

Huber Heights City Schools

Credit Flexibility Plan



Wayne High School Credit Flex Application Process

(see graphic on following page)

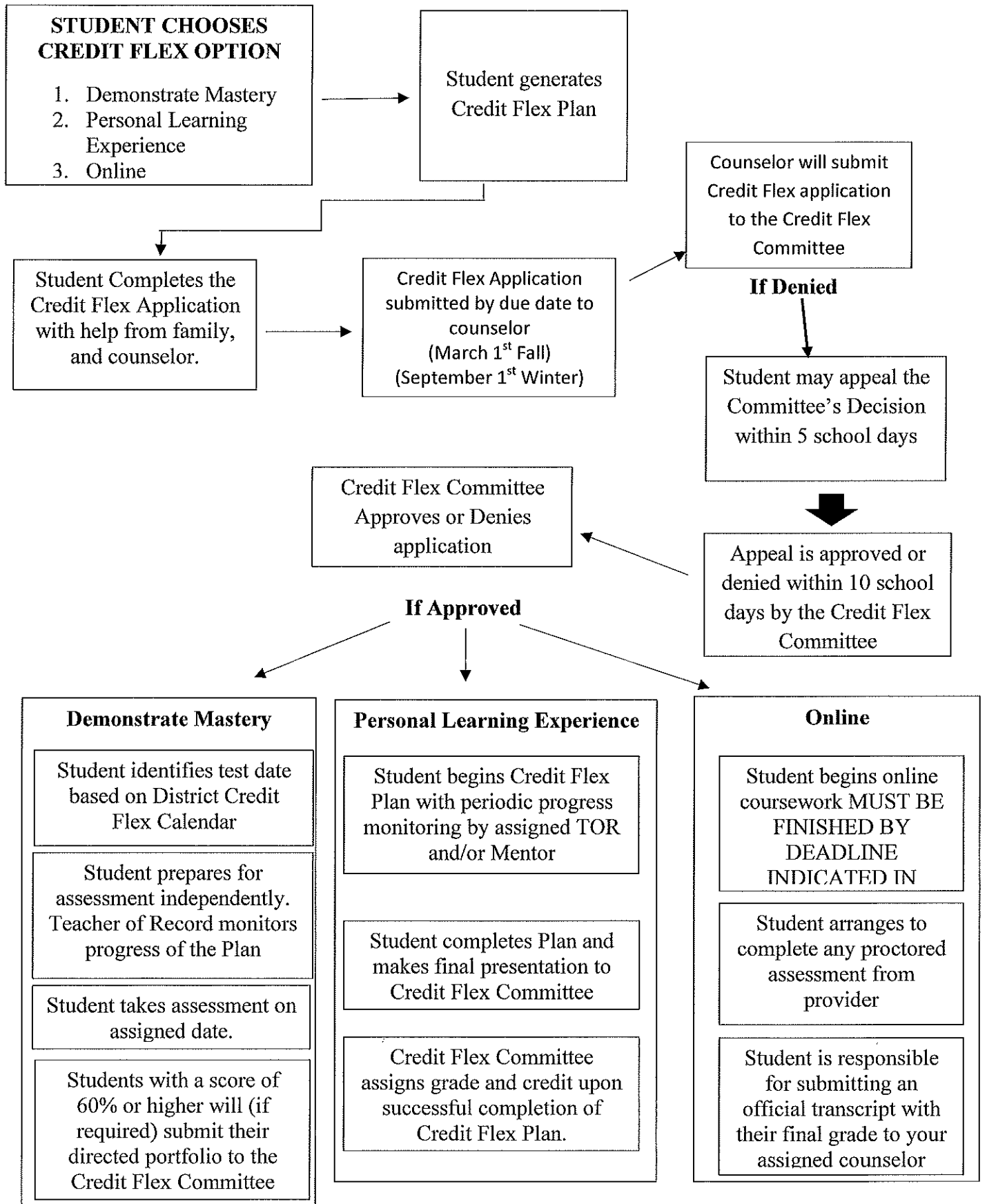
Students with high school standing wishing to earn graduation credits through a Credit Flex Plan must work through the following process.

