



# Credit Flex Program

## Copley High School

### Credit Flexibility Options

Copley High School has a strong tradition of academic excellence and we encourage our students to enroll in a Copley High School class and to complete coursework via the traditional methods. However, students enrolled in classes at Copley High School will also have the opportunity to utilize alternative methods to earn academic credits for graduation. Students interested in pursuing a credit flex option need to see their counselor for additional details and required applications. All proposals must be approved prior to implementing a credit flex program; there will be no retroactive awarding of credit.

Options to earn credit may include:

1. **Flex Out.** A student flexing out of a Copley High School class **demonstrates mastery** of the course content based on previous learning and experiences **at the time of application**. The committee will provide to the student approved requirements for the earning of credit. The student must complete a *Proposal for Credit Flexibility Application* to participate in this option.
2. **Flex Plan for a New Course.** By completing thirty (30) hours of coursework to earn one-quarter ( $\frac{1}{4}$ ) credit, sixty (60) hours of coursework to earn one-half ( $\frac{1}{2}$ ) credit or one hundred twenty (120) hours of coursework to earn one (1) credit, a student can pursue an elective area of interest that is not currently served in the Copley High School curriculum. The student must complete a *Proposal for Credit Flexibility Application* and *Plan for Assessment to Receive Credit and Grades* to participate in this option.
3. **Credit Recovery.** A student may use the *Flex Out* option to retake Copley High School classes they did not pass in order to recover credits needed for graduation.

All Copley High School students may continue to participate in the following alternate means to earn credits that have been enacted in the district, which include summer school, on-line coursework, correspondence courses, independent study, evening school, or Post-Secondary Education Option Program (PSEOP)/Distance Learning. Students interested in pursuing these options need to see their counselor for additional details; no *Credit Flexibility* application is necessary.

NOTE: A student may complete up to two credits of on-line or correspondence coursework and up to three credits of summer school.

## ***Flex Out of an Existing Copley High School Course***

This option exists for students who believe they are ready to demonstrate all of the competencies required in a Copley High School course upon acceptance of the student's application. All proposals must be approved prior to implementing a credit flex program; there will be no retroactive awarding of credit. The following procedures must be followed to pursue a *Flex Out* option.

- 1) Complete a *Proposal for Credit Flexibility Application* (attached).
- 2) Turn in the signed/completed *Proposal for Credit Flexibility Application* to the appropriate guidance counselor no later than November 30<sup>th</sup> or April 30<sup>th</sup> for a *Flex Out* option to take place in the upcoming semester.
- 3) The Flex Credit Committee will review the application materials and will either approve, deny or request modifications be completed to the submitted plan.
- 4) If approved, arrangements will be made for the student to demonstrate proficiency and a *Plan for Assessment to Receive Credit and Grades* will be completed with the student.
  - a) The demonstration of proficiency may include, but is not limited to, taking the Copley High School exams for the course, completing written essays and research papers, developing examples of subject area projects, and other items as specified in the agreement.
- 5) The Copley High School teacher of record assigned to this *Credit Flex* plan will evaluate the student's assessment plan. A meeting will be scheduled with the Credit Flex Committee at the conclusion of the *Credit Flex* plan to evaluate the results in relation to the completed *Plan for Assessment to Receive Credit and Grades*.
- 6) Final grades and credits will be recorded on the student's report card and transcript, as well as calculated into the student's GPA and class rank.
- 7) If the student does not wish to accept the outcome of the *Flex Out* option, he/she may choose to enroll in the class via the traditional Copley High School classroom format and adhere to the following guidelines.
  - a) A student receiving a D or better in the *Flex Out* option can take the traditional class for credit. The original grade will remain on the transcript, as will the posting of the grade achieved on the second attempt. The better of the two attempts will be factored into the student's GPA.
  - b) A student receiving an F in the *Flex Out* option can take the traditional class for credit, yet both the F and the grade from the traditional class will be factored into the student's GPA.
  - c) All grades earned from the *Flex Out* option and the traditional class will be reflected on a student's transcript.
- 8) *The Flex Out* option is not applicable to Advanced Placement (AP) course-work.

