

LHS SATURDAY CREDIT RESTORATION PROCEDURE

CREDIT RESTORATION IS A CONSEQUENCE OF EXCESSIVE TARDINESS, UNEXCUSED ABSENCES AND TRUANCY. IT ALSO HOLDS A STUDENT ACCOUNTABLE FOR HIS/HER ACTIONS. THIS IS AN OPPORTUNITY TO RESTORE WITHHELD CREDIT WHICH MAY PREVENT GRADUATION. This sheet must be signed by student and proctor to get Credit Restoration at the end of the session.

- Assigned Students Will Provide Their Own Transportation To & From Credit Restoration.
 - **ALL PARTICIPANTS ARE TO BRING THIS PAPER, STUDENT IDENTIFICATION NUMBER, AND PAY THE PROCTOR THE \$5 FEE OR THEY WILL NOT BE ADMITTED.**
 - Credit Restoration Will Be Held In The School's Cafeteria. Students Will Enter Through One Place Only. Sidewalk Outside Cafeteria North End Of The Football Field Near Cafeteria Double Doors.
 - **Participants Are Required To Bring LHS Student ID.** The Dean Will Provide The Proctor A Roster Of Students Who Are Assigned To Credit Restoration With Their Student ID Number And Time To Be Made Up.
 - Any Student That Is Going Through The Motions (not doing homework or free reading) Will Be Asked To LEAVE The Credit Restoration With No Credit And No Refund.
 - Students Are To Be Separated At Least '**3' Seats** Away From Each Other. **CALCULATORS** Must Be Cleared By Credit Restoration Proctor.
 - Participation In Co-Curricular/Athletic Events Can Be Lost If Credit Restoration Is Not Completed.
 - "Credit restoration proctor will dismiss students, one at a time, when they have completed their restoration time." No Talking During This Process!
 - **7:55 am - 8:00 am** Students Will Sit Quietly (no talking) To Wait For Roll To Be Taken (**Absolutely NO admittance after 8:00 am**)
 - **8:00 am - 8:10 am** Roll Taken By Proctor As Students Sign In. Once Roll Has Been Taken. **ALL QUIET!**
 - **8:10 am - 8:15 am** Instructions & Procedures Will Be Given To Each Student. Failure At Any One Of These RULES Will Result In The Student Asked To Leave Credit Restoration Immediately, **With NO Refund Or Credit!**
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| a) NO iPods, Cell Phones, Electronic Devices. | e) NO Talking. |
| b) NO Hats Or Hoods On Head. | f) NO Note Writing/Gesturing To Other Student. |
| c) NO Food, Drink. Only Bottled Water. | g) All Students Must Be Productive. (see h) |
| d) NO Heads On Desks Or Sleeping. | h) Home Work or Independent Reading |
- **8:15 am - 10:15** Students Will Only Work On Academic Work, Or Read A Book/Magazine. Proctor Will Walk Around Every "15" Minutes To Make Sure The Student Is Making Progress On School Work Or Individualized Reading.
 - **10:15 - 10:25.** Bathroom Break. Use It Or Lose It! No Cell Phone Or Electronic Devices During This Break. When Reentering The Cafeteria Stop Talking And Take Your Original Seat Quietly.
 - **10:25 - 12:00** Remainder Of Credit Restoration Will Be Served. Students Will Be Asked To Leave At Any Time During The Credit Restoration Session With NO Credit And No Refund If The Proctor Feels They Are Wasting Time! Any Questions Raise Your Hand And The Credit Restoration Proctor Will Come To You.

Student's Name _____ Year In School 9th 10th 11th 12th

ASSIGNED RESTORATION SATURDAY DATE _____ / _____ / _____

CREDIT RESTORATION FEE PAID \$5.00 YES _____ NO _____

RESTORATION Time To Be Made Up 30 60 90 120 150 180 210 240

TEACHER	COURSE TITLE	TIME TO BE MADE UP	TARDY	TRUANCY
1 ST _____	_____	_____	_____	_____
2 ND _____	_____	_____	_____	_____
3 RD _____	_____	_____	_____	_____
4 TH _____	_____	_____	_____	_____
5 TH _____	_____	_____	_____	_____
6 TH _____	_____	_____	_____	_____
7 TH _____	_____	_____	_____	_____

CIRCLE RESTORATED TIME COMPLETED

- 30 Minutes 60 Minutes 90 Minutes 120 Minutes
- 150 Minutes 180 Minutes 210 Minutes 240 Minutes

Student Signature _____ Date ____/____/____

Proctor Signature _____ Date ____/____/____

Restored Credit **YES** **NO**

