at all times or placed on the MIDDLE tables of the classroom. I will not have food or drink near the computers. I need to eat all of my breakfast before school.
Music and PHONES	**Due to the District Cell Phone Policy, phones are required to be in your bag throughout the class period and school day.. I understand that I am not allowed to use my cell phone in the lab. If I am caught using my phone, the procedures for CHS will be followed.** If I have an emergency or special situation, I will be mature and ASK for a solution from the teacher. I understand that listening to anything but the Edgenuity course work is prohibited. Music on an *external device* and personal ear buds/headphones are NOT allowed.
Internet Use	If I use the internet inappropriately by going to unauthorized sites, listening to music, etc., I will only be given one warning (depending on the offense). After that warning (if allowed), I will be referred to the discipline center and possibly removed from the program. Destruction of hardware, tagging, and/or serious offenses will not be given a warning.
Hooded Jackets	I will remove my hood in the classroom.

_____ _____ _____ _____

Student Signature **Date** **Parent Signature** **Date**