

Lake High School



**Credit Flex
Application Packet**

CREDIT FLEXIBILITY

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to student's, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized around more of the students' interests and needs.

A credit flex opportunity at Lake High School is a student owned learning opportunity that:

- provides more choice and autonomy in deciding how, when and where students learn
- provides more options for individually suited pathways to post-secondary and career goals
- provides more options for courses (especially for electives)
- may provide better preparation for the world beyond secondary education
- provides acceleration opportunities

Students will have an increased independence with greater individual responsibility for gaining credit. Students may earn credits through either of the following or a combination:

- demonstrating mastery of the course content;
- enrichment through experience or performance (e.g., distance learning, educational travel, independent study, an internship, music, arts, after school programs, and community service).

Issuance of credit will be determined by Lake Local School officials, through the use of one or more of the following:

- a multi-disciplinary team,
- local, state, or county performance-based assessments
- portfolio documentation

WHO IS ELIGIBLE FOR A CREDIT FLEX OPPORTUNITY?

Any incoming 9th through 12th grade Lake High School student in good standing who agrees to the following statements is eligible for a credit flex course.

- I will follow the rules of Lake Local Schools and the school code of conduct while working on the credit flex opportunity.
- I understand that Lake Local Schools cannot offer hardware or software support for my personal computer.
- I am the only one responsible for my learning.
- I understand I am responsible for necessary materials and any other related costs (including financial and transportation obligations) to complete coursework and assessments.
- I am able to manage my study time effectively and easily complete assignments on time.
- I am self-disciplined and find it easy to set aside reading and homework time.
- I am a self-directed person when it comes to my learning.
- I am willing to follow the recommendations made by the district's Credit Flex Committee.

Lake High School Credit Flex

PLEASE READ: Lake Local School students should thoroughly read the information below. It is important that the information is understood and followed throughout the Credit Flex offering.

Deadlines

Students wishing to take advantage of the Credit Flex opportunity must submit a complete application and request for credit form by **April 15 (or Oct. 15 for second semester) to the Guidance Department**. Failure to adhere to these deadlines will result in the request being denied.

Program Integrity

In order to ensure the integrity of the learning experiences approved under this program, the principal or his/her designee will be responsible for certifying course completion and the award of credits consistent with the Lake Local School District's policies on graduation.

OHSAA/NCAA Considerations

Students wishing to participate in high school athletics must be aware that Credit Flexibility learning experiences may not be factored into their eligibility considerations. We recommend that students continue to enroll in courses posted on the approved NCAA website to remain eligible for participation.

Seniors wishing to pursue Division I or Division II NCAA athletics eligibility are responsible for ensuring that they will meet the appropriate requirements.

OHSAA requires that student-athletes must receive passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period in order to be eligible to participate.

Program Cost

All expenses for necessary materials and any other related costs (including financial and transportation obligations) to complete coursework and assessment is the student's responsibility.

Retroactive Credit

Students will not be allowed to retroactively receive credit for courses or experiences taken prior to the submission of an application. Therefore all courses taken or credit gained prior to the approval of the committee will not be granted to students.

Resubmission Process

Students who wish to resubmit their application after concerns were raised and recommendations were made must do so within TWO WEEKS after the decision was made. If this deadline has passed, the student may resubmit his/her application for the deadline of the next session.

Appeals Process

All appeals regarding denial of participation, denial of credit, or issuance of a contested grade in the Credit Flex option must be placed in writing and submitted to Lake High School Principal or Guidance Counselor within 5 school days of the Application for Credit Flex denial or the Credit Flex Scoring and Final Grade Report is received. Appeals will be reviewed by a committee comprised of a building principal or assistant principal, a teacher in the relevant subject area not involved in the original decision, and a guidance counselor. The student filing the appeal and his or her parent(s) shall be given an opportunity to present concerns and recommendations to the committee. All appeals shall be reviewed by the committee within 10 school days from the date the appeal was submitted in writing. The decision of the committee shall be final unless overturned by the Superintendent or a directive resulting from an appeal filed with the Ohio Department of Education.

LAKE HIGH SCHOOL CREDIT FLEX PROCEDURES

Steps for the application process:

1. Discuss possible credit flex plan with your counselor and parents.
2. The application is available from the guidance department.
3. Download related course information from the Ohio Department of Education Content Standards. You will need these guidelines to help you complete this application.
4. Be prepared to attend a meeting to discuss your proposal or to re-submit it as necessary.
5. Once the application is approved, the course must be completed as indicated by the committee.
6. Accepted applications may be withdrawn any time prior to the completion deadline without a penalty.

