

# Kent City Schools



## Credit Flexibility Plan/Application

Revised 8/18

**WELCOME!**

The Kent City Schools are committed to preparing students for remediation-free college and career readiness and life-long learning by striving to address their unique needs and talents as they select and complete credit-earning high school coursework in preparation for graduation from Theodore Roosevelt High School. Ohio’s Credit Flexibility Policy and the *Kent City School District’s Credit Flexibility Plan* acknowledge that students learn at different rates while responding differently to varying instructional strategies, and are designed to focus on supporting and accelerating student learning. As you seek to maximize your learning experiences while in the Kent Schools we encourage you to discuss the educational options described below with your parents, teachers, and school counselors.

**BACKGROUND INFORMATION:**

Ohio Senate Bill 311, established in 2006, directed the State Board of Education to develop a statewide plan for implementing methods for students to earn units of high school credit to meet the Ohio Core Curriculum. With Credit Flex, high school students can earn credit in three ways, or in a combination of these ways:

1. By completing traditional coursework
2. By testing out or otherwise demonstrating mastery of the course content; or
3. By pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, afterschool program, community service or engagement project and sports).

**HOW TO USE THIS DOCUMENT:**

Please read the following information very carefully and complete the appropriate forms for the credit flexibility option you wish to pursue. Be mindful of deadlines and requirements, and be sure to consult with your school counselor about your decision-making process to ensure your eligibility to earn credit and meet graduation requirements. If you are an athlete, you will want to reference the section on OHSAA ATHLETIC AND NCAA ELIGIBILITY on page 7. *Note: some disciplines have testing options for placement only, meaning that a student may be placed at the higher level without earning course credit. It is very important that students, teachers, and counselors communicate clearly on whether testing for credit or placement.*

**CREDIT FLEXIBILITY POLICY and PLAN REVIEW**

*Plan reviewed and revised January 2015*

Review team:

- Brian Bachtel – Asst. Principal, Theodore Roosevelt High School
- Aaron Carlton – School Counselor, Theodore Roosevelt High School
- Shannon Cooper – School Counselor, Theodore Roosevelt High School
- Jason Goshe – School Counselor, Stanton Middle School
- Anthony Horton – Principal, Stanton Middle School
- Bob Klinar – Principal, Theodore Roosevelt High School
- Randy Kline – School Counselor, Theodore Roosevelt High School
- Karen Rumley – Director of Instructional Program
- Deborah Rutzky – School Counselor, Theodore Roosevelt High School
- Terri Silver – Testing Coordinator, Theodore Roosevelt High School

**ELIGIBILITY:**

Any student who:

- Meets the established course pre-requisites
- Demonstrates competency in the content area he/she wishes to study further
- Possesses sufficient skills or knowledge to be able to work independently
- Analyzes, synthesizes and evaluates information and resources
- Researches independently and completes learning activities on time

**CREDIT FLEXIBILITY OPTIONS in the KENT CITY SCHOOL DISTRICT:**

- Students selecting any of the following will complete an application in consultation with their school counselors: Test out options, College Credit Plus, pre-approved internet-based learning programs, evening school approved programs, approved summer learning programs for college credit. The review team reserves the right to evaluate any proposed learning options for quality and alignment prior to approval for credit
- **STUDENT-DESIGNED PROPOSALS** require additional components of the application; students and families should complete all portions of the attached plan application in consultation with their school counselors. This option refers to individual student-designed proposals that may include but are not limited to: Independent Study Projects; Mentorship/Internships (outside already existing high school programs); Educational Travel, Study Abroad; Selective Memberships (i.e. Cuyahoga Valley Youth Orchestra, Akron Youth Ballet, etc.); music, arts, after-school/tutorial programs. Students complete the **Credit Flex Prospectus** found in the Kent City School District Credit Flexibility Application Packet. The proposal must include:
  1. Clearly defined goals that are tied directly to **Ohio’s Learning Standards** ([www.ode.state.oh.us](http://www.ode.state.oh.us)) or course expectations for elective courses, and clearly defined activities that will lead to successful attainment of described goals.
  2. Description and rubric for how the goals will be measured against Ohio’s Learning Standards in order to provide evidence of student learning.
  3. Timeline of proposed activities and measurements, including target date and time for final review.
- Earning of credit in a course for which there is a required state summative exam does NOT exempt the student from testing requirement nor the performance criteria to graduate from high school.

