Iron Mountain High School
2023 Summer Credit Recovery Program
Information and Registration

Principal: Ms. Amy Galvan
Assistant Principal: Mr. Brad Perry
Counselor: Ms.Shelly Petrusch

Iron Mountain High School
300 West B Street
Iron Mountain, MI 49801
Office (906) 779-2610

PROCESS FOR APPLYING FOR the CREDIT RECOVERY PROGRAM

Step #1: Review information regarding Iron Mountain School District's Credit Recovery eligibility and guidelines. Completely fill out the student registration form.

Step #2: Submit completed registration forms to the Guidance office barnesk@imschools.org. Paper forms are available in the main office and may be submitted to the Guidance office by end of day May 25th.

Step #3: Confirmation of the course needs and enrollment will be done by office staff. Individuals will only be notified if registration is not accepted.

Who can participate?
Students grades 9-12 during the 2022-2023 school year that attend the School District of Iron Mountain, and who have failed one or more of the classes offered in the previous school year(s) may enroll in our Summer Credit Recovery program at no charge. Please call the high school office at 906-779-2610 for more information.

12th grade students who did not participate in graduation are highly encouraged to register for the Summer Credit Recovery program to meet graduation requirements.

Course Availability:
Courses are filled on a first come, first served basis, so it is important for families to take note of deadlines and instructions. There are a limited number of seats depending on staff availability.

Reporting Absences:
Please call the high school front office 906-779-2610 to report an absence. Leave a message on the attendance line should a secretary not be present at the time you call. **Due to the limited number of seats, attendance is required and is taken on a daily basis. Students with chronic absences will be dismissed from the program. Chronic is defined as habitual absences resulting in loss of learning.**

Transportation:
Transportation is available for students and should be indicated on the registration form. More information about pick up and drop off will be available closer to the start date.

Behavior Expectations
All students follow behavior guidelines established by the school that are outlined and consistent with the dismissal of a student due to significant and/or on-going inappropriate behaviors.
    1) If a student is disruptive to the classroom setting a contact will be made to inform adults at home of the disruption and ask for assistance.
    2) If student behavior does not change, a second call will be made to inform adults at home of the continued disruption, by the building principal/assistant principal and serve as the last warning prior to dismissal.
    3) If student behavior still does not change, the student may be dismissed from the Credit Recovery Program.

In the event that a student's conduct is of egregious nature i.e. fighting, the student will be dismissed immediately.

Lunch:
Packed lunches are available to all students during the summer session.

Times & Sessions:
The Credit Recovery Program will be held on Tuesday, Wednesday, and Thursday mornings from June 6- July 27th, 2023.
Class begins at 8:30 AM and will end at 12:00 AM. Students are able to take a max of two courses but only one course at a time will be administered. A student must complete one course before a second course is offered.
If a student complete(s) either the course needed or completion of two courses the student will no longer be required to attend.

Exams and Grading:
All exams must be taken during Credit Recovery Summer Program time in a supervised environment. After successful completion of a course (passing grade), the student will earn CR (credit) on their transcript and be awarded credit for the course. The CR does not replace the original grade of "F" when the course was taken the first time and failed. The course will be reflected as "Satisfactory" if the student meets the criteria of 80% (B) or higher. A score of 79% (C) or below will result in "Unsatisfactory" and will not count towards credit for High School.

A student MUST be working towards completion of a course, if the student is not making substantial progress, at the discretion of the instructor and after attempts at motivating the student the student will be dismissed from the program.

The Credit Recovery Program is an opportunity for a student to recoup grades they have previously failed and is not an entitlement. Misuse of the program will result in dismissal.

GPA:
Credit recovery courses will not count towards a student's GPA since a grade of an "F" has already been earned and reflected on the student's GPA/transcript.

Registration:
Registration forms must be turned in to the high school front office staff by **May 25, 2023.** Incomplete registration forms will not be considered. After May 25th, sections of classes will be determined and students will be assigned to a room supervisor and classroom.

Technology:
Personal devices (laptops, IPADS, etc) are not permitted for use in the Credit Recovery Program. Chromebooks will be available for students to use during the summer session and will remain at the school during this time. Chromebooks will be checked out in the morning and checked in at the end of each day. Students who do not return a school device at the end of the day, may be charged an additional fee. Any device assigned to a student that is lost, stolen, or damaged will result in the student's parents being invoiced for repair or replacement.

Policy/Rules:
School policy and rules apply to the summer session the same as the school year. Refer to the Iron Mountain High School Parent/Student handbook should you have any questions or contact the high school front office personnel. Disciplinary problems will not be tolerated, and the student will be dismissed from the Credit Recovery Program. Students are not permitted to leave campus during the hours of 8:30-12:00.