TIMELINES and DEADLINES

Application Deadline

April 15 (October 15 for Second Semester)

Completion of Course for Awarded Credit

(These dates should be written in each individual plan)

December 15 (First Semester)

May 15 (Second Semester)

- ✓ Course must be completed by “Completion for Credit Awarded” dates for grades to be posted in the following grading period
- ✓ Athletes must provide evidence of a “passing” level at the end each nine weeks.



Lake High School
APPLICATION FOR
CREDIT FLEX

<i>Office Use Only:</i>

(Student Last Name)

(Date Submitted)

Student Name _____

Date _____

Student Phone number _____

Current Grade _____

Student Email _____

Method of achieving credit (Check one):

_____ **Demonstration of Mastery**

_____ **Enrichment through Experience or Performance**

Specify: _____

Examples: Independent Study, Mentorship, Internship, Study Abroad, Educational Travel, Competitions, Honors, Awards, Selective Membership, Art Portfolio, or Music Portfolio.

What subject or content area are you requesting credit flexibility for? _____

How many credits do you expect to receive for this work? _____

Which, if any, of the following statements apply to you? Please check all that apply. Some programs have special rules that need attention when planning a credit flexibility option.

- I have a gifted written education plan (WEP)
- I have a written acceleration plan (WAP)
- I have an individual education plan (IEP) or 504 plan
- None of the above

Credit Flex Plan

Attach the details of your Credit Flex Plan to this application.

Your plan must include all of the following items:

- Title of your option (include the content area; e.g., English, Science, Art, etc.)
- A detailed outline of the work scope of your project
- Relationship of your plan to the fulfillment of the Ohio Academic Content Standing (see Attachment I)
- Your specific learning goals
- A current course plan up to graduation
- A detailed explanation of the evidence you will provide of your learning
- An explanation how this Credit Flex option will help you reach your immediate and post-secondary goal(s)
- List the extracurricular school-sponsored activities you have been involved with or plan to participate in while enrolled at Lake High School.
- An outline of what resources/support will you need to enable successful completion of this Credit Flex option

**Lake High School
CREDIT FLEX
LEARNING AGREEMENT**

To the STUDENT: Please read the following statements and then initial next to the statements indicating that you understand the policies.

I understand that I must maintain enrollment in 5 classes:

- _____ I am responsible for necessary materials and any other related costs (including financial and transportation obligations) to complete coursework and assessment.
- _____ If my credit flexibility proposal is accepted, and I complete the requirements, I will earn a letter grade for the course.
- _____ The grade that I earn will appear on my transcript, regardless of the final grade, and will be calculated in my GPA based on the district grading policy.
- _____ Credit will be granted at the end of Lake High School's second semester for all Credit Flex options.
- _____ Weighted ranking CANNOT be obtained through a credit flex course.
- _____ Once the Request for Credit Flex form is submitted, the grade earned will be entered on my official Lake High School transcript and cannot be withdrawn.
- _____ Academic honesty rules apply just as they do in a traditional class setting.
- _____ Many traditional classes are offered during select semesters at Lake High School and I have discussed with my guidance counselor how the outcome of this credit flex class will impact any traditional classes I subsequently take and/or my ability to schedule other courses.
- _____ I am responsible for meeting graduation requirements.
- _____ I am responsible for ensuring that I have met graduation requirements by established deadlines to participate in senior graduation.
- _____ I am responsible for maintaining my NCAA and OHSAA academic athletic eligibility.
- _____ I recognize the course may not match the academic standards for Lake High School and may not adequately prepare me for subsequent courses and/or high stakes assessments (such as OGT/ACT/SAT).
- _____ My Application for Credit Flex is subject to approval by the Lake High School Credit Flex Committee. I further understand that completion of this form does not guarantee approval.
- _____ All Credit Flex opportunities and activities will be completed outside of the regular school day.

Your signature indicates you have discussed the statements in the learning agreement with your parents, understand the commitment needed, and agree to the policies set forth by Lake High School.

Signature of student

Date

To the Parent/Guardian of the student submitting an Application for Credit Flex:

Please read and discuss the statements in the learning agreement with your student. Your signature indicates you have read the above statements and agree to the policies set forth by Lake High School. Your signature also relieves the school of any liability for your son/daughter during times in which your student is participating in activities related to the credit flex option, should it be accepted.