***APPLICATION:***

Any student may apply for credit to be awarded through Kent City Schools' Credit Flexibility Program. All required information must be presented and the student may be required to provide supporting documentation as determined by the established Credit Flexibility Interdisciplinary Team. **Additional costs associated with student proposed activities, materials, programs or assessments for credit flexibility will be the sole responsibility of the student and his/her parent/guardian.**

*Please review the attached tables that define the roles and responsibilities of all persons involved with creating, implementing, and evaluating the plan.*

***SUBMISSION DATES:***

All Credit Flexibility Applications must be submitted to the student's assigned school counselor **prior to** the experience. Deadlines are:

**Summer proposal:** May 15

**Fall proposal:** October 1

**Spring proposal:** February 1

## ***REVIEW OF APPLICATION:***

For all options ***except*** the **Student-Designed Proposal**, the application will be reviewed by a **Credit Flexibility Review Team**, including but not limited to the student's school counselor and appropriate department chair or department designee.

For the **Student-Designed Proposal**, parents and student will be invited to a meeting where the application will be reviewed by the **Credit Flexibility Interdisciplinary Team**, including but not limited to the student's principal, student's school counselor, appropriate department chair or department designee, and an appropriate mentor/teacher. If approved, the building principal, student's parent(s)/guardian, student, school counselor and teacher supporting the learning activities (if applicable) will sign a **Credit Flexibility Contract**, addressing any modifications or suggestions by the **Credit Flexibility Interdisciplinary Team**.

**The School reserves the right to alter the proposed timeline, and/or assessments required for flexible credit prior to signing the proposal and creating the agreement.**

At the completion of the activities and/or assessments for the proposed flexible credit, when appropriate, the student will meet with the **Credit Flexibility Interdisciplinary Team** and the teacher of record. The student will present the proposed evidence and will respond to any questions or requests for demonstration of skill and/or knowledge asked by the mentor/teacher. After hearing the student's oral evidence and/or examining evidence of learning, the mentor/teacher may recommend: 1) grant credit and issue grade or 2) deny credit. The mentor/teacher will grant or deny credit and issue a final grade for the proposed credit within 10 school calendar days upon student demonstration of mastery.

## ***AWARDING CREDIT:***

The following standards and guidelines apply to credit awards:

- All fees associated with the credit flexibility proposal will be at the expense of the student/family.
- The total number of credits that may be awarded is not limited.
- The successful completion of an approved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
- All courses and/or student-designed proposals must be aligned to the **Ohio Learning Standards or course expectations for elective courses**, to receive credit. Credit may count toward a related or required course requirement for graduation or for electives that do not appear in the local curriculum.
- Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.
- Equivalency for a Carnegie unit will be based on mastery of one year's worth of course content as described in **Ohio's Learning Standards**.
- All college level courses will be accepted for high school credit.

## Kent City Schools

- Students must meet established course pre-requisites for course level advancements.
- If a student transfers from another school district and the student has not completed the credit flexibility proposal as approved by the other district, the Principal may consider this a new application for credit. The administration may award partial or full credit based on the status of the proposed plan at the time of transfer as determined by the team.
- Credit may be earned simultaneously for 1) secondary and post- secondary credit), 2) more than one academic content/course area.
- The individual credit flexibility proposal may allow for partial credit to be earned.

