

**Licking Heights High School
Credit Flexibility Plan**

Licking Heights High School

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Credit Flexibility and Interscholastic Athletics

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)

To be eligible to play interscholastic high school sports, a student must:

- be officially enrolled in school
- be enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation
- have received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during his or her last grading period

A student enrolled in credit flexibility courses must, at the conclusion of the high school’s grading period, be “passing” all credit flexibility courses used to establish athletic eligibility. The student may not yet have completed the courses, but it must be determined that the student was “passing” the course(s) at the time the grading period ended. If it is determined that the student is not passing, no credit toward the five credits (or equivalent) required for eligibility can be awarded.

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.

Practical Considerations for Athletic Eligibility Under Credit Flexibility

There are practical considerations for student, parents, and educators related to athletic eligibility and the state’s credit flexibility policy (e.g. showing academic progress, awarding course credit, attendance rules). The OHSSA 2012-13 Student-Athlete Eligibility Guide provides specific eligibility requirements for participation in interscholastic sports. Students and parents should discuss OHSAA eligibility requirements with school staff prior to the development of a student’s individual learning plan to ensure compliance with OHSAA rules (see pages 22-23).

The NCAA provides information regarding specific eligibility requirements through the NCAA Eligibility Center. In addition, the NCAA has developed a Frequently Asked Questions document for athletic eligibility. Students and parents should discuss OHSAA eligibility requirements with school staff prior to the development of a student’s individual learning plan to ensure compliance with NCAA rules (see pages 22-23).

Credit Flexibility Options

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Credit Flexibility Options

There are three (3) options for earning credit within the Credit Flexibility Program. Contact your school counselor as you are considering the following options:

1. **Long Distance/On-Line Learning**: allows for a course to be completed through an accredited long distance vendor.
2. **Test Out**: an option to test out of and earn credit for a high school course through the successful completion of an assessment.
3. **Educational Options**: allows a student to earn credit through the creation of and completion of a student-designed project/proposal.

Detailed information and guidelines for each of these options is provided below. Please read through these guidelines in their entirety.

*Contact your school counselor before completing the attached applications.

Option 1: Long Distance/On-Line Learning

- **Allows for a course to be completed through an accredited long distance vendor**
 - LHHS recommends courses offered through its approved vendor, which is Brigham Young University. A student has the option of choosing another accredited educational vendor of his/her choice.
 - All costs associated with the Long Distance/On-Line Learning Option for Credit Flexibility are the responsibility of the student.
 - Students who elect to earn credit through the Long Distance/On-Line Learning option must complete and submit the attached application (pages 12-13) to their school counselor.
 - All options must meet the knowledge and skills approved by the LHHS Program of Studies.

Advantages of On-Line Learning:

- Work completed at student's pace
- Different approach to learning as opposed to traditional classroom setting
- Opportunity for student to earn extra credits toward graduation

Disadvantages of On-Line Learning:

- Lack of daily teacher contact and support including the perspective of the instructor
- Lack of social interaction in a typical classroom setting
- Potential for lack of student inclination and disregard for material

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Option 2: Test-Out

- **The Test Out option is available for all courses, grades 9-12**
 - All Licking Heights students in grades 9-12 are eligible to participate in the test-out option for credit flexibility. **Credit can only be earned for learning experiences beginning with the ninth grade year.**
 - Students who demonstrate proficiency in a course will earn the credit as assigned to the course in the current district program of studies.
 - The assessment score will be the final grade awarded. **The final grade will appear on the transcript; there will be no exceptions to this rule.**
- **Test-Out Option assessments will adhere to the following general guidelines:**
 - Depending on the nature of the course, the test out assessment will be comprised of one or more of the following:
 - Written test
 - Lab or performance (e.g. lab work, art work, physical activity, speech, etc.)
 - Student work samples (pieces of artwork, writing, research paper, etc.)
 - In general, a student can expect to spend no more than four (4) hours on a test-out assessment for a single course.
 - A student may not take a test-out option assessment for a course once he/she is enrolled in the course; however, a student may elect, during the drop/add time at the beginning of the course, to drop a course and register to take the course test-out option. A semester course must be dropped within the first fifteen (15) school days and a year-long course must be dropped within the first nine (9) weeks.
 - To initiate the test out option, students should see their school counselor to request a current Licking Heights High School course of study for the selected course(s).
 - To complete the test-out option application process, students must complete and submit the attached application (pages 14-15) to their school counselor.
 - A letter will be mailed home confirming receipt of the application; the letter will identify the requested course, assessment date, time and location.
- **Test-Out Option assessments will be administered three (3) times a year during designated times only.**
 - Designated times for test-out option exams will be as follows:

Application Deadlines	Test-Out Option Exam Dates
September 10	November: dates/times to be established by each department
January 10	March: dates/times to be established by each department
April 10	June: during final exams

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Option 3: Educational Options

- **Educational Options credit is offered for any course listed in the Licking Heights High School current Program of Studies.**
 - All high school students are eligible to participate in Educational Options. **Credit can only be earned for learning experiences beginning with the ninth grade year.**
 - Depth and breadth of the Educational Options experience will determine the amount of credit received.
- **Students wishing to earn credit through the Educational Options must develop a formal proposal and submit it to their school counselor.**
 - To initiate the Educational Options application process, students should see their school counselor to request a current Licking Heights High School course of study prior to developing/submitting a formal proposal.
 - To complete the Educational Options application process, students must complete and submit the attached application and proposal form (pages 16-21) to their school counselor.
 - Examples of Educational Options may include earning credit as part of educational travel, internship, independent study and community service. All options must link to the knowledge and skills identified in the current Ohio academic content standards.
 - Credit will not be issued for any projects/activities retroactively; students must adhere to designated deadlines and follow the application/proposal process.
 - Any cost(s) associated with completing the Educational Options proposal (i.e. fee for a non-district created assessment to demonstrate proficiency in a course not offered by Licking Heights High School is the responsibility of the student.
- **Professional Mentor**
 - Students must identify a teacher/mentor for their project; the mentor does not have to be a school employee; however, the mentor must be an “expert” in the content area for proposed work.
 - The mentor may not be a family member and/or relative.
 - Mentor must be present for the presentation.
- **Withdrawal Policy:** Students have nine (9) weeks from the start date to withdraw without penalty. See your school counselor for details. After that date, the student must complete the course in full or receive a 0-F on their transcript.
Important: Students will have nine (9) months from the date of the approved Educational Options for Credit Flexibility to complete coursework. Any course not completed within the required time frame as instituted by this Flex Credit Option Policy will result in a “0-F” grade that will be posted on the student’s transcript and calculated into the student’s cumulative GPA. **An “F” grade will not be expunged for any reason.**

The deadline for submitting proposals are:

- **September 10**
- **January 10**
- **April 10**

* students will be notified of approval/disapproval of their proposals within fifteen (15) school days of submission date.

*Continued on next page

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- **Credit Flexibility Committee**

- The Credit Flexibility Committee will review and approve all Educational Option proposals. See Educational Options Proposal Rubric pg. 19 for criteria.
- At the conclusion of the learning experience, students will be required to schedule a presentation time with the Credit Flexibility Committee.
- Students will be required to develop and present a product or products (reflection paper, portfolio, etc.) to the Committee for review; the student's teacher/mentor must be present at the presentation.
- The Committee will determine whether or not credit is issued to the student based upon what students have learned and are able to do.

A high school school counselor or a designee of the principal will facilitate the Credit Flexibility Committee meetings; representation from the high school staff will comprise the remainder of the Committee