1. Meet with a counselor to determine the following:
 - a. whether Credit Flexibility aligns with your 4-year high school graduation plan and
 - b. which Credit Flex option best fits your needs.
 - c. if applicable, request a course map, study guide/materials and scoring rubrics for any course currently offered at WHS.
2. Complete the *Application* (See *Wayne Credit Flex Handbook and Application*) in collaboration with your parents.
3. Submit your Credit Flex Application and Plan to your counselor.
4. Wayne Credit Flex Committee will approve your Application or return it to you for revision. Both the parent and student will sign-off on the agreement prior to submitting to the Credit Flex Committee.
5. You may appeal decisions regarding any part of your Credit Flex Application by submitting an appeal within 5 school days to the Wayne Credit Flex Committee for further review.
6. If you file an appeal, you and your parents/guardians will have an opportunity to present concerns and recommendations to the Committee. Appeals will be reviewed by the Committee within 10 school days from the date the appeal was submitted. Decisions of the Wayne Credit Flex Committee regarding appeals will be final unless overturned by the Superintendent or the Ohio Department of Education.
7. Once your Individual Plan is approved, you will be expected to meet with your Teacher of Record and outside mentor* (if applicable) periodically to check on the progress of your Plan.
8. At the conclusion of your work, your online provider or the Wayne Credit Flex Committee will assign your final grade and credit(s).
9. It is your responsibility to submit an official transcript with your final grade to your counselor for online courses.
10. All credits you earn through Credit Flex will transfer between school districts in the same manner as traditional courses.

***Outside mentors must be fingerprinted and approved through the BCI background check process. All BCI documents must be included with the Application.**

Note: The National Collegiate Athletic Association (NCAA) has limitations on the types of courses it will accept for athletic eligibility. Please reference the NCAA Eligibility Center for more information regarding specific course options.

Credit Flex Process Flowchart



Student Checklist

NOTE TO STUDENTS: Please read carefully through ALL the following information before beginning the Credit Flex Application Process.

- _____ Choose Credit Flex option
(Demonstrate Mastery, Personal Learning Experience, or Online)

- _____ Meet with counselor to ensure that your Credit Flex Plan aligns with your graduation plan.

- _____ Complete Credit Flex Application in collaboration with parents and counselor.

- _____ You and your parent **MUST** sign your Application to indicate that you understand and agree to the guidelines of HHCS Credit Flex.

- _____ Submit completed application to your counselor.
(By March 1st Fall, September 1st Winter)

- _____ If not approved, make revisions and re-submit as directed.

- _____ If approved, begin work on your course.
FOR DEMONSTRATE MASTERY: communicate with Teacher of Record (TOR)
FOR ONLINE OPTION: work independently and make sure your assigned counselor receives an official transcript with your final grade.

- _____ At the end of each quarter, as defined by the HHCS calendar, a faculty member and student will meet to review progress. *It is the responsibility of the student to set up the review meeting for his/her program. The student will also be responsible for bringing documentation of progress as defined in the plan.*

- _____ Take any End of Course assessment applicable to your course as scheduled by the school within the state testing window.

Note: *The National Collegiate Athletic Association (NCAA) has limitations on the types of courses it will accept for athletic eligibility. Please reference the NCAA Eligibility Center for more information regarding specific course options.*

Demonstrate Mastery

A student who elects to earn credit via credit flexibility for traditional courses offered by Huber Heights City Schools may do so in one of three general ways: 1) testing, 2) testing plus submission of a directed portfolio, and 3) independent study. In accordance with guidance from the Associate Superintendent, Center for Curriculum and Assessment, Ohio Department of Education, teachers determine award of credit.

TESTING

1. Demonstration of mastery for some courses (see course chart) may be achieved by passing a test or tests prepared, administered, and evaluated by the applicable department at the direction of the chair. Once the credit flexibility application is approved, a student will be notified of the date, time, and location of the test(s).
2. Earning a minimum passing grade (60%) or higher on the required test or tests will result in the award of credit for the course. The required test or tests will only be given one time.
3. When more than one test is required, a student must earn a minimum passing grade (60%) or higher on each test. The final grade will be determined by the average of the grades earned on each test. If a student fails one or more of the required tests, credit will not be awarded, and a failing grade will be recorded.

