

Credit Flexibility Plan (CFP) Information and Guidelines

Credit Flexibility applies to any alternative coursework, independent study, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. All students will have opportunities to earn credits through flexible methods, although credit flexibility will pertain to high school credit. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective.

The school district will include details of the Credit Flexibility policy and program on the district website and in the Student/Parent Handbooks at the middle schools and high school, and in the high school registration guide.

Application:

Any Student may apply for credit to be awarded through Credit Flexibility. The student will submit an application on the district **Credit Flexibility Plan** form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Guidance Counselor and/or Principal or designee of the Principal. Application may be made at any time via the guidance counselor.

Review of Application:

The application will be reviewed by the guidance counselor(s) and Principal or designee of the Principal. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Principal or designee may consult with the faculty of the related department or others as needed to provide needed information prior to making a decision regarding the awarding of or denial of credit. An appeals process is available to provide recourse for students whose proposed CFP was denied by the school. The Ohio Dept. of Education will establish an appeals process for individuals who have local level complaints about having access to this policy or to its implementation.

Awarding credit:

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, independent study, assessment and/or performance as required by the Principal or designee. The following standards and guidelines apply to awarding credit:

- The total number of credits that may be awarded is not limited.
- The successful completion of a preapproved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
- All courses, as applicable, must be aligned to the Ohio Academic Content and Technical Standards to receive credit.
- Credit from other districts and educational providers, including online providers, may be accepted in accordance with Ohio Operating Standards.
- The Principal or designee may award credit for custom learning activity(s) in the amount approved in advance based upon the equivalence to a 120 hours (Carnegie unit) course. In preapproved cases, partial credits may be awarded where deemed appropriate.
- The principal or designee may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at Perry High School. Elective credit for courses not offered at Perry High School may also be earned in this manner as preapproved.
- Flexible Credit will not be accepted for eligibility for interscholastic athletics or extra curricular activities.
- If a student transfers from another school district to the Perry Local Schools and the student has not completed the course requirements to receive flexible credit as approved by the other district, the Principal or designee may consider this a new application for credit flexibility. The Principal or designee will review the CFP to determine what changes if any must occur for consideration of accepting the plan and/or awarding credit flexibility credits via the Perry Local School District. The Principal may assign partial credit for partial completion as deemed appropriate.

- Credits completed in another district before transfer to the Perry Local Schools may count as credits toward fulfilling graduation requirements as awarded by the sending district. The Principal or designee will review the transfer credit to determine equivalency to specific courses offered by the Perry Local Schools.
- District development and/or approved tests/assessments used to determine advancement and course credits will be given annually in January and May to facilitate planning for the subsequent semester/school year. Applications for credit by assessment are due on or before December 1/May 1st. To qualify for credit by assessment, the student must be able to show mastery in the subject as determined by the Faculty to receive credit. A student failing to achieve mastery may not apply for credit by assessment for the same course credit until the following school year in May/December. Any credit by assessment for a particular course may only be attempted two times.
- There are NO weighted grades for credits earned through credit flexibility.
- The Principal/Designee reserves the right to withdraw the student from a course (with penalty) for issues involving plagiarism and copyright violation.
- The student must complete all coursework on or before the due date or the student may be withdrawn with penalty from the course.
- The decision of the Principal regarding a withdrawal from the course may be appealed to the Assistant Superintendent. A letter outlining the reason(s) for the appeal must be received by the Assistant Superintendent within 10 calendar days following notification of withdrawal.

Determining Grades

- Grades earned through Credit Flexibility will NOT be weighted. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the Principal/Designee.
- If a student fails to make adequate progress on coursework as determined by the Principal/Designee, the approval to continue with the CFP may be revoked and a failing grade will be posted to the student's transcript.
- The final grade for the course must be posted before the credit can count toward graduation.
- If a student is unable to complete the course due to illness (with provided medical documentation) or other valid reason as determined by the Principal or designee, an extension may be permitted and/or requirements revised. If the student does not intend to complete the credit and there has been an illness or other valid reason, the application may be withdrawn without penalty by the Principal or designee.
- Should a student transfer to another school district, upon request of the student or parent/guardian, the district shall forward a copy of the approved application to the new district for their consideration.

Access

This policy does not in any way prohibit access to on-line education, postsecondary options or services from another district approved by the Perry Local School Board.

