

OTTAWA HILLS HIGH SCHOOL CREDIT FLEXIBILITY PROCEDURES

Philosophy

The Ohio Department of Education has established the Credit Flexibility Option for students in grades nine through twelve. This option was introduced by the Ohio Core legislation in Senate Bill 311 (SB 311) and further defined by House Bill 1 (HB 1). Credit Flexibility allows students to earn credits for high school coursework in the traditional classroom setting; through our existing Educational Options program for independent studies, internships, educational travel, etc; and now, through demonstration of mastery or competency of course content. Research confirms that varying time and instructional methodology, while maintaining quality, can cultivate self-directed learning that is essential to meet the demands of our global and technological age. The potential for self-directed learning provided through Credit Flexibility is designed to focus on supporting and accelerating student learning for post-secondary education and career readiness.

The Carnegie Unit has historically been the measure of credit earned by students in high school. It correlates to the amount of time a student spends in a traditional classroom. SB 311 directed the State Board of education to develop a statewide plan for implementing methods for students to earn units of high school credit based on demonstration of competency or mastery in addition to traditional Carnegie Units. Credit Flexibility has been developed to provide students and educators with a means to meet these higher expectations for learning. Credit Flexibility will be in effect beginning with the 2010-2011 school year.

Eligibility

Any student entering grades 9-12 who:

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

Credit

All credit will have equitable value regardless of how it is earned. Student records and other documentation will not differentiate credit based on how it is earned. Students may earn credit in traditional classrooms, through Educational Options (EO), through Credit Flexibility Options (CFO), and through dual enrollment options such as Post Secondary Enrollment Options (PSEO) and the Advanced Placement (AP) program. Approved courses will be accepted for high school credit (and possibly college credit in the case of dual enrollment options) with the amount and type of credit awarded to be determined by guidelines established for each of these options. For more information on PSEO and AP, please refer to your Curriculum Guide.

Procedure for Application for EO

Educational Options (EO) may take the form of independent studies with a highly qualified licensed teacher, mentor programs, or tutorials. Credit may be earned in curricular areas as agreed to by the school, the student, and the parent. Experiences of this type create opportunities for student not otherwise provided in the curriculum. Contact the Office of Instruction and Technology for information regarding Educational Options.

Procedure for Application for CFO

Credit Flexibility Options (CFO) may take the form of testing out of a class or otherwise demonstrating mastery or competency of course content. To participate in a CFO at Ottawa Hills, a student must submit a proposal to the high school principal. Details and forms for student course proposals are available in the Guidance Office.

The building principal will schedule a meeting with the Credit Flexibility Panel. The panel will be comprised of at least one member of the school administration, teachers from the department under which the CFO applies, and other staff deemed appropriate by the panel, i.e., the guidance counselor, the Director of Instruction and Technology, the Director of Student Services, etc. The proposal must meet the established criteria and timelines to be considered for approval. The student must formally present the proposal with all essential elements to the Credit Flexibility Panel for approval. Credit will be granted upon the successful completion of the terms of the CFO plan as approved.

It is required that each CFO have a “teacher of record” identified for purposes of assigning grades and monitoring student progress. It is suggested that the student discuss the CFO with a teacher who may serve as the teacher of record for this learning opportunity prior to submitting the proposal. An Ottawa Hills high school teacher who is licensed by the State of Ohio in the subject area for which the CFO is proposed should be willing to serve as a teacher of record for the proposal to be approved.

Students will not be granted credit for Ottawa Hills High School clubs, extra-curricular and co-curricular activities, band, choir, or athletics.

The benefits of CFO:

- Focuses on performance rather than seat time spent in class
- Acknowledges and addresses students’ differing learning styles, paces, and interests
- Offers students opportunities to demonstrate competency and mastery of course content
- Provides a vehicle to demonstrate creativity, explore academic and career interests, and practice critical thinking
- Provides more options for individual pathways to post-secondary and career goals

CFO Student Proposals

Students must submit a proposal for a CFO to the high school principal. The proposal must include:

- Clearly defined goals, which are linked directly to the Ohio Academic Content Standards and the Board approved Course of Study for the subject area and/or course requested. Academic Content Standards are located on the Ohio Department of Education website at www.ode.state.oh.us. Copies of the Courses of Study are located in the high school principal's office or in the Office of Instruction and Technology.
- Clearly described activities, which will lead to successful attainment of described goals.
- Description and rubric for how the goals will be measured in order to provide evidence of student learning.
- A timeline of proposed activities and measurements, projects, presentations, and assessments as well as target dates and time for final review will be established.