TESTING PLUS SUBMISSION OF A DIRECTED PORTFOLIO

1. Demonstration of mastery for some courses (see course chart) may be achieved by passing a test and submitting a directed portfolio. For the student who successfully completes both the test and the directed portfolio, the final course grade will be determined using the following formula: 40% of the grade earned on the test plus 60% of the grade earned for the directed portfolio.
2. Once the credit flexibility application is approved, a student will be notified of the date, time, and location of the test. The test will be prepared, administered (one time only), and evaluated by the applicable department at the direction of the chair. The student must earn a minimum passing grade (60%) or higher on the test. If a student fails the required test, credit will not be awarded, and a failing grade will be recorded.
3. The student must earn a minimum passing grade (60%) or higher on the required test to continue with the directed portfolio. Portfolio requirements (i.e., instructions, evaluation rubrics [if applicable], an evaluation plan detailing how the final portfolio grade will be determined, and a firm due date) will be provided by the applicable department chair.
4. The student must submit the directed portfolio to the applicable department chair on or before the due date for evaluation. The student must earn a minimum passing grade (60%) or higher on each element of the portfolio to be considered for course credit. If a student fails to earn a minimum passing grade on each element of the portfolio (as identified in the evaluation plan), credit will not be awarded, and a failing grade will be recorded.

Algebra I, Geometry
Freshman English, Sophomore English
World Studies, US History
Physical Science, Biology

OTHER INFORMATION

1. A weighted system for GPA based on rigor, credit flex plan can be assigned to meet the some rigor.
2. A student may only attempt to demonstrate mastery of a specific course once unless approved otherwise through the appeal process.
3. The same withdrawal procedures that apply to traditional courses apply to those courses attempted via credit flexibility. A student who requests to withdraw from such a course will earn a failing grade on the transcript if he or she withdraws after the established withdrawal date(s).
4. A student who fails in an attempt to demonstrate mastery of a course required for graduation may not earn subsequent credit through the credit recovery program.
5. A student may not seek to demonstrate mastery of course out of sequence; a student must have met course prerequisites as outlined in the district's Program of Studies. In other words, a student must have completed Algebra I before using the credit flexibility program to earn credit for Geometry.

Personal Learning Experience

1. To earn credit for courses that do not appear in the chart, a student may elect to earn credit via independent study.
2. The student is responsible for developing and submitting a plan that allows the student to demonstrate mastery of applicable standards approved by the state of Ohio. This may include—but is not limited to— online/distance learning, music or arts, after school program, community service, or a plan developed entirely by the student. Any costs associated with the plan are the responsibility of the student.
3. The plan must be pre-approved by the Credit Flex Committee. Students will be required to make a formal presentation of the plan to the Credit Flex Committee. Credit earned, between 0.25 and more credit, will be proposed by the student and will require approval from the Credit Flex Committee. Previously completed work or experience will be granted credit at the discretion of the Credit Flex Committee.
4. There is no single method of final evaluation; however, it will be determined during the application process. Evaluation may include a panel presentation by the student, a research paper, a demonstration, a culminating course grade, a final project, a portfolio, or a performance. Evaluation will be conducted by the Credit Flex Committee in a manner consistent with the guidelines approved in the original plan. The committee will assign a letter grade in accordance with the grading policy.
5. Huber Heights City School faculty members are not to be involved in an independent study plan other than to advise the district's credit flexibility committee. Faculty members will be not available (even on a volunteer basis) to help a student develop a plan, to provide applicable standards, or to advise a student on any issue involved in completing the approved plan.
6. A Teacher of Record will be assigned for an individual plan. When appropriate, students may select a mentor. This mentor will not be a HHCS staff member and will not replace the Teacher of Record. Mentors cannot be related to the student and must have a background check and be fingerprinted prior to working with the student.
7. Students will periodically be required to provide evidence of progress and attendance to their Teacher of Record.
8. Successful completion of a plan will be documented on a student's transcript in a manner consistent with traditional credit; an incomplete or otherwise unacceptable plan will be documented on a student's transcript with a failing grade.

