

ATTENDANCE POLICY: All students are expected to be in attendance every day that school is in session. Students should be working every day school is in session in the cyber lab or via cyber independently on the class.

**\*\*ATTENDANCE / COMPLETION IS MANDATORY NO EXCEPTIONS—PLEASE PLAN ACCORDINGLY\*\***

The following CR school attendance rules will be enforced:

\*Students will still be responsible for payment and will not be reimbursed if failure to complete the class.

\*Payment is required to be made in full by April 15, 2020 in guidance in order to receive credit for the class for graduation.

\*You must complete the work for each night. Work that is not completed or just randomly filled in will be marked as a Q and will not count for your final grade. Work must be completed fully by May 1, 2020 for credit.

\*You must report to the cyber lab at the district during each corresponding class period if scheduled for CR. If working independently, work is required to be completed before the deadline of May 1, 2020 for a final grade.

\*Students will be considered for disciplinary action if they leave the cyber lab at any time before being dismissed if scheduled in the cyber lab for CR.

**STUDENT DISCIPLINE CODE** -Discipline problems will not be tolerated during CR school. Students are expected to follow the instructions of their teachers and school administrators. If a student violates the student discipline code, or responses are deemed to violate school code, the following consequences may result:

1. The student may be withdrawn from the CR school session and not receive credit. The payment will still be required.
2. School policies will be enforced.
3. Acceptable use and answers for on-line classes will be reviewed. If violation of the policies for computer usage, discipline process will be discussed.

## Checklist for Enrollment to Credit-Recovery:



- ☐ Speak to the teacher of record for any additional information for assistance in the class.  
  
If determined between the student, school counselor and teacher of record the student is in need of credit recovery prior to the summer program or for graduation, the following steps are to be completed:
- ☐ **CYBER APPLICATION:** Completed on-line for enrollment at:  
  
[www.ambridge.k12.pa.us—cyber academy—cyber application—Credit Recovery](http://www.ambridge.k12.pa.us—cyber-academy—cyber-application—Credit-Recovery) and also SIGN UP IN GUIDANCE
- ☐ Registration Brochure given by guidance: Returned to Guidance signed—Meet with Guidance counselor to review schedule and enroll in the class
- ☐ **Payment Made to Guidance:**  
**\$100.00 for 1.00 Credit / \$50.00 for 0.5 Credit by April 15, 2020—**  
**Payment must be received in order to receive credit for graduation on transcript by due date**
- ☐ Completion of Class on-line by May 1, 2020

## AMBRIDGE AREA SCHOOL DISTRICT

# Ambridge Area High School Credit Recovery

School Program

CR Cyber

Completion Date:

5/01/2020

Cyber Registration

\$100.00 = 1.0 Credit Class

\$50.00 = 0.5 Credit Class

Payment  
Due to Guidance by:  
April 15, 2020

## GENERAL INFORMATION:

**Location of All Classes:** Ambridge Area High School Cyber Lab during the period of the class they need credit recovery and/or working independently outside of school to complete the class as per deadline and school graduation requirements.

**Course Type: Credit Recovery**—Only students who have previously failed a course and are seeking credit as a makeup may register for the class they need to recover.

**Credit:** Each course taken and successfully completed will earn 1.00 credit. or if indicated 0.5 credit for Credit Recovery.

**Enrollment:** Open to all enrolled AAHS students who reside within the District.

**Transportation:** Student will be arriving to school during normal school hours. Students may wish to stay at an arranged time from 2:30—3:00 PM for extra assistance.

**Non-Refunds:** Students who withdraw, are not successful or who are dismissed during or after registration of the cyber class will not be eligible for a refund. This also includes any student dismissed for disciplinary reasons or non-completion of the course. Payment is required for all circumstances.

**Questions:** Please call the Guidance office at 724. 266 2833 ext. 2377 or e-mail:

Noel Santini—School Counselor Grade 11 & 12 EXT. 2419

nsantini@ambridge.k12.pa.us

Chelsea Benedict-School Counselor Grades 9 & 10 EXT. 2482

cbenedict@ambridge.k12.pa.us

**Cyber Format and Application Questions:** Please call the Guidance office at 724-266-2833, ext. 2377 to contact:

Davide Sciulli—Cyber Coordinator ext. 2320 or via e-mail: DSCIULLI@ambridge.k12.pa.us

Christina Briola—Cyber Coordinator ext. 2485 or via e-mail: cbriola@ambridge.k12.pa.us

Name \_\_\_\_\_

Grade \_\_\_\_\_

Please check the class/classes you will be taking:

\*Social Studies (1.0 Credit) \_\_\_\_\_

\*Social Studies (0.5 Credit) \_\_\_\_\_

\*English \_\_\_\_\_

\*Math \_\_\_\_\_

\*Science \_\_\_\_\_

\*Computer Applications (0.5) \_\_\_\_\_

***\$100 per 1.0 credit course / \$50.00 per 0.5 credit course***

Total \_\_\_\_\_

**Payment: Due by April 15, 2020. If payment is not made by this date, student will not receive credit on their transcript for graduation. Payment is required in full for credit.**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Classes are required to be completed in full by the student prior to the deadline of May 1, 2020. Payment is required in full even with non-completion by April 15, 2020.

Complete Cyber Application and return registration brochure and tuition payment to: Guidance Office: Guidance Secretary: Valerie Misencik

Checks should be made payable to: Ambridge Area High School—Credit Recovery

Payments are required to be made in full prior to April 15, 2020 or student WILL NOT receive credit for their diploma until payment is received.

**COURSES:** Some students may/can recover more than one (1) credit in a semester.

**\*If taking more than one credit, students are responsible for completing the work fully be the deadline for passing and credit in cyber.**

## Registration/Payment:

Sign-ups are required on-line via the cyber application at:

[www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us)—Schools—Cyber Academy—Cyber application.

Additional brochures are required for signature and are available in the guidance office.

**Dates of Registration: September—April 2020**

**Dates of Classes:** Student will report to the cyber lab at AAHS during their credit recovery class and/or work independently as required.

**Deadline:** On-line completion: May 1, 2020

**Tuition:** All courses are \$100 per 1.00 credit. All courses are \$50.00 for 0.5 credit.

**\*Payment due: April 15, 2020 to Guidance**

**\*Grade will be placed on transcript once payment is received.**

**Registration/Payment Options:**

**Return registration brochure and tuition payment to: Guidance Office: Guidance Secretary: Valerie Misencik**

**Checks or money orders should be made payable to: Ambridge Area High School—Credit Recovery**

**Payments are required to be made in full prior to deadline or student WILL NOT receive credit for their diploma.**

**Payment: Due by April 15, 2020**