2023 Iron Mountain High School Credit Recovery Registration Form

2023 Iron Mountain High School
Credit Recovery Program

Classes held at Iron Mountain High School
300 West B St.
Iron Mountain, MI 49801
Phone: (906) 779-2610

All classes held Tuesday, June 6, 2023 to Thursday, July 27, 2023
Tuesdays, Wednesdays, Thursdays
8:30 a.m. - 12:00 p.m.

Register early to secure a seat - Deadline to register is May 25, 2023

High School Credit Recovery - No Fee (2 class limit)

Courses offered through Edgenuity
0.5 credits per course
Specify Semester 1 or Semester 2 when Registering

ALL CLASSES MUST BE COMPLETED BY JULY 27, 2023

Course Name #1: _____ Semester 1 or 2: / Credit Recovery (CR) _____

Course Name #2: _____ Semester 1 or 2: / Credit Recovery (CR) _____

Student Name: (PLEASE PRINT)_____ **Grade Level:** _____

Parent/Guardian Email Address:_____

Address: _____ **City:** _____ **Zip Code:** _____

Will your student require bussing transportation? _____

Parent Home Phone: _____ **Parent Cell Phone:**_____

Describe or attach any health concerns: _____

Counselor or Principal Signature: _____

Signature of Parent / Guardian: _____

IRON MOUNTAIN PUBLIC SCHOOLS

217 Izzo-Mariucci Way • Iron Mountain, MI • 49801
Phone: (906) 779-2600 • Fax: (906) 779-2676

IMHS Virtual Learning Contract and Application Form

The purpose of an on-line course is to help students obtain a high school diploma and prepare for post-secondary education or the workforce. At the same time, it gives students the opportunity to explore technology as a tool for learning. The classes will follow the same semester timelines as the traditional classroom courses, with progress due on a weekly basis. However, students are to complete the course requirements independently within those timelines. Because of the nature of an online course, it is important that the teacher, student, and parents agree to commit the time and energy needed to complete it successfully. There are set criteria for this class that must be met in order for the student to receive credit.

STUDENT READINESS

Student success in an online course is dependent on many factors. Academic ability, reading skills, computer skills, habits of mind, parent support, and technology access are among these essential factors. A student wishing to enroll in an online course must consult with their school counselor before making a decision about enrolling. **Students must complete this online course contract and application prior to enrollment.** This document must be signed by the student, parent/guardian, counselor, and superintendent or his designee. If the student has a 504 Plan or IEP, a signature from the district Special Education director or their designee must also be provided.

The following readiness factors should be considered prior to enrollment in an online course: (please refer to the Online Learner Readiness Rubric)

Academic Ability: Much of the content of an online course is conveyed through written material. It is therefore important students have strong analytical reading skills (proficient or advanced ELA scores on standardized assessments are recommended).

Computer Skills: Students should be comfortable working with a computer, navigating a website, and downloading/uploading documents. Strong typing skills are necessary. Students must be comfortable accessing and reading information on a computer for long periods, and have some basic ability to troubleshoot technical issues that may be encountered.

Habits of Mind: Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from a virtual lab, home, or other remote location. Students must be committed to managing assignment due dates,and asking for help when they need assistance. Students must access the course on a daily basis and check email regularly for communications from the teacher.

Parent Support: Parent/guardian support is important to the success of online students. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance as necessary as well.

Technology Access: A student who is enrolled in our district virtual labs will have access to all appropriate technology in order to be successful. However, online learning often requires students to be able to access their courses from another remote location. Online students must therefore have access to a computer with a high-speed internet connection and a processor capable of downloading/uploading streaming video and large multimedia files. The computer should be equipped with a word processor (preferably Microsoft Word), web browser, speakers, and a USB headset with microphone.

Student Expectations

Ethics: Online students are expected to complete their own work at all times. If a student breaks this code of ethics, the Ethics Policy will be enforced, which will result in no credit for the assignment, assessment, or course. Violation of this section may result in the student being removed from the course and not receiving credit. A student must also read and acknowledge the district Acceptable Use Policy (AUP) regarding technology and the internet.

Communication: Students must also check email regularly for messages or updates from the instructor. It is the student's responsibility to contact the instructor should difficulties completing the coursework be experienced. Parents/guardians should also be in frequent contact with the instructor and inform him/her of any concerns with the course or learning problems that arise.

Attendance: Students will be required to engage in weekly 2-way communication with the teacher of record assigned to the student. **A student's failure to respond in a weekly 2-way communication may result in the student being dropped from the course and required to attend class in person.** Virtual students may be asked to attend a traditional classroom or online lab for a day or short period of time. These requirements may be for orientation, pupil accounting requirements, or for proctored exams. If a student fails to meet the attendance requirements, they may be dropped from the class. Once a student is enrolled in a course, they must log into the course regularly. Students who are enrolled in the district's virtual learning lab are expected to attend class regularly, and be active in the course during the class hour; this means actively engaged in course activities including viewing content and completing assignments and assessments. Courses are designed for students to be actively engaged with the course work at least one hour per day per course, or more if needed to maintain pace for course completion by the end date. If a student does not stay on pace for course completion it is their responsibility to make up the time needed to complete the course on time. **If a student fails to complete the course by the end date, the student will be in jeopardy of failing the course and will be dropped from online enrollment.** Students are then expected to re-enroll for the course in a traditional classroom setting.