- 9) In addition to the aforementioned plan description, the following procedures will be followed in relation to the *Flex Out* option.
- a) Credit flex classes may be dropped within the same timelines as dropping other CHS classes. Otherwise, the student will receive an F for the class if the guidelines established in the *Plan for Assessment to Receive Credit and Grades* are not completed by the established deadlines.
  - b) A student failing to achieve a passing grade in the *Flex Out* option may not apply for the *Flex Out* option for the same course credit until four months after the date of receiving the final grade or dropping the *Credit Flex* plan. A *Flex Out* plan for a particular course credit may only be attempted two times.
  - c) The student/parent assumes all of the financial and transportation obligations of flex credit classes. Obligations may be related to tuition, textbooks, fines and fees. Students will be able to use school materials at no cost if the materials are already available.
  - d) A student working on flex credits is still required to meet Copley and OHSAA eligibility standards in order to participate in inter-scholastic athletics. Students who may have the potential to compete in Division I or II athletics at the collegiate level are strongly encouraged to earn high school credit via traditional high school coursework.
  - e) Unless otherwise stated above, all regulations, criteria and guidelines listed in the Copley High School Curriculum Guide, the Copley High School Student Handbook, and the Copley-Fairlawn City Schools Board Policy apply to flex credit classes and the flex credit program.

## *Flex Plan for a New Course*

*Flex Plan for a New Course* is designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in an elective class that is not offered at Copley High School through a Copley High School approved program. The purpose of the credit flexibility option is to develop learners who devise their own research, learning objectives, and a plan whereby they will attain those objectives outside of the traditional classroom. These plans will be counted for elective credit only and cannot take the place of a required course unless approved by the Principal/Designee. Prior approval for the proposal is required; there will be no awarding of retroactive credit.

The following procedures must be followed to pursue a *Flex Plan for a New Course* option.

- 1) Complete a *Proposal for Credit Flexibility Application* (attached) and *Plan for Assessment to Receive Credit and Grades* form (attached) in which the student will define his/her educational goals, identify the standards to be demonstrated, list methods of instruction, describe assessment measurements, and create a timeline for completion.
- 2) Turn in the signed/completed *Proposal for Credit Flexibility Application* and *Plan for Assessment to Receive Credit and Grades* form to the student's assigned guidance counselor no later than November 30<sup>th</sup> or April 30<sup>th</sup> for a *Flex Out* option to take place in the upcoming semester.
- 3) The Flex Credit Committee will review the application materials and will either approve, deny, or request modifications to the submitted plan.
- 4) Once approved, the student may begin work on the course. The student and family are responsible for all fees associated with the *Credit Flex* plan.
- 5) The Copley High School teacher of record assigned to this *Credit Flex* plan will evaluate student work. A meeting will be scheduled with the Credit Flex Committee at the conclusion of the *Credit Flex* plan to evaluate the results in relation to the completed *Plan for Assessment to Receive Credit and Grades*.
- 6) Final grades and credits will be recorded on the student's transcript and calculated into the student's GPA and class rank.

## **Determining Grades through Credit Flexibility Options**

A student approved for a credit flex option at Copley High School must adhere to the following requirements to finalize his/her grade.

- 1) All credit flexibility course credit will be reported as a percentage. The course percentage will be weighted (if applicable), posted on the transcript, and included in the student's GPA and class rank.
- 2) If a student fails to complete the alternative coursework, activity, assessment or performance in the agreed upon time period, the approval to pursue the proposed credit will be revoked and a failing grade may be reported.
- 3) The grade for a credit flex course must be posted before the credit can count toward graduation, including early graduation.
- 4) Should a student transfer to another district in Ohio, upon request of the student or parent, Copley High School shall forward a copy of the approved application to the new district for their consideration.

