

Credit Flex Online Handbook & Family Guide

Credit Flex full-online coursework is an option in which students and families can design their plan for earning course credit in non-traditional ways. In this case, students will learn at home through an online learning provider called Edgenuity. All Credit Flex plans must be submitted ahead of the established deadline, reviewed by the CHUH Credit Flex Committee and approved before any student is enrolled in the corresponding coursework.

In the case of online coursework, the Edgenuity online platform will provide access to asynchronous, independent instruction delivered by IlluminateEd and will require the support of a parent or family member. The online platform offers flexibility regarding when students can complete activities, however, students and families are required to complete 1 hour of school-related activities per class per school day. We understand this virtual learning format may be new to many; this family guide will offer program information, tips to prepare and monitor progress, and your role as an at-home learning coach and ways to connect with your assigned Credit Flex teacher of record.

Students will remain enrolled at Cleveland Heights High School and the student's scheduled courses will be designated as "Credit Flex" as listed on their schedule in Infinite Campus. Students using Credit Flex are able to participate in district athletics, extra-curricular activities, and after-school functions, just as any traditional high school student would.

All Credit Flex Edgenuity courses:

- Will be a part of the GPA and final student transcript.
- Are approved by the NCAA.
- Count towards a full course load and quarter/semester grades determine athletic eligibility according to CHUH board policy in that students must receive a passing grade in at least 5 semester classes, or the equivalent, during the preceding grading period to remain eligible.

Attendance:

Remote learning for students is successful when a daily structure and routine for learning are followed. Students are expected to log on and engage in the curriculum during every regularly scheduled school day. Attendance will be tracked through online work time and students are encouraged to keep a journal of time spent working on course content.

If there is a medical emergency where there will be a prolonged absence, please communicate immediately with your Credit Flex teacher of record.

Technology:

Each student has access to a device with the following capabilities. CH-UH issued Chromebooks meet all of these requirements:

- Internet access
- Keyboard

Credit Flex Online Handbook & Family Guide

- Camera
- Microphone
- Speakers or headphones

Students are expected to keep district devices in good working order. Families can take broken or damaged devices to the Information Technology Department, which is located at the Delisle Options Center, Door #7, at 14780 Superior Road. The hours are Monday through Friday, 8 am to 4 pm.

Please call the IT Department at (216) 397-5910 if you have any questions.

Credit Flex Student Expectations:

- Log on daily and complete assignments.
- Attend scheduled Google Meets or teacher check-in meetings.
- Check Edgenuity platform and district email daily for information or announcements.
- Set and follow a routine while working through your coursework.
- Communicate questions and concerns to your teacher immediately.
- Adhere to positive digital citizenship routines and follow the district's Acceptable Use Policy while online and using a district issued device. Follow proper safety precautions to keep your device in good working order.
- Participate in required in person testing related to meeting school and district graduation requirements.

Credit Flex Teacher/Counselor Expectations:

- Monitor attendance and student progress.
- Hold daily office hours. This is an open time for students to get support.
- Students may schedule one on one calls with teachers and their assigned school counselor to check on students' emotional well being and offer feedback on student learning.
- Monitor student progress on course work and intervene as needed.
- Communicate any issues with student attendance, participation, behavior, or academics with the principal.
- Be available to students via email, Google Meet, and phone calls during school hours.
- Return student and parent emails within a 24 hour period during any regularly scheduled school day.

Credit Flex Online Handbook & Family Guide

Parent/Family Expectations:

- Monitor student progress on coursework.
- Develop and follow a school schedule to keep routines in place for students while working at home.
- Designate a specific space to work on coursework and assignments
- Communicate questions and concerns to Heights High staff immediately.
- Read and respond to the communication from the teacher or principal as needed.
- Attend assigned check-in meetings with teachers as requested.
- Have home Wi-Fi available or apply for a hot spot through the CH-UH Technology department.
- Transport student to in-person testing related to meeting graduation requirements

Students can access Edgenuity by following these steps:

1. Go to **chuh.org**. Click on **Academics** and then **Clever**.
2. Click on the **Imagine Edgenuity/ MyPath 6-12** Icon.

We look forward to working with your student on a successful 24-25 school year! Please contact Dr. Towns with any questions at b_towns@chuh.org or (216)320-3002.