PHYSICAL EDUCATION

Huber Heights City Schools values the importance of physical education in the development of students. We believe that the development of healthy habits and positive self-concepts early in life, leads to important lifelong practices of healthy living and physical fitness. Students must earn ½ credit in Physical Education to meet the graduation requirements for a Wayne High School Diploma. Students earn ¼ credit for each semester course offered at Wayne High School. All physical education courses offered at Wayne High School approved for flexible credit, must follow the Ohio Academic Standards for Physical Education.

The standards require that the Student:

- Demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities.
- Demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to the learning and performance of physical activities.
- Participates regularly in physical activity.
- Achieves and maintains a health-enhancing level of physical fitness.
- Exhibits responsible personal behavior and social behavior that respects self and others in physical activity settings
-

There are two ways to earn flexible credit.

1. Mastery Assessment

A student choosing the mastery option must achieve a passing score of a 60% on the end of course exam.

They must also meet the Physical Education standards as outlined by the Ohio department of Education.

2. Individual Plan

Students choosing the individual plan option must develop an individualized learning experience.

They must also meet the Physical Education standards as outlined by the Ohio department of Education.

Note: The National Collegiate Athletic Association (NCAA) has limitations on the types of courses it will accept for athletic eligibility. Please reference the NCAA Eligibility Center for more information regarding specific course options.

Important Information for Student-Athletes

The Ohio High School Athletic Association (OHSAA) is a private, non-profit, membership-based, athletic administration organization that sets and monitors “bylaws and sports regulations [that] apply to all participants in interscholastic athletic contests involving students in grades seven through twelve and include matters of eligibility, contracts, qualifications, responsibility and behavior of various personnel.” (Bylaw 1-1-1).

The National Collegiate Athletic Association (NCAA) is a membership-based, “voluntary organization through which the nation’s colleges and universities govern their athletics programs... Each NCAA division has a manual containing its own set of rules (bylaws). These manuals are published (updated) prior to each school year.” (NCAA)

Both OHSAA and NCAA **operate independently from the Ohio Department of Education** and each set specific eligibility rules for participation in high school and college sports.

Credit flexibility plans for students participating in extracurricular activities governed by the Ohio High School Athletic Association (OHSAA) shall include procedures for documenting ongoing participation and satisfactory progress on the part of the student for the purpose of satisfying academic eligibility requirements established in OHSAA bylaws 441 and 448. The OHSAA Student-Athlete Eligibility Guide provides specific eligibility requirements for participation in interscholastic sports. **Students and parents should discuss OHSAA eligibility requirements with the school’s Athletic Director prior to the development of a student’s individual learning plan to ensure compliance with OHSAA rules.** Student athletes should check with their school counselor (NCAA Eligibility) and the school’s Athletic Director (OHSAA eligibility) for more information.

High School Athletes- To be eligible to play interscholastic high school sports, students must meet the following requirements:

- Be officially enrolled in school,
- Be enrolled in at least five, one-credit courses or the equivalent, each of which counts toward graduation, and
- Have received a 2.0 GPA in at least five, one-credit courses or the equivalent, each of which counts toward graduation, during his or her last grading period.

Students enrolled in a Credit Flex option which counts as one of their 5 credits required for athletic eligibility must “pass” that Credit Flex option even though the Plan may not be complete. If they are not considered “passing,” no credit toward the five required credits for eligibility can be awarded, and students will not be considered eligible.

NCAA Eligibility- Students planning to participate in athletics at the college level should be aware that some Credit Flex options may not be included as part of the NCAA Eligibility Center’s qualifying core courses required for eligibility. For potential college student-athletes, the NCAA eligibility requirements specifically address the types of learning opportunities available through Credit Flex. The NCAA does not

allow Mastery assessment (test-out) option for core graduation requirements. Schools are advised to counsel prospective college athletes not to use the “test-out option” of credit flexibility. They also should advise students that any coursework earned via credit flexibility needs to be comparable in length, content and rigor to credits earned in a traditional classroom setting. The course also must be four-year college-preparatory in nature and have a defined time period for completion. In addition, not all online courses are approved by the NCAA. Again, student-athletes should consult the NCAA Eligibility Center for more information.

