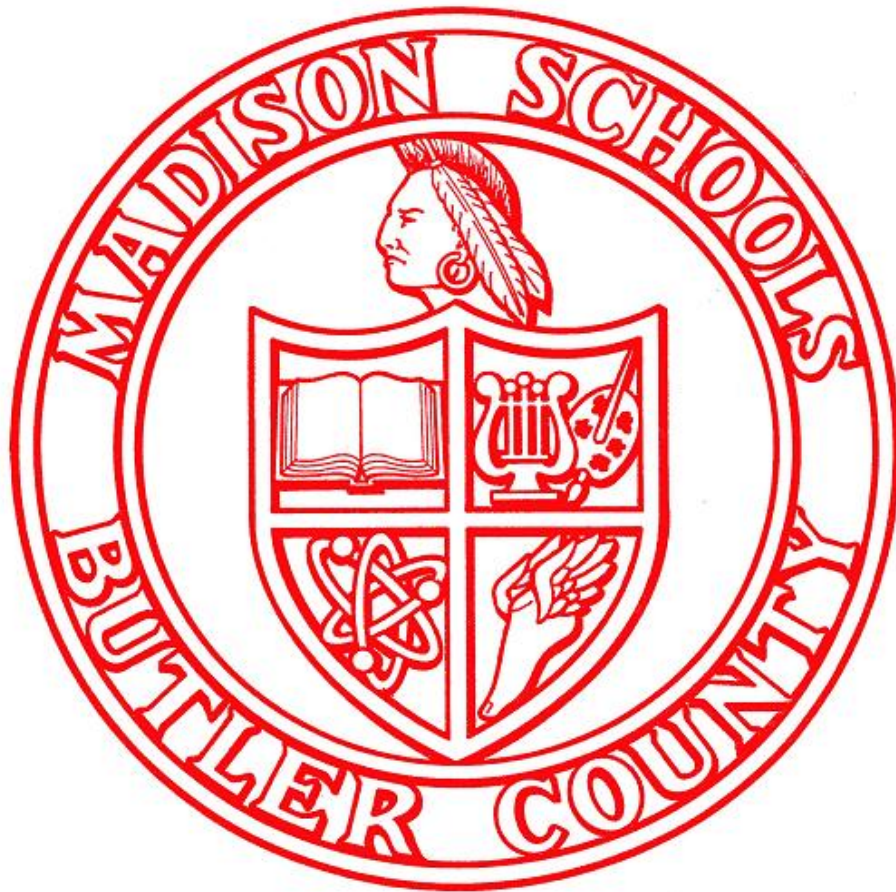


Credit Flexibility Handbook



Adopted April 2010

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Contact for more information: Madison Guidance Department
420-4775

Credit Flexibility Handbook

Ohio's Credit Flexibility Plan

Senate Bill 311 (the Ohio Core Legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. It included among its several provisions a requirement that by March 31, 2009, the State Board of Education adopt a plan that enables “students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.” School districts, community schools and chartered nonpublic schools “shall comply” with the provisions of the plan, phasing in its provisions during the 2009 – 10 school year.

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions.

Credit flexibility is intended to motivate and increase student learning by allowing:

- Access to more learning resources, especially real-world experiences
- Customization around individual student needs
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

Ways To Access Credit Flexibility:

I. Successfully complete an educational option plan as described in Board Policy. Students can request educational options throughout the year. These options include online courses and programs approved by the State of Ohio. Students must contact a building administrator for information.

II. Successfully complete a college level course in accordance with Board Policy using a Post-Secondary Enrollment Option. Students must complete the “Intent to Participate” form by March 31st of the year prior to taking college courses. Students are directed to see their counselor to obtain PSEO information.

III. Successfully test out of a required or elective course. (See page 3)

IV. Successfully demonstrate mastery through methods such as portfolios, internships, work-study, independent study plans or any combination of these methods. (See page 4)

General Guidelines/Rules

- Students must be enrolled in grades 9 – 12 to be eligible to earn credits using credit flexibility plans.
- The number of credits allowed through the flexible credit program is not limited. The only stipulation the district mandates is that the student will not be able to create a credit flexibility plan, which would allow that student to take the same course for which credit has already been given.
- Students may receive credit for multiple content areas with the completion of one credit flexibility plan.
- The designated teacher will assign a grade of A, B, C, D or F as well as a numerical average for courses on an approved plan. Students who earn units of high school credit based on the performance of their individualized credit flexibility plan will receive equivalent value of a standard Carnegie unit determined by the district.
- Courses taken through the credit flexibility policy will be included in the calculation of a student's G.P.A. (Grade Point Average) and will appear on a student's transcript. Students who fail to complete a credit flexibility course will be given a F on their transcript.
- All credits earned through the Testing Out and Demonstrated Mastery options will receive a non-weighted grade.
- Students will be assigned grades in accordance with their individual plan timelines to satisfy OHSAA requirements, (if applicable).
- High school athletic eligibility is based on grades reported at the end of the four quarters during the school year. Students and parents are reminded that credits earned through credit flexibility plans and reported in the summer months don't count for eligibility toward fall sports.