Signature of Parent/Guardian

Date

Signature of Principal

Date

****Completed Application for Credit Flex and Learning Agreement should be turned into the Lake High School Guidance Department.***



Lake High School
CREDIT FLEX COMMITTEE
RESPONSE TO STUDENT FORM

Credit Flex Committee Members:

Student Name _____ Current Grade _____

Student ID number _____

Subject / Course Title _____ Amount of Credit _____

Your Application for Credit Flex has been: Decision Date _____

- APPROVED DENIED REQUESTED FOR RESUBMISSION *see additional notes below*
(Resubmission Due Date _____)

To grant credit under this application the student will need to master the content in the attached syllabus or course plan and complete all items indicated below:

- Oral Presentation/Defense Portfolio
 Tests/Quizzes Final Exam
 Project _____
 Project _____
 Other _____
 Other _____
 Requested Documentation _____

Additional Notes:

Student will receive notification of Credit Flex scoring and final grade is noted on transcript by May 31st.



**CREDIT FLEX
COMMUNITY MENTOR WAIVER
AND ACKNOWLEDGEMENT FORM**

This form is only needed if a student is participating in an individual research, internship, community service/service learning, or educational travel option.

I, _____, the parent/guardian of
(Parent Name)

student _____,
(Student Name)

understand that my child will be participating in an educational option with a mentor who is not an employee of the Lake Local Schools Board of Education.

I have been informed that the mentor may or may not have a background and security check to participate in this project.

I also understand that while my child is participating in this educational option, the Lake Local Schools Student Code of Conduct will fully apply, and all rules and regulations contained in the Code of Conduct will strictly be enforced and reported back to school.

I understand Lake Local Schools will not be held liable for any injury or harm to my child that may occur while participating in or traveling to or from planned activities away from school or not under the direct supervision of district staff.

I acknowledge that I have read and understand this Community Mentor Waiver and Acknowledgement Form.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____



CREDIT FLEX ATHLETIC WAIVER

Important information for student athletes who wish to access any Credit Flex option.

*This form must be signed and returned to the Guidance Department
once the student's Application for Credit Flex is approved.*

HIGH SCHOOL ATHLETICS:

To be eligible to play interscholastic high school sports, a student must be currently enrolled in Lake High School and must have been enrolled in five full-credit courses during the immediately preceding grading period.

COLLEGE ATHLETICS:

Students who anticipate continuing participation in sports at the college level should carefully consider the possibility that the NCAA Initial Eligibility Center may not include some Credit Flex options as part of the qualifying core courses required for Division I and II eligibility. For potential college student athletes, the NCAA eligibility requirements specifically address the types of learning opportunities available through the Credit Flex policy (e.g., online/distance learning, independent study, one course taken over two years). The NCAA does not allow "credit by exam" (or Mastery Assessment) courses to be applied to core course eligibility requirements.

I have carefully read this information and understand that accessing Credit Flex options might negatively impact high school and college athletic opportunities/eligibility.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____



Lake High School REQUEST FOR CREDIT FLEX FORM

<i>Office Use Only:</i>

(Student Last Name)

(Date Submitted)

I, _____, have completed the necessary preparations outlined in my
 (student name)

approved Credit Flex Application and request the scheduling of assessments, documentation, and/or presentations needed to acquire credit. I understand that once this form is submitted, the grade I earn from my efforts will be included on my official Lake High School transcript. I will receive a response from the Credit Flex Committee with the schedule of any assessments needed to obtain credit within 14 days of the approval of my credit flex plan. Finally, I will receive notification of my Credit Flex scoring and the final grade will be noted on my transcript at the conclusion of the standard-grading period.

Attach a copy of the approved Application for Credit Flex to this completed form and return to the Guidance Department within 5 days of the approval of your credit flex plan.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office Use Only

Oral Presentation/Defense Date: _____ Portfolio Date: _____

Tests/Quizzes Date(s): _____

Final Exam Date: _____

Project _____ Date: _____

Project _____ Date: _____

Other _____ Date: _____

Other _____ Date: _____

Requested Documentation _____ Date: _____



Lake High School
CREDIT FLEX COMMITTEE
RESPONSE TO STUDENT
ASSESSMENT SCHEDULE FORM

Credit Flex Committee Members:

Student Name _____ Current Grade _____

Student ID number _____

Subject / Course Title _____ Amount of Credit _____

Assessment schedule is indicated below:

Oral Presentation/Defense Date: _____ Portfolio Date: _____

Tests/Quizzes Date(s): _____

Final Exam Date: _____

Project _____ Date: _____

Project _____ Date: _____

Other _____ Date: _____

Other _____ Date: _____

Requested Documentation _____ Date: _____

Additional Notes:

Student will receive notification of Credit Flex scoring and final grade is noted on transcript by May 31st.

OHIO ACADEMIC CONTENT STANDARDS

(Available from: <http://www.ode.state.oh.us> under Academic Content Standards)

State of Ohio Content Standard	Explain how you will demonstrate proficiency in this standard.	Explain how this standard will be measured.