

**Outside Credit Contract**  
 (please attach graduation summary)

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| <b>Student Name:</b>                 | <b>Student Number:</b>              |
| <b>Advisor:</b>                      | <b>Grade level:</b>                 |
| <b>Subject:</b>                      | <b>Supervising Teacher:</b>         |
| <b>Credits remaining in subject:</b> | <b>Credits earned last Quarter:</b> |

Credits will be

Applied to Quarter: 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Contract Period: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Number of Credits Contracted:  (Maximum credits possible for this contract: 2 )  
*Exceptions must have prior administrative approval.*  
**STAFF MEMBER INITIATING CONTRACT MUST ATTACH GRADUATION SUMMARY**

Contact "Power" Standard(s) Addressed:

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Terms of the Contract: Work the student will complete & assessment(s)

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Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contract Exception Requires Administrative Approval:**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completion Date: \_\_\_/\_\_\_/\_\_\_ Credits Earned: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***CRITERIA FOR SUBJECT CONTRACTS and CONTRACT PROCESS***

**As adopted by Calvine High School Staff  
And recorded in official Faculty Meeting Minutes of 8-24-05  
Revised and presented to the Faculty on August 22, 2006**

### **CRITERIA FOR SUBJECT CONTRACTS**

1. The student may have only **two (2) contracts open** at any time. (Exceptions must have administrative approval)
2. The student may only earn **two (2) credits per contract**. (Exceptions must have administrative approval)
3. The student must have at least 80% attendance in the three (3) weeks *prior to* and *during* the contract period.
4. The student must have earned at least twelve (12) credits in scheduled courses during the previous quarter.
5. Students may not earn more than 90 credits per school year, including contract credits. (Exceptions must have administrative approval)

### **CONTRACT PROCESS**

1. A **staff member** and **student** determine the number of credits and subject to be done on a contract and submits it to the **Counselor**. (Staff member who initiates contract must attach graduation summary)
2. The **Counselor** determines if the student qualifies as per “Criteria for Subject Contract” (see below) and approves/signs contract and returns it to the student, who signs the contract.
3. The **student** contacts and requests contract work with appropriate curriculum **supervising teacher**.
4. The **supervising teacher** determines the timeline, appropriate content “Power Standard(s)”, assignment(s), credit(s) and final assessment criteria and signs the contract, and returns it to the **student**.
5. The **student** returns the completed contract to the **Teacher-In-Charge**, who will make a copy for the site “contract binder”, and returns the original contract to the **student**.
6. The **student** completes the assigned work and with the original contract and submits it to the **supervising teacher** within the stated completion date. Any contracts not completed by the stated contract completion will not be honored. A new contract must be developed and submitted before a grade and credits will be posted.
7. The **supervising teacher** reviews the work and issues a grade and credit(s) on the original contract and submits it to the **Teacher-in-Charge** for processing. (**Teacher-in-Charge** updates site contract binder)
8. The **Teacher-in-Charge** submits the original contract with the assigned grade and credit(s) to the **Registrar** to post to the student’s transcript.
9. **Supervising teachers** are to keep all work in their classroom, in case you are challenged.

***NOTE: No credit(s) or grades will be issued if the contract is not approved by the counselor and filed with the teacher-in-charge prior to the submission of completed work for credit.***