III. Testing Out of Courses

1. Students may test out of courses if:
 - The student maintained a B or better average in previous 2 years in the content area he/she is seeking credit.
 - As part of the approval process, the student provided an explanation describing their prior experience/knowledge of the learning objectives in the course they seek credit (i.e. a list of activities that show this experience).
 - The student applied to take the test by May 15th of the preceding school year. (See Appendix B - 1 for Application)
2. To receive credit, the student must score 85% or higher on the district-adopted assessment for the course in which the student is requesting credit.
 - Note: The Testing Out option is only available for courses that have a district-adopted assessment.
3. If a student earns a score of 85% or better, he/she will be given that grade as a final course grade, or he/she may elect to enroll in the course and work toward a higher grade. Once a student chooses to enroll in the course, he/she forfeits the opportunity to gain credit through the testing out process.
4. Students who have not maintained a B or better average in the 2 previous years may seek special permission to test out by meeting with the building principal.
5. The test may only be taken once per course.
6. All credits earned through the testing out process will receive a non-weighted grade.

IV. Credit Flexibility through Demonstrated Mastery

Any student in grades 9 – 12 may be eligible to receive credit through the demonstrated mastery option by developing a plan and completing the application. (Appendix A – 1-3)

1. The plan for original credit must be submitted during the scheduling process (February through April) to the designated building administrator.
2. The plan must include specific methods the student will use to achieve mastery (i.e. work-study, internship, independent study plans, etc.).
3. The plan must include a calendar timeline with checkpoints for completion.
4. Students earning credits for any existing Madison High School courses on a credit flexibility plan must include completion of the final exams for these courses as part of the demonstration of mastery.
5. The plan must describe how mastery will be determined, and must specify the number and type of credit (required or elective) the student is requesting.
6. The plan must be reviewed by the designated building administrator.
 - The administrator will accept or deny the plan.
 - If a plan is denied, a detailed description of the plan's shortcomings will be listed and returned to the student.
 - The student will be given 5 days to resubmit/appeal the decision.
 - A designated district administrator will hear all appeals.

Data Collecting

The superintendent or his/her designee will collect data on the frequency and methods of communication with parents. He/She will receive a copy of all applications that have been reviewed and maintain data on the following:

- # of students using credit flexibility
- Types of courses
- Grades
- Demographics
- Type of methods used for mastery

Communication

The district's credit flexibility plan will be posted on the district's web site and will appear in student handbooks.

Annually, parent informational meeting will be held. Students will be informed of the credit flexibility program at their annual schedule conference. Copies of the Credit Flexibility Handbook will be available upon request in high school's counseling office.

Application for Credit Flexibility

Madison Local School District

Student Name: _____

Birth Date: ___/___/___

Address: _____

Zip: _____

Home Phone: _____

ID#: _____

Current Grade: _____

List the Madison Local School District course for which the Credit Flexibility plan will be taken: _____

Circle the number of credits associated with the credit flexibility proposal:

$\frac{1}{4}$ (PE)

$\frac{1}{2}$

1

Circle the type of course: Required Credit Elective Credit

What is your purpose for taking a credit flexibility class and how does it relate to your future goals?

What prerequisites have you taken to prepare you to take this course?

Methods for demonstrating mastery for credit (you must select at least three):

___ Project(s)

___ Test/Quizzes

___ Performance Indicators

___ Labs (must be selected if a lab based course)

___ Research Paper/Project

___ Portfolio

___ Culminating Project

___ On-line course through _____

___ College/University through _____

___ Internship through _____

___ Other (be specific) _____

Application for Credit Flexibility

Madison Local School District

Attach a detailed explanation of the methods for achieving credit.

Attach a timeline for achieving credit including evaluation checkpoints and completion date. Include at least two dates for in-school assessments to be administered (be specific).

Resources requested of Madison Local School District:

Each course has a series of learning objectives that are addressed throughout the course. Please attach information to this application explaining how your proposal meets each of the learning outcomes for the course. Learning objectives may be obtained through department heads.