Advantages of the Educational Options

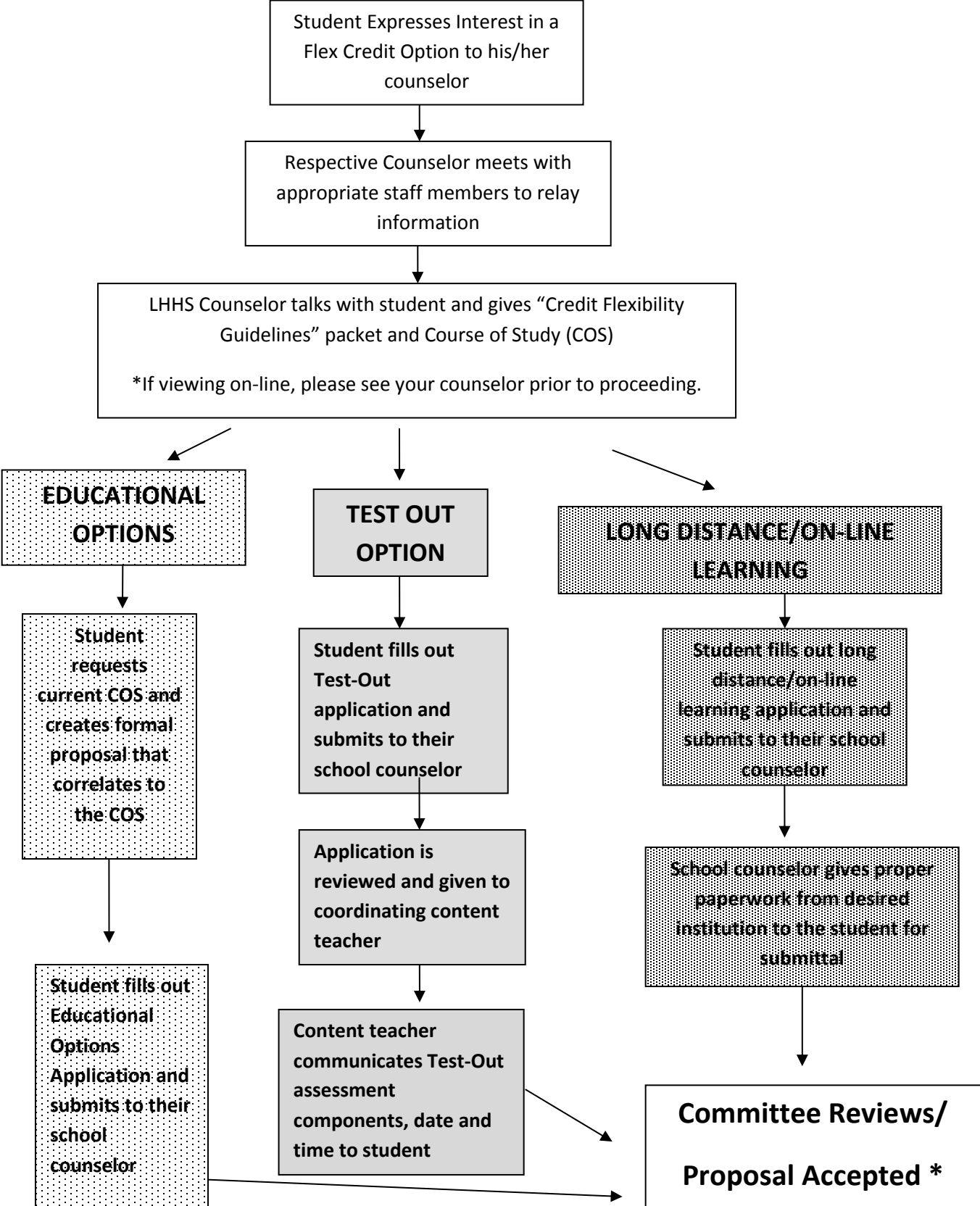
- Increased exposure and credit earnings for students with academic prowess in a given area
- Pre-scheduled contacts with teacher
- Ability for the student to earn extra credits toward graduation
- Accelerated learning for independent students

Disadvantages of the Educational Options

- Lack of daily teacher contact and support, including perspective of instructor
- Potential lack of comprehensive learning in this section

Please see the flow chart on the following page that shows the Flex Credit process at LHHS.

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* Proposals may be submitted on or before September 10, January 10, and April 10; Acceptance will be notified 3-weeks post submission dates.

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Applications

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OHIO CREDIT FLEXIBILITY APPLICATION

OPTION 1: ON-LINE/DISTANCE LEARNING

Guidelines for ON-LINE/DISTANCE LEARNING:

1. Students currently enrolled in grades 9-12 may apply; all options must link to the knowledge and skills identified in the current Ohio academic content standards.
2. Students' work will be graded by the respective institution, and their grades will be incorporated into their official Licking Heights High School transcript. The grade and credit value will be incorporated into the students' cumulative GPA. **Grades will not be expunged for any reason.**
3. The completed application for the On-Line/Distance Learning Credit Flexibility must be submitted by the following deadline(s):

September 10; January 10; April 10

Seniors currently enrolled must have their courses completed on the last day of the final exam period in their senior year

4. The completed application must be submitted to your school counselor; please also include the course syllabus from your selected vendor and a suggested timeline for completing this course.
5. A letter will be mailed home confirming receipt of application; the letter will identify the requested course, institution and suggested completion date.
6. All costs associated with the On-line/Distance Learning Option are the responsibility of the student; all tuition/fees are to be paid directly to the educational institution of choice.