Students will be expected to demonstrate mastery or competency for the CFO, which may include a written exam, written essays, research papers, projects, presentations, and other means as agreed upon in the CFO plan.

Additional costs associated with student proposed activities, materials, and assessments for credit flexibility will be the sole responsibility of the student and his/her parent(s). Additional costs may include compensation for the teacher of record for time spent beyond the traditional school day for the CFO.

Upon approval of the CFO plan by the Credit Flexibility Panel, the teacher of record will be established. The building principal, the student's parent(s), the guidance counselor, and student will review and sign a Credit Flexibility Contract, which represents the terms and conditions established for the CFO plan. The student will then be formally enrolled in the CFO.

Submission Dates

Student proposal applications are due by April 1st for credit flexibility options to take place during the following school year. In the case of semester courses, the application deadlines are April 1st for the fall semester and October 1st for the winter semester. The Credit Flexibility Review Panel will make a determination by May 30th and December 1st, respectively.

Drop Process

Students may follow the same procedure and timelines for CFO as established for traditional courses. Please refer to the Curriculum Guide for more information.

Athletic and Co-Curricular Eligibility

Weekly eligibility as adopted by the Board of Education also applies to all CFO courses. Student's academic progress will be monitored each week by the teacher of record to determine eligibility to participate in athletics, extra-curricular, and/or co-curricular activities. Students must meet all established eligibility obligations to participate in activities.

Attempts

Student may only attempt the credit flexibility option one time for a particular course.

Grading

The school grading scale and grading policies will be followed for all CFO courses. The final grade will be calculated in the student's GPA. All semester grades and final grades will appear on the student's transcript.

Appeal Process

All appeals regarding denial of participation in the credit flexibility option or denial of credit in the credit flexibility option must be requested in writing and submitted to the high school principal within ten (10) school days following the denial of participation or term where credit is not granted.

The Review Board will consist of the Director of Instruction and Technology, the department chair of the content area for which the CFO was requested, the high school principal or assistant principal, and another teacher in the content area. The Review Board will examine any student appeals concerning denial of participation in the credit flexibility option. The decision of the Review will be the final determination in the appeal process.

OTTAWA HILLS HIGH SCHOOL
Credit Flexibility Option (CFO) – Proposal

The Credit Flexibility Option (CFO) is designed to focus on supporting and accelerating student learning. Students are expected to work independently and possess the ability to analyze, synthesize, and evaluate information and resources. Students must be able to budget their time and meet deadlines. These qualities reflect the 21st Century skills students will need for college and career readiness as well as to be competitive in the global marketplace.

Student Name _____ Grade _____

Course Title _____

Content Area _____

Clearly and thoroughly explain your proposed course of study in a typed document attached. Be sure to address the following questions.

1. What are the goals and/or objectives that you want to learn?
2. How are these goals and/or objectives directly linked to the state standards and the Board approved Course of Study?
3. What activities, projects, research, written or oral representations will be completed to support your learning?
4. What measures or assessments will demonstrate your mastery or competence of this subject area or topic? Explain how your choice of assessments will be aligned to the Ohio Academic Content Standards and Board approved Course of Study.
5. Outline your timeline of study for this proposal. Be sure to include beginning date, activity dates, measurement and assessment dates, and final presentation date.

Additional costs associated with student proposed activities, materials, and assessments for credit flexibility will be the sole responsibility of the student and his/her parent(s). Additional costs may include compensation for the teacher of record for time spent beyond the traditional school day for the CFO.

This proposal is due by April 1st for courses beginning in the fall semester and by December 1st for courses beginning in the winter semester. No extensions will be granted.