



# Twinsburg City School District

## Credit Flex Information & Procedures

### GENERAL INFORMATION

#### WHAT IS “CREDIT FLEXIBILITY”?

Credit flexibility (“credit flex”) is any alternative coursework, assessment, or educational performance that demonstrates proficiency by a student to earn credit toward graduation as approved by Twinsburg City School District.

Opportunities include:

- Testing out or otherwise demonstrating mastery of course content
- Educational options such as distance learning, educational travel, independent study, an internship, music, arts, sports, community projects, online courses, night/summer school, correspondence school, etc.

#### WHY SHOULD A STUDENT CONSIDER CREDIT FLEX?

A credit flex opportunity at Twinsburg 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 acceleration and convenience including more options for courses in the school schedule (especially for fitting in electives); may allow early graduation.
- Encourages independence and integrity as students have self-guided learning experiences.

#### WHAT IS THE APPLICATION PROCESS?

1. This information flier and application form are available in the guidance office and on the Twinsburg High School website.
2. Discuss possible credit flex plan with your school counselor and parents.
3. Complete the application/contract.
4. Be prepared to attend a meeting to discuss your proposal or to revise/re-submit it as necessary.
5. Once the course proposal is approved, the course must be completed as indicated by the contract. The course must be approved BEFORE the student begins coursework.
6. Please note that these Credit Flex procedures are an ongoing process subject to change.

## **CREDIT FLEX GENERAL INFORMATION (Continued)**

### **WHO CAN APPLY FOR A CREDIT FLEX COURSE?**

Any student who is capable of self-directed high school level work may apply for credit flex. If the application is not accepted at the high school level, the student may appeal to the Superintendent (or designee) and to the Ohio Department of Education.

### **HOW DOES A STUDENT RECEIVE A GRADE AND CREDIT?**

Within the credit flex application, the student contracts for the grading process and credit with the principal or his/her designee, which may include a final project, final exam, portfolio, presentation to experts, etc. The student will be required periodically (and/or at any time upon school request) to provide evidence of progress and attendance. If a student ceases to attend or is unable to satisfactorily complete the credit flex opportunity for insufficient reasons (lack of effort, failure to follow through, indecision, etc.), the student may receive a failing grade. Credit Flexibility options are subject to the same grading scale and policies as other courses offered at THS. The grades are posted at the end of the semester and will become part of the permanent record and the high school transcript. No designation is made that the course was taken as a credit flex option.

### **DO ALL CREDIT FLEX COURSES REQUIRE THE STUDENT APPLICATION?**

Some credit flex options do not require a credit flex application and contract prior to approval:

- College Credit Plus has a separate application process and is dependent upon acceptance at a university/college.
- Several high school courses are currently offered at the middle school campus and are available to students.
- Note: Advanced Placement exams may be taken by any student without high school approval and the College Board allows an AP high school credit to be recorded on the student transcript if the student receives a score of 3, 4, or 5. However, for credit at THS, please use the test out option application if you want high school credit.

### **WHAT IS THE COST OF A CREDIT FLEX COURSE?**

The entire cost of the credit flex opportunity beyond the traditional high school offerings is the responsibility of the student's parents or guardian. This includes all materials, tests, transportation, uniforms, inoculations, textbooks, cost of instructor, oversight supervision, assessment, etc. Liability for the student when off campus also rests with the parent or guardian.

### **ARE THERE SPECIAL CONSIDERATION FOR STUDENT ATHLETES?**

Yes. Please see your school counselor and refer to the OSHAA and NCAA websites.

To be eligible under OSHAA rules (Bylaw 4-4-1), a student must be currently enrolled and passing, and must have been enrolled in school and have passed five full credit courses during the immediately preceding grading period.

NCAA has limitations for testing out of courses that apply to student-athletes planning to play at the Division I level. Seniors wishing to pursue Division I or Division II NCAA athletics eligibility are responsible for ensuring that they will meet the appropriate requirements. Further information is available from the guidance counselors and from the NCAA website.

**TWINSBURG CITY SCHOOL DISTRICT CREDIT FLEX  
PARENT & STUDENT CONTRACT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

**To the STUDENT:**

Please read the following statements and initial next to the statements indicating that you understand the policies.