## **DETERMINING GRADES:**

- Grading policies that are in place at Kent City School District will be followed.
- The choice between a pass/fail option grade and a letter grade for Student-Designed Credit Flexibility Proposals must be **made at the time of the application and may not be changed once the application is approved.**
- Grades will be posted on the student transcript and included in the student's grade point average. Grades for student-designed proposals will be awarded as determined by the **Credit Flexibility Interdisciplinary Team.**
- If the student is unable to complete the proposed credit due to illness or other good reason, the **Credit Flexibility Review or Interdisciplinary Teams** may extend the time permitted to complete the proposal, revise the requirements, or revoke the application without posting a failing grade.
- **If the student fails to complete the alternative course work, activity, assessment or performance as stated in the plan provided, the approval to pursue the proposed credit will be revoked and a failing grade reported on the student transcript. The failing mark will be included on the transcript and calculated into the grade point average.**
- The final grade must be posted before the credit can count toward graduation, including early graduation.

## **APPEAL PROCESS:**

- All appeals regarding denial of participation in the credit flexibility option, denial of credit, issuance of a contested grade in the credit flexibility option shall be placed in writing and submitted to the Principal within 10 school days of the denial.
- The Review Board will consist of the Director of Instructional Program for Kent City Schools, the Principal, a teacher of the content area studied and anyone else designated by the Director of Instructional Program. The Review Board will consult with the teacher of record regarding work submitted and rationale for the grade earned.
- The decision of the Review Board will be by majority vote and will be the final determination in the appeal process. A decision will be made within 10 school days.

### **ATTEMPTS:**

- Students may only attempt the credit flexibility option **once** for a particular course.

### **OHSAA ATHLETIC AND NCAA ELIGIBILITY:**

- OHSAA Athletic Eligibility rules remain in effect for a student athlete electing to pursue a credit flexibility option: 1) the student must be currently enrolled; 2) in the preceding grading period the student must be enrolled in and passing course work that will receive the equivalent of five one-credit courses.
- The mentor/teacher member overseeing the student’s credit flexibility plan must provide the school with grades or progress reports when the school’s grading period is over; if no work has been completed or if the work is not of a level to receive a “Pass,” the course cannot be used as part of the five credit requirement.
- Testing out or demonstrating mastery **may not** fit into the process due to the student not being academically engaged during a preceding grading period.
- Summer experiences **cannot** be used for athletic eligibility.
- Students and parents should discuss **NCAA Eligibility** requirements prior to the development of a credit flexibility plan. Specific rules and regulations governing college athletics can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
- The **NCAA does not allow “credit by exam” courses to be applied to core course eligibility requirements.**

Credit Flexibility Program

**Roles and Responsibilities**

Title	Role in the Development of Credit Flexibility
Student	<ul style="list-style-type: none"> <li>√ Initiate the request for flexible credit with the school counselor</li> <li>√ Complete paperwork gaining required signatures and approval</li> <li>√ Actively participate in the development of activities required for earning credit</li> <li>√ Communicate with supervising/mentor teacher to ensure success</li> <li>√ Create (with mentor/supervising teacher) the assessment/project/evaluation that ensures mastery and evidence of learning</li> <li>√ Participate in final assessment that ensures mastery and evidence of learning</li> </ul>
Parent/Guardian	<ul style="list-style-type: none"> <li>√ Discuss pros and cons of credit flexibility options with student</li> <li>√ Sign any necessary paperwork for student</li> <li>√ Actively support the development of activities required for earning credit</li> <li>√ Pay all fees encumbered during the contracted option</li> <li>√ Communicate with supervising/mentor teacher at least once during the contracted option</li> <li>√ Regularly review progress of flexible credit with student</li> </ul>
School Counselor	<ul style="list-style-type: none"> <li>√ Review initial credit flexibility application and assemble the appropriate Credit Flexibility Interdisciplinary Team</li> <li>√ Sign needed paperwork for each flexible credit option</li> <li>√ Ensure that student is scheduled for classes as determined by approval of credit flexibility option</li> <li>√ Maintain responsibility for general supervision of each flexible credit option</li> <li>√ Confirm that proposed credit flexibility option meets graduation requirements</li> <li>√ Communicate with any student using flexible credit option at least once during the process</li> <li>√ Participate in evaluation/assessment if requested by student</li> <li>√ Update transcript once paperwork is received regarding credit</li> <li>√ Maintain copies of flexible credit paperwork as needed</li> <li>√ Sit on site committee as needed/desired</li> </ul>