Please fill out and submit the following information to your school counselor.

Student Name: _____ ID# _____ Current Grade: _____

Course name for which On-Line/Distance Learning is requested: _____

Course Code#: _____ Credit Amount: _____ Start Date: _____

New Credit

Remedial Credit

Licking Heights High School has a preferred educational vendor list. Please check the vendor you have selected, or indicate another vendor of your choice:

Brigham Young University

Other Independent Study Program NAME: _____

Do you plan to participate in interscholastic athletics? Yes No *** Student athletes must complete pages 22-23 of the application.**

***Application continued on next page**

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Briefly describe your reasoning for selecting the On-Line/Distance Learning Option:

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

High School Use Only

Approved for On-Line/Distance Learning Credit Flexibility Option Yes No

Date Received: _____

Institution: _____

Counselor's Signature: _____ **Date:** _____

Administrator's Signature: _____ **Date:** _____

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OHIO CREDIT FLEXIBILITY APPLICATION

OPTION 2: TEST OUT

Guidelines for TEST OUT OPTION:

1. The Test-Out Option will be offered for all courses in grades 9-12.
2. Test out incorporates general measures including one or more of the following components, as determined by the classroom teacher: presentation, project, performance, paper-pencil test, product, or other.
3. The completed application for the Test Out Credit Flexibility must be submitted by the following deadline(s):

September 10 (for the November assessment); January 10 (for the March assessment); April 10 (for the June assessment)

Seniors currently enrolled must have their courses completed on the last day of the final exam period in their senior year

4. The completed application should be submitted to the student’s school counselor. A letter will be mailed home confirming receipt of the application; the letter will identify the requested course, assessment date, time and location.
5. Any student who withdraws from a Test-Out option course or fails to produce the general measure set forth by the classroom teacher of said course within the assigned time frame will have a “O-F” posted on their transcript. Flex Credit Test-Out option courses will not appear on students’ schedules but will be posted on their high school transcript at the completion of the course.

Please fill out and submit the following information to your school counselor:

Student Name: _____ ID#: _____ Current Grade: _____

Course name for which Test-Out Option is requested: _____

***Students must obtain a current Licking Heights High School course of study for course(s) being requested. See your counselor.**

Course Code#: _____ Credit Amount: _____

Do you plan to participate in interscholastic athletics? Yes No * Student athletes must complete pages 22-23 of the application.

***Application continued on next page**

Licking Heights High School

Briefly describe your reasoning for selecting the Test-Out Option:

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

High School Use Only

Approved for Test Out Credit Flexibility Option Yes No **Date Received:** _____

Counselor's Signature: _____ **Date:** _____

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OHIO CREDIT FLEXIBILITY APPLICATION

OPTION 3: EDUCATIONAL OPTIONS COURSE

Guidelines for EDUCATIONAL OPTIONS:

A study of an independent nature requires self-motivation, structure, time management skills and organization. A study of this type allows students to earn credit for real-world experiences that have educational value.

1. Credit can be earned through Educational Options in all content areas (departments) listed in the Licking Heights High School's current Program of Studies. Earned credit will count as credit toward graduation requirements.
2. Credit can only be earned for learning experiences beginning with a student's entrance into high school (grades 9-12).
3. Credit will not be issued for any projects/activities retroactively.
4. Students must see their school counselor to obtain a current Licking Heights High School course of study for course(s) being requested prior to submitting a formal proposal.
5. The completed application must be returned to the student's school counselor. Students will be notified of approval/disapproval of their proposal within fourteen (14) days of correlating deadline submission.
6. The completed application for Educational Options must be submitted by the following deadline(s):

September 10, January 10 or April 10

Seniors currently enrolled must have their course completed on the last day of the final exam period in their senior year

7. The Educational Options work must meet the current Ohio academic content standards. Please note the Ohio Credit Flexibility Guidelines for all policy information regarding Educational Options.

