



Credentialing

Packet and Guidelines

2017-2018

Credentialing Process

Credentialing is the process in which student success and college readiness skills are evaluated by their teachers and other Academy staff. Ultimately, credentialing allows the students to take college courses and move forward with their program of study.

- Occurs approximately every 5 weeks.
- Must complete a minimum of 1 semester in order to be fully credentialed.
- If not credentialed after two semesters, the third semester will serve as probationary semester.
- Students must attend meetings with their advisor. The student must come prepared with all required materials in order to earn credit for the meeting. Required materials include: evidence of grades for all classes. Students will be required to discuss these materials, and any other materials requested by Academy staff. **If a student misses two or more scheduled meetings they will be ineligible for credentialing. Students will only be marked present if they arrive with all assigned materials.**
- Must obtain a 75% or higher in Academy course to be credentialed and maintain a 70% or higher in college courses.
- Students must take the Accuplacer Test and place into either Math 133/139 or English 131.
- Students must demonstrate proficiency in soft skills assessments that will be assigned in each course.
- Students must follow the Academy and College policies.
- Students must meet all deadlines and uphold the student expectations.
 - Including, but not limited to:
 - Dual enrollment forms
 - Permission slips
 - Update 5-year plans
 - Coursework

Advising Meetings

Students will have regularly scheduled meetings with their advisor to check their progress with their grades, credentialing progress, and success skills. This is a time where students and their advisor work together to implement the strategies needed to be successful, work through educational concerns that may occur, and work together to help the student be successful in school.

Students who miss two or more scheduled meetings they will be ineligible for credentialing.

Students will only be marked present if they arrive with all assigned materials.

Credentialed students have open campus privileges and may enroll in college courses. The number of college courses available to students is decided on a case-by-case basis by Academy staff.

Five-Year Plan

Setting up a high school, college, and career pathway will allow students to keep track of their academic progress, and give them an idea of what they need to do to get where they want to go.

High School

1. Projected courses needed to fulfill graduation requirements
2. Organized by year
3. Anticipated graduation date

College

1. Anticipated course of study
2. Classes required to fulfill degree
3. Outline of anticipated courses for each semester

Community Service or Internship

1. Hours recorded
2. Document hours submitted to Mrs. Case

First Year Student Expectations:

Academic Preparedness	College Knowledge	Academic Tenacity
<ul style="list-style-type: none"> ● Maintain at least a 2.5 GPA per semester ● Complete Teen Leadership ● Do homework consistently ● No failures in academic classes ● ACCUPLACER test into MAT 133/139 <u>or</u> ENG 131 ● Write in full sentences, paragraphs, using correct punctuation ● Use documentation correctly (MLA) ● Create documents using word processing programs ● Create presentations (PowerPoint, Prezi) ● Oral presentation skills 5 min ● Use effective study technique for tests ● Basic computer skills (creating folders, saving documents, logging into email, Google account, etc.) ● Use cognitive thinking to paraphrase information ● Proper use of formal and informal communication (Written & Spoken) ● Basic math skills 	<ul style="list-style-type: none"> ● Follow school policies and procedures ● Schedule appointments with Professor ● Home Access Center: understands how to check grades, access schedule, and has an established date and time when it is reviewed weekly (student initiated) ● Use the JC Computer lab ● Schedule an ACCUPLACER test ● Register for JC tutoring ● Access JC e-Service account ● Knows hours and days of Writing Lab operation ● Read/understand a transcript ● Read/understand a schedule ● Familiar with student services ● Knowledge of college policies (ex. plagiarism, attendance, etc...) ● Know how to construct a professional email ● Know point of contact and procedures for key college needs (i.e. e-Services password reset, transcript, scheduling meeting with advisor) ● Knows how to look up required textbooks and procedure for acquiring ● Know and understand the credentialing process 	<ul style="list-style-type: none"> ● Organize course materials ● Manage time effectively at home and school ● Attendance (see handbook) ● Clear and concise communication ● Meet deadlines consistently ● Regulate/manage behavior ● Is aware of appropriate strategies to utilize for social / behavioral / emotional problems ● Know and understand how to read a text for varying purposes ● Respect others and environment ● Appropriate self-advocacy ● Appropriately utilize help resources ● No excuses (accepts responsibility for actions) ● Note-taking skills ● Test-taking strategies ● Vocabulary learning strategies ● Accept responsibility for success and failure (accountability) ● Volunteer in class participation ● Set themselves up for success (Professional Appearance, Attitude, Word choice) ● Keep and use an organizational tool (calendar, planner, etc.) ● Keep appointments and responsible for rescheduling and cancellations ● Notify instructor via email of absence ● Request make-up work via email in a timely manner ● Clean up work space ● Classroom etiquette (raising hand, not speaking over other students, waiting for their turn) ● Respect learning environment for all students (quiet while other students taking tests, quizzes, exams, etc.) ● Prompt return of course materials (computers, books, paperwork, etc.) ● Independent study-skills (at home, during free time, lunch)