Please tell us if you plan on participating in high school athletics sometime this school year. Since eligibility requires students to earn passing grades in 75% of their current classes, this information will help athletic administrators and coaches better track your performance.

TO RECEIVE CREDIT:

A completed “Credit Flexibility Verification” form must be submitted to the administration when this option is completed.

Application for Credit Flexibility

Madison Local School District

Student Name: _____

Date: _____

Current Grade: _____

ID#: _____

To the STUDENT:

Please read the following statements and then initial next to the statements indicating that you have read and understand the policies related to Credit Flexibility.

I understand that:

- If my credit flexibility proposal is accepted, I will earn a numerical grade for the course that equates to a letter grade (A, B, C, D, F).
- The grade that I earn will appear on my transcripts, regardless of the final grade.
- Credit will be granted at the end of the Madison Local School District's grading periods for all credit flexibility courses.
- Academic honesty rules apply just as they do in a traditional class setting.
- I am responsible for ensuring that I have met graduation requirements by established deadlines to participate in senior graduation.
- I have discussed with my guidance counselor how the outcome of this credit flexibility class will impact my schedule and graduation requirements.

Your signature indicates that you have discussed the above statements with your parents, understand the commitment you are making, and agree to the policies set forth by Madison Local School District.

Student Signature: _____ Date: _____

Your signature relieves Madison Local School District of any liability for your child during times in which your child is not required to be at school due to this credit flexibility proposal, should it be accepted.

Parent Signature: _____ Date: _____

CREDIT FLEXIBILITY
FOR OFFICE USE ONLY

Student Name: _____

Birth Date: __/__/__

Address: _____

Zip: _____

Home Phone: _____

ID#: _____

Grade: _____

Date Application Submitted: _____

Received by: _____

(Administrator)

Submission Approval:

Approved

Denied

Reason(s) for Denial of Submission:

Resubmission Date: _____

Signature of Administrator: _____

Date: _____

C: Counselor

**Credit Flexibility Grade Verification Form – Demonstration of Mastery
Madison Local School District**

Student Name: _____

Birth Date: ___/___/___

Home Phone: _____

ID#: _____

Current Grade: _____

Name of Credit Flexibility Course: _____

VALIDATION:

I verify that I have met all the requirements and deadlines for completion of my credit flexibility option. I have successfully completed the established methods of completion, which meets the approved assessment plan.

Signature of Student

Date

Signature of Parent

Date

Signature of Teacher

Date

APPROVAL:

I approve the Credit Flexibility Option for entry into the above named student's permanent records as follows:

Course Title: _____

Grade: A B C D F

Numerical Percentage: _____

of Credits: ¼ ½ 1

Signature of Administrator

Date

Signature of Counselor

Date

Application for Testing Out – Credit Flexibility

Name _____

Student ID# _____

Address _____

Phone # _____

Criteria for Application

- The student maintained a B or better average in the content area for the previous 2 years.
- The student must achieve 85% or higher on the test to show mastery and receive credit.
- The test may only be taken once per course.
- The student passing the test will be given the grade earned on the test (“A” or “B”) or the student may elect to enroll in the course and work towards a higher grade. Once a student chooses to enroll in the course, he/she forfeits the opportunity to gain credit through the testing out process.
- All credits earned through this process will be non-weighted credit.

Final Grades from previous 2 years:

Year 1: Grade(s) _____ Course Name _____

Year 2: Grade(s) _____ Course Name _____

Test-Out Class _____

The designated high school administrator must receive all applications by May 15th to be considered for the testing out session.

Signature:

Student: _____

Date: _____

Parent: _____

Date: _____

**Credit Flexibility Grade Verification Form – Testing Out
Madison Local School District**

Student Name: _____ **Birth Date:** ___/___/___

Home Phone: _____ **ID#:** _____ **Grade:** _____

Name of Credit Flexibility Course: _____

VALIDATION:

I verify that I have met all the requirements and deadlines for completion of my credit flexibility option. I have successfully completed the established methods of completion, which meets the approved assessment plan.

I elect to forfeit my test score and enroll in the course. I understand by forfeiting the score, I will receive on my transcript the grade I earn in the class.

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

APPROVAL:

I approve the Credit Flexibility Option for entry into the above named student's permanent records as follows:

Course Title: _____

Grade: A B

Numerical Percentage: _____

of Credits: $\frac{1}{4}$ $\frac{1}{2}$

Signature of Teacher _____ Date _____

Signature of Administrator _____ Date _____

Signature of Counselor _____ Date _____