***Application continued on the next page**

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Please fill out and submit the following information to your school counselor:

Student Name: _____ ID#: _____

School Counselor: _____ Current Grade: _____

Content Area for which EDUCATIONAL OPTIONS COURSE option is requested:

- Art
- Business
- Career & Technical Education
- Computer Sciences
- English- Language Arts
- International Languages
- Mathematics
- Performing Arts
- Wellness
- Science
- Social Studies
- Technology Education
- Family & Consumer Sciences

Course Title (if applicable): _____ Course Code#: _____

Credit Amount Requested: .25 5 0

Project Start Date: _____ Project End Date: _____

Do you plan to participate in interscholastic athletics? Yes No *Student athletes must complete pages 22-23 of the application

Teacher/ Mentor Information (required):

Name: _____ Title: _____

Business: _____ Business Address: _____

Phone #: _____

Email: _____

Will Learning Experience Take Place at this Business Site? Yes No

If No, List Experience Site: _____

Mentor Approval Signature: _____ Date: _____

*Teacher/Mentor must be present at the student presentation. See page 8 for details.

*Application continued on the next page

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Educational Options Application continued:

Student signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____

High School Use Only:

Approved for Review by Credit Flexibility Committee: Yes No **Date Received:** _____

School Counselor: _____

Credit Flexibility Review Committee Use Only:

Project Approved: Yes No **Credit Amount:** _____

Dean of Curriculum and Instruction

Date

***Application continued on the next page**

Licking Heights High School

Educational Options Proposal Rubric

The following criteria will be used by the Credit Flexibility Committee in determining acceptance/revision/denial of an Educational Options Proposal:

Criteria	0	1	2	3	4
Purpose: experience outside of classroom	Missing	Unclear	Similar to current classroom experience	Project stretches classroom experience	Project can only be done outside of classroom experience
Goals: personal and academic	Missing	Unclear	Option meets personal goals; lacks academic goals	Option meets academic goals; lacks personal goals	Option meets personal and academic goals
Resources: human and material	Missing	Incomplete	Resources documented	Resources documented and some arrangements made	Resources documented and arrangements made
Supports State Curriculum	Missing link to State curriculum	Unclear how plan links to State curriculum	Vague link between plan and State curriculum	Plan is linked to most of State curriculum requirements	Clearly defined link between plan and State curriculum requirements
Plan: Documentation of Progress	Missing	Plan includes minimal documentation of progress irrelevant to proposal	Plan includes adequate documentation of progress loosely relevant to proposal	Plan includes adequate documentation of progress relevant to proposal	Plan includes thorough documentation of progress relevant to proposal
Plan: Demonstration of learning	Missing	Plan minimally addresses demonstration of course content	Plan minimally addresses demonstration of mastery of course content	Plan includes demonstration of mastery of course content	Plan requires clear demonstration of mastery of course content
Plan: Time Line	Missing	Incomplete	Does not include monthly checkpoints	Includes monthly checkpoints	Includes clearly defined monthly checkpoints

*Proposals must score a minimum of three (3) in every applicable category for project approval.

COMMENTS

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Please review the Educational Options Proposal Rubric (pg. 19) before completing your course proposal.
Student Athletes: read and complete pages 22-23 before completing this application.

Project proposals will not be returned. Please obtain a copy of your project proposal for your own records.

I. **Purpose:** Why have you selected the Educational Options Option format for this course?

II. **Goals:** What is it you hope to gain from this experience?

III. **Resources Needed:** Licking Heights High School are not obligated to provide resources for the Educational Options option. Any LHHS resources utilized must have prior approval from administration.

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IV. Project Description: Students will be required to demonstrate their learning to the Flex Credit Committee upon completion of the course.

V. Plan: Please attach a typed, 12 pt.-font, separate piece of paper to this sheet, outlining your plan.

Your plan should consist of three main parts:

- 1) Documenting or showing your progress in learning material
- 2) How you will demonstrate what you are learning
- 3) A detailed timeline

The detailed timeline will help you stay on schedule to complete your work. Include in your timeline monthly checkpoints with your mentor for determination of progress. *You should have documentation of progress to share your mentor each time you meet. Insufficient documentation could affect your grade and athletic eligibility at Licking Heights High School.* Examples of documentation of progress could include: questions you are seeking an answer to, phases of a project you are working on, research, journaling, or evidence of activities you have taken part in as a part of your overall plan. Demonstration of learning is where you outline, specifically, what you will be working on as your plan. Keep in mind, your plan must support the goals/objectives in the State Academic Standards. Use the “example template” worksheet (found in the school office) as a model for tying State Standards to your plan.