Returning Student Expectations:

Academic Preparedness	College Knowledge	Academic Tenacity
<ul style="list-style-type: none"> ● Maintain at least a 2.5 GPA per semester ● Maintains an 80% homework average ● ACCUPLACER test into both MAT 133/139 and ENG 131 ● Effectively and consistently use MLA format ● Test well, 70%-75% ● Proficient computer skills used daily (Google Account) ● Complete Algebra II ● Synthesize information to create personal viewpoints 	<ul style="list-style-type: none"> ● Anticipate the varied rigor of the college environment ● Ability to navigate through course catalog and understands ADO (Associate Degree Outcomes) options ● Student understands Educational Development Plan to bridge the gap between the academy, postsecondary, and career ● Demonstrate ability to ask good/thoughtful relevant questions ● Problem solve effectively with partners, groups/teams ● Developing effective leadership skills/qualities ● Independently applies college scheduling protocol (checking-in with advisor/counselor, fills out registration form, how to drop a course, order textbooks, return textbooks) ● Understand community service/internship opportunities/requirements at the Academy 	<ul style="list-style-type: none"> ● Maintain First Year Expectations ● Identify school as the top priority ● Actively work to improve areas of weakness ● Attendance (see handbook) ● Initiate clear and concise communication ● Meet all deadlines ● Ability to comprehend and discuss reading material ● Manage behavioral, social, and emotional states appropriately ● Active member of the classroom environment ● Recognize and use appropriate learning strategies (note cards, peer review, question cards, tutoring, studying in advance) ● Show respectful/ethical behaviors ● Demonstrate adaptability/flexibility to changes ● Seek out new opportunities, ideas, and strategies for improvement ● Set appropriate goals, action plan, strategies and follow through ● Demonstrate critical thinking skills ● Work cooperatively/effectively with diverse others

Graduating Student Expectations:

Academic Preparedness	College Knowledge	Academic Tenacity
<ul style="list-style-type: none">● Maintain a 2.5 GPA per semester● Core Academy classes completed (Math, English, Science, Social Studies)● Write college/scholarship essays● Complete community service and internship● Acquire 3 letters of recommendation (College Professor, Teachers, Administrators, etc.)● Minimum of 15 college credits● SAT completed● Apply to a minimum of 2 colleges● Complete and file FAFSA	<ul style="list-style-type: none">● Understand and collect the components of a college application● Plan for completion at JC and post associate path● Knowledge of financial aid opportunities● Scholarship application(s)● Campus visits to a minimum of two college/universities● Register for classes independently	<ul style="list-style-type: none">● Maintain first year/returning student expectations● Schedule and maintain appointments with advisor to review college grades graduation requirements● All Academy materials returned● Attendance and participation in Academy events● Reflective about performance

Intervention

1. **Date of Implementation:** _____

2. **Reason for Intervention:** _____

3. **Description of issue:**

4. **Strategies Implemented With Descriptions:**

Weekly Update: _____

Has the issue been resolved? Yes _____ No _____

Evidences:

If no, detailed explanation of what worked/did not work and what you will do differently. *Complete additional intervention form if needed.*

Suggestions to help the Struggling Student

- 1. Communicate with instructors (email, meetings, etc.)**
- 2. Discuss and seek advice from Academy staff**
- 3. Attend Tutoring (Academy and/or College)**
- 4. Attend Office Hours**
- 5. Create a study group, change study habits, etc.**
- 6. Meet with Student Support Services for additional resources**
- 7. Appeal process with Jackson College**

Credentialing Packet and Guidelines
Signature Page

Please print and sign on the line below to state that you have read and understand the credentialing packet and guidelines.

Print

Sign

Date

Please take this credentialing packet home for your parent or guardian to read and sign. Return to your advisor at your first meeting.

Print

Sign

Date