Although, in general, ODE recommends that districts list credit flexibility credits on student transcripts in the same manner as credits earned via traditional classroom settings, the NCAA requires that any credits earned through nontraditional ways (eg. Distance learning, online, credit recovery, educational options) must be so designated on the transcript of potential college student athletes. Schools should note on student transcripts submitted to the NCAA for review which course credits were earned through nontraditional ways. If in doubt, contact the NCAA Eligibility Center for specific advice on this issue.

Wayne High School

Physical Education Credit Flex Checklist

Your plan should include ODE PE standards & benchmarks.

Standard	Benchmark	Activity	Meets Standard		Comments
			Yes	No	
1 Motor Skills and Movement Patterns	A Combined movement skills and patterns in authentic settings	<i>Movement Routine or Locomotor-Activity Skills</i>			
	B Specialize manipulative skills in a variety of settings	<i>Invasion, Net/Wall, Striking, Target Skills Assessments</i>			
2 Knowledge of movement concepts, strategies & tactics	A Apply tactical concepts & performance principles in authentic settings	<i>Analytical Portfolio Tactics and Strategies</i>			
	B Apply biomechanical principles	<i>Analytical Portfolio Biomechanical & Practice</i>			
3 Participates in physical activity	A Engage in physical activity Inside and outside of school	<i>Physical Activity Log</i>			
	B Create and monitor a personal plan for physical activity	<i>Personal Physical Activity Plan</i>			
4 Health enhancing Level of fitness	A Demonstrate health related fitness	<i>Criterion Referenced Fitness Test - FitnessGram</i>			
	B Understand the principles, components and practices of physical fitness	<i>Personal Fitness Plan</i>			
5 Personal and Social Behavior	A Safety and etiquette	<i>Personal Responsibility Observation Assessment</i>			
	B Communication and social responsibility	<i>Social Responsibility Observation Assessment</i>			
6 Values Physical Activity	A Use physical activity to promote growth, goal setting and enjoyment	<i>Physical Activity Marketing Plan</i>			
	B Pursue physical activity that promote self expression and social interaction	<i>Physical Activity Marketing Plan</i>			

Wayne HS Physical Education
ODE PE Standard 3 A
Credit Flex - Physical Activity Log

Name _____

Week of _____

Day	Activity	Activity Level			Minutes
		Light	Moderate	Vigorous	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Minutes Active	Light	Moderate	Vigorous	Total

 Parent/Coach/Instructor Signature



CREDIT FLEXIBILITY APPLICATION

Student Name: _____

Application date: _____

(Check All That Apply): NCAA _____ IEP _____ 504 _____

Student Name	
Date	
Student ID	
Current Grade Level	
Student e-mail	

Before Submitting a credit flexibility application be sure to have completed the following.

1. Discuss possible credit flex plan with your counselor and parents.
 2. Read and complete application packet.
 3. Course requirements including benchmarks and standards can be found on the Ohio Department of Education's website. You will need these guidelines to help you in completing the packet.
 4. Turn completed packet into your counselor. (By March 1st Fall, September 1st Winter)
 5. Be prepared to attend a meeting to discuss your proposal or to re-submit as necessary.
 6. Once the course proposal is approved, the course must be completed as indicated by the application.
- The course must be approved BEFORE student begins coursework.

Name of Course: _____

Begin Date: _____ End Date: _____

Progress Checkpoints (Circle): 3 weeks 6 weeks 9 weeks Other: _____

Adult Supervisor(s)/Teacher(s)/ Mentor(s): _____

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Note: If Credit Flexibility Plan is not completed the requesting student will receive a final grade of an "F" on their transcript. The grade submitted by the teacher of record is final and will be posted on the student's official transcript.



CREDIT FLEXIBILITY APPLICATION

Method of achieving credit (Check All That Apply):

- Demonstrate Mastery
 - Personal Learning Experience
 - Online Class through (name of institute)
-

Parent Signature _____

Student Signature _____

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