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OHIO CREDIT FLEXIBILITY APPLICATION

STUDENT ATHLETES MUST COMPLETE THIS SECTION

Guidelines for ATHLETES interested in pursuing Credit Flexibility:

1. NCAA has qualification limitations on the Test-Out Option for Credit Flexibility. If choosing this option, please speak with your Athletic Director.
2. Student athletes must be enrolled in five (5) one-credit courses, or the equivalent, each of which counts toward graduation during the preceding grading period on their schedule to be eligible to participate in athletics.
 - a. APPROVED Educational Options Option for Credit Flexibility would count toward the five credits needed on a student's schedule if the course appears on that schedule during the required time frame.
 - b. The Test-Out Option for Credit Flexibility would NOT count as one of the five (5) one-credit courses.
3. Student athletes must be passing five (5) one-credit courses, or the equivalent, each of which counts toward graduation during the preceding grading period on their schedule to be eligible to participate in athletics.
 - a. Students working on APPROVED Educational Options Option for Credit Flexibility will receive a progress report at the end of each grading period.
 - b. If passing, the Educational Options Option for Credit Flexibility would count toward the five (5) credits if it is on the student's schedule during the required time frame.
 - c. If no work has been completed or if the work is not of a level to receive a passing grade, the Educational Options Option for Credit Flexibility CANNOT be used as part of the five (5) credit requirement.
 - d. The Test-Out Option for Credit Flexibility would NOT count as one of the five (5) one-credit courses.
 - e. Any work completed or submitted during the summer, prior to APPROVAL of a Credit Flexibility proposal, does not count toward athletic eligibility.

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STUDENT ATHLETES MUST COMPLETE THIS SECTION

Please fill out and submit the following information to your school counselor along with your formal application for selected Credit Flexibility option(s).

I understand if I am a student athlete, Credit Flexibility could affect my athletic eligibility and I will work with my Athletic Director and School Counselor regarding my eligibility.

Student Signature

Date

I understand Credit Flexibility could affect my son/daughter's athletic eligibility and we will work with the Athletic Director and my child's School Counselor regarding eligibility.

Parent/Guardian Signature

Date

I have provided the student and parent information on the issues regarding Credit Flexibility and athletic eligibility.

Athletic Director Signature

Date

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Credit Flexibility Appeals Process

According to the Ohio Department of Education, the Credit Flexibility Recommendations mandate a district-level and a state-level appeals process. A district's Credit Flexibility Policy must provide a basic appeals process for students whose proposed alternative learning credit has been denied.

District Level Appeals: The following local process will be followed in regards to project proposals as well as final grades earned for approved Credit Flexibility projects/test-out options.

Step One: If a student's Credit Flexibility proposal is denied at the first level (Credit Flexibility Committee), the student (with the consent of their parent/guardian) may appeal the decision to the High School Principal within ten (10) calendar days.

Step Two: If the appeal is denied by the High School Principal, the student (with the consent of their parent/guardian) may appeal to Superintendent's Designee within ten (10) calendar days.

Step Three: If the appeal is denied by the Superintendent's Designee, the student (with the consent of their parent/guardian) may appeal to the Superintendent within ten (10) calendar days. The Superintendent has final ruling authority.

Students will be notified of their appeal status within a reasonable time frame.

State-Level Appeals:

Students may submit an appeal to the Ohio Department of Education if there is a complaint about having access to or implementation of the Credit Flexibility policy. The Department's appeal may be held by a third party and will evaluate the extent to which students were given fair and equitable treatment or process.

Library of Courses

A library of Credit Flexibility proposals that were previously accepted will be maintained in the LHHS School Office in order to assist students, parents, and teachers with understanding available options. Please see your school counselor to obtain access to the library of courses.

Academic Integrity

The Licking Heights Local Schools Approved Code of Student Conduct is an expectation for students pursuing Credit Flexibility. Specifically, in regards to **academic misconduct**, "a student shall not cheat on tests or other school assignments, or plagiarize. Any student caught cheating (giving or receiving) on a quiz, test, or project will receive a zero and may be subject to disciplinary action. Any student who steals the instructional materials from a teacher or staff member will be subject to disciplinary action. Any student who knowingly provides a term paper, project or test information... for another student will be subject to disciplinary action. See the Student/Parent Handbook for a full description of student conduct regulations and policies.