



Madeira High School Credit Flexibility Application

Madeira City Schools

MADEIRA HIGH SCHOOL CREDIT FLEXIBILITY

The Board of Education recognizes that an effective educational program is one that provides students opportunities to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning.

Students can earn high school credit by:

1. Completing coursework;
2. Testing out or showing mastery of course content;
3. Pursuing an educational option and/or an individually approved option; and/or
4. Any combination of the above.

Credit flexibility is an “individually approved option” as named above and began in Madeira City Schools with the 2010-11 school year. Since credit flexibility was introduced in Madeira, we have learned some important things to pass along to you concerning what credit flexibility is and is not.

What Credit Flexibility Is:

1. **Credit flexibility is an opportunity to shift the focus from “seat time” to “performance.”** The typical MHS course requires students to be in class during the school day. Students may have opportunities to study somewhere else, in a different environment, with a different instructor for an enriching, rigorous experience.
2. **Credit flexibility is an opportunity to earn high school credit based on an individually developed curriculum plan.** This plan will meet and possibly exceed the Madeira High School course offering and provide an enriched experience for the student.
3. **Credit flexibility is an opportunity to meet 21st Century Skill expectations.** Students may find unique opportunities to be educated in a global, technological, or demographically diverse way in an alternative setting to the MHS school day.

What Credit Flexibility Is Not:

1. **Credit flexibility is not a way to take more classes.** Credit flexibility is meant to provide an enriching experience; students who use it to take more than 6 classes in a day are likely to feel overextended and frustrated rather than enriched. Students may take no more than 7 classes a day.
2. **Credit flexibility is not a way to avoid a schedule conflict.** Students cannot take every course they wish to take and establishing priorities in scheduling courses is a good process to go through. Using credit flexibility to resolve a schedule conflict may add more work to the student day.
3. **Credit flexibility is not independent study.** It is not a way for a student to take a course on his or her own without engaging in some experience(s) and person(s) outside of Madeira High School.
4. **Credit flexibility is not an additional class for a MHS teacher to supervise and teach.** Students who wish to write a credit flexibility plan are looking for an experience that extends them beyond MHS.

Students wishing to pursue a course through credit flexibility must adhere to all student scheduling dates and meet with a teacher certified in the area being pursued to write up a proposal for that course.

All credit flexibility applications must be approved by a counselor, teacher, and principal before the start of the term according to the following dates:

- **December 15** - for a second semester course
- **April 15** – for a summer experience, first semester, or full year experience in the upcoming school year.

Students pursuing a credit flexibility course must include a syllabus of activities for the semester/year with their credit flexibility application. Applications for credit flexibility may only be for courses that are being offered within the school course planner. The committee and student will decide what types of evaluation will be appropriate for that particular proposal. *Each department at Madeira High School has developed specific guidelines to ensure the level of rigor in a MHS course is present within the credit flexibility plan. Students should read those guidelines to help them decide if the credit flexibility plan meets the department's requirements.*

Grades will be assigned for Credit Flexibility courses. *Once approved, the credit flexibility plan must be completed on time, or the student will receive a failing grade or "F" on his or her transcript.*

A student wishing to pursue an AP or honors level course through credit flexibility must receive an A or B grade for the course and must score at least a 3 on the AP exam to receive the additional grade weight.

All fees, costs or transportation associated with a credit flexibility course are the responsibility of the student. Special arrangements will be made for students who qualify for the free or reduced lunch program.

Please refer to additional requirements within this application.

General Information

Student Name: _____

Date: _____

Student ID number: _____

Current Grade Level: _____

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

_____ Applications for credit flexibility may only be for courses that are being offered within the school course planner.

_____ If my credit flexibility proposal is accepted, I will earn a letter grade (A, B, C, D, F) for the course.

_____ The grade that I earn will appear on my transcript, regardless of the final grade.

_____ A student wishing to pursue an AP or honors level course through credit flexibility, must receive either an A or B grade for the course and must score at least a 3 on the AP exam to receive the additional grade weight.

_____ I may not drop a flexible credit course after the drop date.

_____ Academic honesty rules apply just as they do in a traditional class setting.

_____ Many traditional classes are offered during select semesters at Madeira 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 must meet attendance requirements set forth by my plan.

