
LINCOLNWOOD JR/SR HIGH SCHOOL

One person's heart and desire is another person's inspiration!



Credit Recovery Program

Lincolnwood Jr./Sr. High School offers three practical approaches to credit recovery for students enrolled 6th -12th grade. Our credit recovery courses are aligned with Illinois Learning Standards and national standards, which are designed to allow students who have been unsuccessful in mastering particular content or skills an opportunity to apply for credit recovery. Thus, allowing our students to easily get back on track for graduation.

Eligibility: Freshmen/Sophomores/Juniors

- If a student's semester grade is a failing grade
 - Option 1: 9-week/semester Credit Recovery course at Lincolnwood Alternative School during Advisory period.
 - Option 2: Pay for a 60-day online course through Educere.
 - Student must retake the course.
 - If a student has failed 3 or more courses, the student may have to retake courses at Lincolnwood Alternative School and enroll in online courses through Educere. In this situation, the online class/classes will be determined by final semester grades.

Eligibility: Juniors/Seniors

- If a student's semester grade is a failing grade
 - Option 1: 9-week/semester Credit Recovery course at Lincolnwood Alternative School during Advisory period.
 - Option 2: Pay for a 60-day online course through Educere.
 - Student may be required to retake the course.
 - In an instance when the student's graduation status is at risk, the principal may approve enrollment in an online course and/or Lincolnwood Alternative School during Advisory period.

If a student's graduation status is at risk due to credits, a referral may be made to the Regional Office of Education's Alternative Education Program in Raymond for grades 6-12.

*Students identified with special needs will be given the opportunity for credit recovery at Lincolnwood Jr./Sr. High School.

Fees

*Online course fees are to be paid by individual students.

*Students 6-8 tuition fees to be paid by Panhandle School District #2.

*No tuition fees are incurred for students 9-12.

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Credit Recovery Policy & Procedures

The purpose of the credit recovery policy/procedures is to provide guidance to the school board and district personnel in the implementation of the Lincolnwood Jr./Sr. High School Credit Recovery Program.

Credit Recovery Program Admission and Removal

- The credit recovery program guidelines shall be available to all district personnel, students, parents, and guardians.
- The District shall establish an application process that requires parental consent and submitted to the Guidance Office.
- The District shall establish criteria to determine admission eligibility for participation in and removal from the credit recovery program, if necessary.
- Counselors, educators, and administrators shall identify students appropriate for participation in the credit recovery program offered at the school, with the recommendation based on grade eligibility, motivation, and need. All parent and student requests shall be considered.
- Only students who have failed a course required for graduation may enroll in credit recovery to earn a minimum grade/transcript grade. Credit recovery cannot be used by a student who has passed the course to improve the students assigned course grade.
- A middle school or high school student, with principal approval and parental consent, can earn credit in courses previously failed. More than one course may be taken during the school year. Courses taken for credit recovery must be completed successfully at least two weeks prior to the last day of the school year. All credit recovery coursework must be completed under the supervision of highly-qualified certified staff designated by administration.
- Students and parents are required to attend an orientation meeting with administration and designated staff.

Credit Recovery Program Instruction, Content, and Curriculum

- The method of instruction will be determined by the administration, available resources (including online courses), and direct instruction by highly-qualified certified staff.
- Course content shall be based on the Illinois curriculum standards and objectives, and requirements for graduation.

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Credit Recovery Program Grades

- The District shall establish specific procedures for the evaluation of student progress and determining grades.
- The credit recovery grade shall be recorded upon completion of the course. The credit recovery grade shall be reflected as a pass/fail final grade on student's transcript.

Student/Parent Enrollment Contract

- Both student and parent have read policies, procedures, and enrollment contract of Lincolnwood Jr./Sr. High School Credit Recovery Program.
- Both student and parent understand and agree to terms and conditions of Lincolnwood Jr./Sr. High School Credit Recovery Program.
- This contract is intended to provide clear deadlines and expectations for students during the credit recovery process. Students may not enroll in the program without a parent-signed contract.

Student/Parent Consent Form

I have read and agree to the policies and procedures of the Lincolnwood Jr./Sr. High School Credit Recovery Program.

_____/_____/_____
Student Signature Print Name (Student) Date

_____/_____/_____
Parent Signature Print Name (Parent) Date

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Student Enrollment Contract

Please note: These courses result in a transcript grade. Read all policies and procedures.

_____/_____/_____
Student Signature Print Name (Student) Date

Street Address City Zip Code

Parent/Guardian Email: Print clearly to receive updates and progress reports.

Please check current grade level:

____ Grade Level 6th grade

____ Grade Level 7th grade

____ Grade Level 8th grade

____ Grade Level 9th grade

____ Grade Level 10th grade

____ Grade Level 11th grade

____ Grade Level 12th grade

Parent/Guardian Name Primary Phone

Name of Emergency Contact Person Primary Phone Relationship to Student

Course Request:

Consult with Guidance to determine which course(s) will best meet your educational needs.

1st Choice: _____ 2nd Choice: _____

Parent/Guardian Signature Date Student Signature Date

This section to be completed by Administration.

Student Completed Orientation: ____ Yes ____ No

Parent Completed Orientation: ____ Yes ____ No

School Counselor Date Principal Date