**Kent City Schools**

<p>Mentor Teacher/ Department Chair (must be HQT by Federal Standards)</p>	<ul style="list-style-type: none"> <li>√ Serve as the content expert for curriculum area</li> <li>√ Determine with Principal or designee if credit flexibility request for student is viable</li> <li>√ Provide leadership and guidance in identification of essential competencies for curriculum</li> <li>√ Provide leadership and guidance in suggesting activities and resources to support the student’s learning</li> <li>√ Assure that the learning activities and strategies meet the ODE Learning Standards</li> <li>√ Give final approval of individual students’ paperwork and credit flexibility option</li> <li>√ Give copy of all paperwork to Principal and school counselor</li> <li>√ Meet with student on mutually determined specified timeline to accomplish contracted work</li> <li>√ Create (with student) the assessment/project/evaluation that ensures mastery and evidence of learning</li> <li>√ Communicate with parent/guardian at least once during the contracted option</li> <li>√ Head the assessment process for student’s credit option</li> <li>√ Evaluate learning shown through assessment</li> <li>√ Maintain complete copy of all paperwork</li> </ul>
<p>Building Administration</p>	<ul style="list-style-type: none"> <li>√ Act as liaison between the district and school</li> <li>√ Determine if credit flexibility request for student is viable</li> <li>√ Read and sign off on each flexible credit option</li> <li>√ Communicate with mentor/supervising teachers and counselors to ensure fidelity to program and individual credit flexibility options</li> </ul>
<p>District Team</p>	<ul style="list-style-type: none"> <li>√ Develop, implement, evaluate, revise district-wide credit flexibility program as required by the Ohio Department of Education</li> <li>√ Gather and submit district-wide data as required by the Ohio Department of Education</li> <li>√ Provide professional development and in-service to mentor/supervising teachers, school counselors</li> <li>√ Hear appeals concerning grading and awarding of credit</li> <li>√ Make final determination of grading and awarding of credit following appropriate appeals process</li> </ul>

### Credit Flexibility Options – Application & Contract

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_ Student Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parent Phone \_\_\_\_\_

Date Application Submitted \_\_\_\_\_ Received by \_\_\_\_\_  
School Counselor

**Proposed Action Plan - Identify below the Credit Flexibility Option you are proposing.**

\*An official course transcript must be provided to the school counselor upon completion.

**Test Out Option:**

Course Name \_\_\_\_\_ Credit Value \_\_\_\_\_ Pass/ Fail? \_\_\_\_\_ Or Letter Grade? \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

Pre-approved test option: \_\_\_\_\_

**NOTE:** Upon submission of this form you will be directed to the appropriate department chair for consultation and scheduling. Tests will not be administered outside of the school calendar.

**College Credit Plus\*:**

Course Name \_\_\_\_\_ Credit Value \_\_\_\_\_ Pass/ Fail? \_\_\_\_\_ Or Letter Grade? \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

**Internet-Based Learning:** Attach school/course information\*.

Course Name \_\_\_\_\_ Credit Value \_\_\_\_\_ Pass/ Fail? \_\_\_\_\_ Or Letter Grade? \_\_\_\_\_

Provider Name \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

**Evening School Programs:** Attach school/course information\*.

Course Name \_\_\_\_\_ Credit Value \_\_\_\_\_ Pass/ Fail? \_\_\_\_\_ Or Letter Grade? \_\_\_\_\_

Provider Name/Location \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

**Summer Learning Programs,** including those that earn college credit outside of College Credit Plus.: Attach school/course information\*.

Course Name \_\_\_\_\_ Credit Value \_\_\_\_\_ Pass/ Fail? \_\_\_\_\_ Or Letter Grade? \_\_\_\_\_

Provider Name/Location \_\_\_\_\_

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

**Student-Designed Plan:**

**Student must complete the entire Plan packet**

Credit Value \_\_\_\_\_ Pass/ Fail? \_\_\_\_\_ Or Letter Grade? \_\_\_\_\_

**To be completed by Student/Parent:**

Student and parent must initial each item below as indication of having read and accept the following program guidelines as outlined in the Kent City School District Credit Flexibility Plan.