_____ I am responsible for meeting graduation requirements and doing so by established deadlines to participate in senior graduation.

_____ Students involved in credit flexibility courses may be asked to discuss and display their body of work before a panel of teachers and/or community members in that field, at either a winter or spring presentation as a component of the completion of the course.

_____ I am not to be in the building during times that I am not scheduled for a traditional class unless I have permission from teachers, counselors, or administrators regarding my credit flex course.

_____ My credit flexibility course may not be in conflict with my regular classroom schedule and I may not be dismissed from a course on my schedule to work on my credit flex work.

_____ All fees or costs associated with a credit flexibility course are the responsibility of the student.

Your signature indicates that you have discussed the above statements with your parents, understand the commitment you are endeavoring to make, and agree to the policies set forth by Madeira High School.

Signature of Student

Date

PARENTS/GUARDIANS PLEASE COMPLETE THE BACK OF THIS FORM

To the PARENT/GUARDIAN of the student submitting a credit flexibility proposal:

Please read and discuss the above policies with your student. Your signature indicates that you have read the above statements and agree to the policies set forth by Madeira High School. Your signature also relieves the school of any liability for your son/daughter during times in which your student is not required to be at school due to this credit flexibility proposal, should it be accepted.

Signature of Parent/Guardian

Date

Credit Flexibility Submission

Name of Course: _____

Begin Date: _____

End Date: _____

Progress Checkpoints (Circle One): 2 weeks 4 weeks 8 weeks Other: _____

Adult Supervisor(s) or Mentor(s): _____

Method of achieving credit (Check All That Apply):

Complete Coursework

Online Class through (name of institute) _____

Independent Study

College/University Course (name of institute) _____

Other (Please Specify) _____

Explanation of the methods for achieving credit:

Timeline for achieving credit and checkpoints (Be specific):

Methods for demonstrating mastery for credit (You must select at least three):

- Project(s)
- Tests/Quizzes
- Labs (must be selected if a lab based course)
- Internship
- Research Paper/Project
- Portfolio
- Final Exam
- Culminating Project
- Other (Please Specify):

Resources requested of Madeira High School:

Support services requested of Madeira High School if on an IEP or 504:

Each course has a series of benchmarks that are addressed throughout the course. Please attach a paper to this application explaining how your proposal meets each of the benchmarks for the course. Benchmarks for each course may be obtained from the department chair and/or the principal.

FOR OFFICE USE ONLY

To be completed by MHS

Date Application Submitted: _____

Received by: _____
(Administrator/Counselors)

Signature of Principal Date

Signature of Guidance Counselor Date

Signature of Cooperating Teacher Date

I, the above signed teacher, agree to supervise and assign grades for this credit flexibility course. I approve the student's proposal as written.

Submission Approval: Approved Denied

Reason(s) for Denial of Submission:

Resubmission Date: _____

Approved Credit Flexibility Proposal Information

Drop date for flexible credit course: _____

Just as with a traditional course, students may not drop a flexible credit course after the drop date

Final Grade for Credit Flexibility Course: _____

Please attach all artifacts for the course.

Notes:

Credit Flexibility Appeals Process

Students will have the opportunity to amend a Credit Flexibility Application based on feedback from their mentor or from teachers, counselors, or administrators within the provided deadlines for application submission. Should an impasse on an application not be able to be resolved, the following process should be followed for a formal appeal:

1. Student/parent should submit in writing (within 5 days of denial) to the Assistant Superintendent their request for an appeal for their credit flex application and include the reasons for their appeal of the high school team decision.
2. An appeal hearing will be set up within 5 days of written request of the student/parent for a credit flexibility application review.
3. The appeal will be heard by the Assistant Superintendent who will review:
 - a. The application to ensure that procedural requirements / timelines were met
 - b. Further evaluate the proposal to ensure it meets appropriate standards, benchmarks and indicators set forth in district-level curriculum
 - c. Review any and all requirements set forth but not limited to board of education policies, administrative guidelines, and the student handbook to ensure all student requirements are followed and in accordance with Ohio Revised Code.
4. A decision on the credit flexibility application appeal will be provided by the Assistant Superintendent in writing within 5 days of the appeals hearing.