Student Acknowledgement - in building attendance required classes

Student: I have read and I am aware of the above criteria for online course readiness. I accept the responsibility for the preparation needed to complete this course. I am aware that I must attend class in person and be active in the course in order to stay on pace for course completion by the end date: I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process. I understand that if I do not meet the above stated criteria I may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

Student Acknowledgement - Core Virtual or IMHP Elective only classes

Student: I have read and I am aware of the above criteria for online course readiness. I accept the responsibility for the preparation needed to complete this course. I am aware that I must stay on pace for course completion by the end date: I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process. I understand that if I do not meet the above stated criteria I may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

Parent: I am aware of the above criteria for online Course Readiness, and agree to help my child work to be successful in all online learning courses. I am aware of attendance requirements for my child, as well as daily work requirements and end dates. I understand if my child does not meet the above stated criteria they may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

PLEASE SUBMIT THIS FORM WITH YOUR APPLICATION

**NOTE: SUBMITTING THIS FORM INDICATES YOU AND YOUR STUDENT'S AGREEMENT TO THE ABOVE STATED CONDITIONS.

VIRTUAL LEARNING APPLICATION

Student Name: (Please Print)	Date:

Date of Birth:	Grade and school year when taking online course: Grade:　　　　　　School Year:

Building Enrolled in:	Student IEP? ☐ Yes ☐ No	Student 504? ☐ yes ☐No

Address:	

Student email:	Student Signature:

Parent email:	Parent Signature:

COURSE INFORMATION

Course Title(s): (list all that apply)	Subject: ☐ Math ☐ELA ☐Science ☐ Social Studies ☐Other
Course Provider: ☐ Michigan Virtual ☐Edgenuity　☐ Other (Name):	☐ **1st Semester** ☐Summer Credit Recovery

(Counselor to fill out this section)
☐Is course a district or state requirement?　　　☐ YES ☐ NO
☐Is the class aligned with student's goal for graduation?　☐ YES ☐ NO
☐Does the student possess the prerequisite skills for this course?　☐ YES ☐ NO
☐Is the rigor of this course sufficient for preparing students to be College, Career, and Life ready? ☐ YES ☐ NO
☐Does the student have an EDP on file (needed for more than 2 courses per semester) ☐ YES ☐ NO

Course Title(s): (list all that apply)	Subject: ☐ Math ☐ELA ☐Science ☐ Social Studies ☐Other
Course Provider: ☐ Michigan Virtual ☐ Edgenuity　☐ Other (Name):	☐ **2nd Semester** ☐Summer Credit Recovery

(Counselor to fill out this section)
☐Is course a district or state requirement?　　　☐ YES ☐ NO
☐Is the class aligned with student's goal for graduation?　☐ YES ☐ NO
☐Does the student possess the prerequisite skills for this course?　☐ YES ☐ NO
☐Is the rigor of this course sufficient for preparing students to be College, Career, and Life ready? ☐ YES ☐ NO
☐Does the student have an EDP on file (needed for more than 2 courses per semester) ☐ YES ☐ NO

Reason for Interest in Online Course (check all that apply)

☐Accelerated Learning　　　　　☐ Credit Recovery　　　　　☐Course not offered at IMPS
☐ Other: _____

☐ I have read this contract and understand once I am enrolled in virtual learning I am solely responsible for the completion of this course; my score earned in this course will be transferred into a grade and will appear on my transcript (HS course). My failure of any online course may prevent me from registering for an online course in the future. I also understand that I may be responsible for any cost incurred by the district if I fail any course or fail to complete any course by the target date.

I understand that if I do not meet the criteria for virtual learning, I may be in jeopardy of not receiving credit for the class and being dropped from enrollment for the online course(s). Application for virtual classes through Michigan Virtual must be turned in to the guidance office a minimum of 1 month prior to the start of the semester in which the class will be taken. For students seeking classes through Edgenuity, applications and all necessary documents must be received in the office during the add/drop window for each semester. (see the Guidance Office for exact dates).

Student Initial: _____   Parent Initial: _____

Online Learning Course(s) **1st Semester** ☐Approved ☐Not Approved Notes:	
Counselor Signature:	Administrator Signature: (SPED Director if applicable)
Online Learning Course(s) **2nd Semester** ☐Approved ☐Not Approved Notes:	
Counselor Signature:	Administrator Signature: (SPED Director if applicable)

Office Use Only

Student's Name:

Date Received:

Meeting Date:

Received by ILC: