

CONTRACT STEPS

1. When a **staff member** recommends a contract, send *student* to **Registrar** (during Advisory ONLY). **Registrar** will determine if student meets criteria (listed below) and fills out credits earned, credits remaining in subject, date stamp, attach grad summary, and will sign contract.
2. *Student* returns dated contract to **advising teacher** for initials, then *student* contacts and requests contract work with appropriate **supervising teacher**.
3. The **supervising teacher** determines the appropriate content “Power Standard(s)”, assignment(s), credit(s) and final assessment criteria and signs the contract and returns it to the student. THIS MUST BE SPECIFIC; NOT GENERAL - Ex: '24 hours of math'.
4. The *student* signs and returns the completed contract to the **Registrar**, who will obtain **Teacher-In-Charge** ‘approval’ signature, make a copy for the site “contract binder”, and return the original contract to the student.
5. The *student* completes the assigned work and submits the work with the original contract to the **supervising teacher** within the stated contract period. Contracts will not be honored if they are not completed by the stated ending date – deemed “Incomplete”. A new contract must be developed and submitted.
6. The **supervising teacher** reviews the work and issues a grade and credit(s) on the original contract and submits it to the **Registrar** for processing. The **Registrar** will obtain **Teacher-In-Charge** ‘completed’ signature, post grade/credits to the student’s transcript and update the site contract binder.
7. **Supervising teachers** are to keep all work in their classroom, in case you are challenged.

CRITERIA FOR SUBJECT CONTRACTS

1. The student may have only **two (2) contracts** open at any given time. (Exceptions must have administrative approval.)
2. The student may earn a maximum of **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. If attendance is not maintained during contract period, credit will not be honored for said contract.
4. The student must have earned at least **fifteen (15) credits** in **scheduled courses** during the previous quarter.
5. The student must not have any “Incomplete” contracts. (see step #5)

PLEASE NOTE

No credit(s) or grades will be issued if the contract is not approved by the Teacher-in-charge and filed with the Registrar prior to the submission of completed work for credit. NO EXCEPTIONS.