Parent	Student	
_____	_____	Program Eligibility
_____	_____	Credit Flexibility Options
_____	_____	Application Procedures
_____	_____	Submission Dates
_____	_____	Application Review Process
_____	_____	Awarding of Credit
_____	_____	Determining Grades
_____	_____	Appeal Process
_____	_____	Attempts
_____	_____	OHSAA/NCAA Athletic Eligibility
_____	_____	Roles & Responsibilities

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

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

**Kent City School District Credit Flexibility Review Team (for all options except student-designed plan)**

Credit Flexibility Interdisciplinary Team Signatures:

School Counselor\_\_\_\_\_ Date\_\_\_\_\_

Department Chair/Designee\_\_\_\_\_ Date\_\_\_\_\_

Building Principal \_\_\_\_\_ Date\_\_\_\_\_

Other: \_\_\_\_\_ Date\_\_\_\_\_

Approved as submitted     Not Approved     Additional information required:

## Credit Flex Prospectus

### Complete only for Student Designed Proposal

Proposed content area of study \_\_\_\_\_

Proposed credit: \_\_\_\_\_ Grading option: \_\_\_\_\_ Pass/Fail \_\_\_\_\_ Letter grade

Clearly and thoroughly explain your Credit Flex Student Designed Proposal and **attach your student designed proposal to this form**. Your proposal must address the following key points:

- ✓ Written statement(s) of proposed study
- ✓ State the learning goals and objectives of your proposed area of study
- ✓ State how the above learning goals and objectives directly tie to **Ohio's Learning Standards** ( [www.ode.state.oh.us](http://www.ode.state.oh.us) )
- ✓ State the activities that will be completed to support your learning
- ✓ State what method(s) of assessment will be included to assure mastery of your topic. Explain how your choice of assessment(s) are aligned to Ohio's Learning Standards:
- ✓ Outline your timeline of study. Include start date, activity dates, measurement dates, and final presentation/review date. (Student must submit Credit Flex Study Log at final review date).
- ✓ Provide the name and contact information of the organization(s) and/or individuals aiding you in your proposed study.

NOTE: Attach Credit Flex Student Designed Proposal to this form.



### Kent City School District Credit Flexibility Interdisciplinary Team Review – For Student-Designed Proposals

Credit Flexibility Interdisciplinary Team Signatures:

Building Principal \_\_\_\_\_  
Print Sign Date

School Counselor \_\_\_\_\_  
Print Sign Date

Dept. Chair/Designee \_\_\_\_\_  
Print Sign Date

Mentor Teacher(s) \_\_\_\_\_  
Print Sign Date

\_\_\_\_\_  
Print Sign Date

\_\_\_\_\_  
Print Sign Date

Student: \_\_\_\_\_  
Print Sign Date

Parent: \_\_\_\_\_  
Print Sign Date

Other: \_\_\_\_\_  
Print Sign Date

\_\_\_\_\_  
Print Sign Date

Submission approval:

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

Reasons for denial of submission:

Distribution of Plan
___ Original (school counselor)
___ Student/Parent
___ Responsible Mentor Teacher
___ Principal's Office

### COMPLETION CERTIFICATE – To be completed following experience to verify eligibility for credit

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

COMPLETION VERIFICATION OF CREDIT FLEX PROPOSAL THROUGH:

Check one:

- Test Out Option – not on pre-approved list
- Internet Based Option
- Student Design

Course Title \_\_\_\_\_

Attach an official transcript (if applicable)

COMPLETION VERIFICATION OF STUDENT DESIGNED CREDIT FLEX PROPOSAL

The Student Designed Credit Flex proposal was successfully completed on \_\_\_\_\_  
Date

Grade awarded: \_\_\_\_\_ Letter grade \_\_\_\_\_ Pass/Fail

Credit earned: \_\_\_\_\_ Credit(s)

Evaluation Process Included (Please attach log sheet and evidence pieces)

Mentor/Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Counselor Signature: \_\_\_\_\_ Date \_\_\_\_\_