I understand that:

- \_\_\_\_\_ I am the only one responsible for my own learning. I will design and complete my Credit Flex Plan.
- \_\_\_\_\_ I will follow the rules of Twinsburg City School District and the school code of conduct while working on this credit flex opportunity. I understand that academic honesty expectations apply just as they do in a traditional class setting.
- \_\_\_\_\_ I understand that the Twinsburg City School District cannot offer hardware or software support for my personal computer.
- \_\_\_\_\_ If my credit flexibility proposal is accepted, I will earn a pass/fail (P/F) or a letter grade (A, B, C, D, F) for the course which will appear on my transcript. This grade determination must be made prior to beginning the course work and may not be changed. Grades are posted at the end of the regular school semester.
- \_\_\_\_\_ I may not drop a flexible credit course after the drop date, i.e.: 5 days into the semester. If I drop the class after the drop date or do not complete the course, I will receive a grade on my transcript as in a traditional course (withdrawn/failure).
- \_\_\_\_\_ I have discussed potential issues with my school counselor concerning scheduling traditional classes, graduation deadlines, and academic and athletic eligibility. I am responsible for meeting graduation and eligibility requirements.
- \_\_\_\_\_ I must meet attendance requirements set forth by my plan.
- \_\_\_\_\_ I will not be in the school building during times that I am not scheduled for a traditional class unless I have a scheduled appointment with an educator regarding my flexible credit course.
- \_\_\_\_\_ I recognize that the course may not match the academic standards for Twinsburg High School and may not adequately prepare me for subsequent courses.

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

\_\_\_\_\_  
Signature of Student Date

**To the PARENT/GUARDIAN of the student submitting a credit flex 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 Twinsburg 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 flex proposal, should it be accepted. Additionally, your signature recognizes that all costs, including transportation, are your responsibility. Thank you for the educational support that you give your child.

\_\_\_\_\_  
Signature of Parent or Guardian Printed Name of Parent or Guardian Date

\_\_\_\_\_  
Signature of Principal Date

## TWINSBURG CITY SCHOOL DISTRICT CREDIT FLEX APPLICATION FOR GRADUATION CREDIT

### GENERAL INFORMATION

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Academic Content Area (Subject) \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Progress Checkpoints (Circle One):                  Weekly          9 weeks          Other: \_\_\_\_\_

Adult Supervisor(s)/Teacher(s)/ Mentor(s): \_\_\_\_\_

Amount of credit requested (1 unit or .5 unit).

One unit                  One-half unit

Grade option: Letter grades are A, B, C, D, F, and will count in the final grade point average; grades will not be weighted. For the Pass/Fail option, 80% competency must be demonstrated. Your choice of grading option cannot be changed after the application is accepted.

Letter Grade          Pass/Fail

### EXPLANATION OF THE METHODS FOR ACHIEVING CREDIT

Please attach a typed narrative addressing the following five topics, thoroughly and completely. This can be the course syllabus from a content provider.

- 1) Instructional objectives. List applicable state standards, course of study objectives, personal goals, testing-out requests, etc.
- 2) Outline of major instructional activities and timeline. Include beginning and ending dates, and daily schedule. Explain in detail what you will do to earn this credit.
- 3) Materials to be used. Include readings, texts, lab materials, art, specific tests, etc.
- 4) Learning environment. List offsite locations with addresses and contact persons with phone/email addresses.
- 5) Method of evaluation and responsible party. To be determined during the application/contract process.

*The application is considered accepted with the following signatures:*

Signature of Student	Date
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Signature of Parent or Guardian	Printed Name of Parent or Guardian	Date
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Signature of School Counselor	Date
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Signature of Principal	Date
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**TWINSBURG CITY SCHOOL DISTRICT CREDIT FLEX  
APPLICATION TRACKING  
(for School Counseling Office use only)**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Date submitted:

Date of review:

Date approved:

Date not approved and returned to student for revision:

Reason application was not approved:

Date revision submitted:

Date of review:

Date approved:

Date not approved and sent to student for revision:

Reason application was not approved:

Drop date for flexible credit course:

Final Grade for Credit Flex Course:

School Counselor Signature/Date:

*The student/parent forms, written application, and tracking forms will be placed in the student file.*