

What will be required of students enrolled?

1. Student Notebook:

Students will be required to keep notes with definitions and examples, progress reports, and any other assigned work. This is to ensure students are prepared for mastery tests.

2. Mastery Test Scores will be scaled according to attempts to encourage the students to do their best. **NO** help will be given on Mastery Tests.

3. Credit Recovery is completed during the school day under supervision of the credit recovery staff.

4. Staff will ask to see **student notes** prior to helping with tutorials. The tutorials are the lecture and practice part of the student's work.

5. Students will use the Plato software appropriately. (Lab rules will be followed.)

Students will not be able to use Credit Recovery to accelerate classes and/or graduate early

How do I apply?

1. Complete an application.

- Check with your school Principal or Guidance Counselor to pick up the application.

2. **The student's guidance counselor or credit recovery facilitator will meet/talk with the parent(s) or guardian to answer questions and complete the application.**

- Your school administration will make the **final decision for eligibility.**



**Credit Recovery
Putnam County
Board of Education:
Cookeville High School
Monterey High School
Upperman High School**

For more information:
See your School Guidance
Counselor

What is Credit Recovery?

- Credit Recovery (CR) increases the graduation rate by helping students regain course credits where they were previously unsuccessful.
- CR does not replace regular classroom instruction.
- CR is not a new credit. It is based on previous coursework that was not a passing grade.
- CR is an independent self-directed study. Students rotate in and out of the program based on completion of their contract.
- Each school will have a Credit Recovery Instructor who will collaborate with lead teachers in each course area.

What Courses Are Available?

Algebra I & II
English I, II, III& IV
Foundations II
Geometry Chemistry Biology
U.S History, World History
Economics, Government
Other classes as approved

Credit Recovery Schedule

Monday through Friday
7:15-7:45 am
Monday-Thursday
3:15-4:15 pm
Intercession-fall and spring
Month of June

Attendance Policy

♣ **Is to be consistent**

Principal Discretion

Priority for Enrollment

- Seniors working toward graduation will be given priority to participate in CR. Juniors, sophomores then freshmen will be given consideration.
- Students working on the PLATO program for ACT preparation will be able to attend the "before and after school program" as space available based on the CR enrollment.
- Students can not have over **15** absences and must have at least a **50** average.

What else should I know?

- School officials will conference with eligible students and their parents.
- Students, parents, and school officials will sign a Credit Recovery Contract.
- Plato Coursework will begin.
- Students will take notes on tutorials, complete drills or application activities, and complete mastery tests and print progress reports on the way to recovering credit or gaining promotion.
- Successful completion of coursework, notebook and mastery test will allow students to earn credit to pass the course for promotion.
- Student transcripts will be updated.