Step 2: Counselor convenes the CFP Team to:

A: Complete the Course Information below

B: Write and set parameters for Student/Parent/Guardian Contract

C: Approve plan

D: Student/Parent/Guardian initial each item on the contract as indicated*

COURSE INFORMATION

Course Title: _____

Course type (check one): _____ An adopted course of study _____ Career Technical Course _____ A custom course
(Note: For a custom course, the teacher must attach Standards and a syllabus.)

Core Subject Area field (e.g. Physical Science, Fine Arts, Social Studies, etc.): _____

Name of faculty member assigned to plan: _____

Student will demonstrate mastery/proficiency by: _____

Assessments used to demonstrate mastery/proficiency: _____

Minimum threshold needed to award credit: _____

Manner in which grade will be determined: _____

Consequences of not completing the CFP or doing failing work: _____

Evidence of credit mastery/proficiency due date: _____

How and when progress toward success will be demonstrated: _____

Costs if any that will be assumed by the student: _____

Check here if student is completing a course previously attempted _____

Explanation/Comment: _____

Course and Section Number: _____

Course duration: _____ All Year _____ Semester 1 only _____ Semester 2 only _____ Summer School (Fees will apply)

Amount of Course credit: _____ School Year: _____

Student/Parent/Guardian Contract

The section is to be completed by the Student & Parent/Guardian after the CFP Review Team approves the plan and completes the information in the blanks below.

*The student and parent must initial each item below as indication of having read and accepted the following:

Parent/Guardian Student

_____ _____ The student will hold primary responsibility for the overall success or failure of the course.

_____ _____ The student will be expected to allocate an average of 1 hour of every school day to work toward the completion of this course.

_____ _____ The student will be expected to allocate an average of 5 hours per week working toward the completion of this course.

_____ _____ The student will be expected to meet with teacher as appropriate.

_____ _____ The student will actively engage with the teacher and course activities by _____
_____ or the student may be withdrawn with penalty from the course according to PHS guidelines.

*The student and parent must initial each item below as indication of having read and accepted the following:

Parent/Guardian Student

_____ _____ The student will have until _____ to complete the course or the student may be withdrawn with penalty from the course.

_____ _____ The student will have until _____ to complete the course or the student may be withdrawn with penalty from the course.

_____ _____ The faculty member and/or other school authorities have the right to cancel this course/credit option if: (1) the student violates any rule/policy stated in the PHS Student Handbook; (2) the student does not regularly and actively engage with the teacher and course material by _____; or (3) the student does not make steady progress toward completion of the course.

_____ _____ The student must complete all online AS WELL AS offline/other work assigned by the due date stated by the teacher or the student may be withdrawn with penalty from the course.

_____ _____ The faculty member reserves the right to remove the student from the course (withdrawn with penalty) for issues involving plagiarism and copyright violation.

_____ _____ There are NO weighted grades for credits earned through credit flexibility.

_____ _____ The principal's decision regarding a withdrawal from the course, based on a faculty member's recommendation, may be appealed to the Assistant Superintendent. A letter outlining the reason(s) for the appeal must be received by the Assistant Superintendent within 10 calendar days following notification of withdrawal.

Step 3:

SIGNATURES/ROUTING

Student _____ Date _____

Parent/Guardian _____ Date _____

Guidance Counselor _____ Date _____

Faculty Member _____ Date _____

Principal _____ Date _____

(Distribution copies made and distributed through Principal's Office – Original to Guidance Office)

Guidance Office _____ Date _____

NOTES:

DISTRIBUTION:

_____ ORIGINAL – Guidance Office

_____ Student/Parent/Guardian

_____ Counselor

_____ Faculty Member

_____ Principal's Office

_____ Permanent Record

Step 4:

**Final Grade and Credit Report for
Credit Flexibility**

(To be submitted by the faculty member upon completion of course)

STUDENT INFORMATION

Student Name _____ Grade _____

COURSE INFORMATION

Course Title: _____

Faculty Member: _____

Course duration (Check all that apply): _____ Semester 1 _____ Semester 2 _____ Summer

Amount of Course credit: _____ School Year _____

Final Completed Course Letter Grade: _____ **-or-** Notice of Withdrawal from Course:
(CHECK ONE) W____ WF____ WP____ *Faculty Member must
provide rationale below.* **SIGNATURE**

Faculty Member _____ Date _____

NOTES:

- _____ ORIGINAL – Guidance Office
- _____ Student/Parent./Guardian
- _____ Counselor
- _____ Faculty Member
- _____ Principal’s Office
- _____ Permanent Record