## **General Guidelines for Awarding Credit**

The following standards and guidelines apply to credit awards:

- 1) All flex credit courses will be planned for one quarter ( $\frac{1}{4}$ ), one-half ( $\frac{1}{2}$ ), or one (1) full credit. The total number and type of credits that may be awarded is not limited.
- 2) Credit may count toward a course for graduation as approved by the Principal/Designee.
- 3) Credit can be earned simultaneously for (1) secondary and post-secondary credit; (2) academic and career technical experiences, or (3) more than one academic content/course area.
- 4) As approved, credit may be earned from other districts and other educational providers, including on-line providers.
- 5) If a student transfers from another district and
  - a) The student has completed a credit flex plan approved by the other district, yet has not achieved credit, the Principal/Designee may consider partial completion toward partial credit or toward total credit (if complete).
  - b) If credits have been completed in the other district before the student transfers to Copley-Fairlawn City Schools, the credits shall count as graduation credits as awarded by the sending district. The Principal/Designee may review the transfer credit to determine substitution for specific courses or adequacy as a pre-requisite course.

## Appeal Process

A panel consisting of a highly qualified teacher in the subject matter of the credit flexibility plan, a building administrator, and a guidance counselor will conduct grading, credit denial and denial of participation in the credit flexibility option appeals. The criteria used during the appeal process will consist of the *Proposal for Credit Flexibility Application* and/or the *Plan for Assessment to Receive Grades* established in the student credit flex plan. The appeal must be placed in writing and submitted to the high school principal within ten (10) days after the date of denial or the date of receiving the final grade for the credit flex plan. The decision of the Review Board will be by majority vote and will be the final determination in the appeal process.

## Pursuing an Educational Option

All Copley High School students may continue to participate in the following alternate means to earn credits that have been enacted in the district. Students interested in pursuing these options need to see their counselor for additional details; no *Credit Flexibility* application is necessary. Students may choose to participate in any of the following alternate means to earn credits:

- 1) On-Line Coursework
- 2) Independent Study
- 3) Summer School
- 4) Akron Public Evening School
- 5) Credit Recovery in Other School Districts (if available)
- 6) Post-Secondary Education Option Program (PSEOP)/Distance Learning

The *Educational Option Plan* may be initiated at any time during a school year, with the exception of Post-Secondary Education Option Program (PSEOP)/Distance Learning. Students interested in PSEOP/Distance Learning must fulfill the admission criteria of the university or college; complete an ACT by the February before they wish to attend college, attend a mandatory meeting in the February before they wish to attend college, and sign/complete/return the *Intent to Participate Form* to the appropriate guidance counselor by March 30<sup>th</sup> prior to the school year they wish to participate in college.

## **Additional Guidelines for Pursuing an Educational Option**

In addition to the abovementioned plan description, the following procedures will be followed in relation to *Pursuing an Educational Option*.

- 1) The student may use this program to retake classes they have not passed in order to recover credits needed for graduation.
- 2) The student/parent assumes all of the financial and transportation obligations of *Educational Option* classes. Obligations may be related to tuition, textbooks, fines, fees, and job-specific uniforms.
- 3) A student is required to meet Copley and OHSAA eligibility standards in order to participate in inter-scholastic athletics. Students who may have the potential to compete in Division I or II athletics at the collegiate level are strongly encouraged to earn high school credit via traditional high school coursework.
- 4) Final grades and credits will be recorded on the student's transcript and calculated into the student's GPA and class rank.

## Proposal for Credit Flexibility Application

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_ **Requested Credits:** \_\_\_\_\_

**Flex Course Name:** \_\_\_\_\_

**Flex Option:**  
*(check one)*

Flex Out                       Flex Plan for a New Course

Credit Recovery

**Reason(s) for Pursuing this Flex Credit Option** *(attach statement if more space is needed)*

---

---

---

---

**Description of What You Will Do to Earn this Credit** *(attach statement if more space is needed)*

---

---

---

---

### Additional Information for Flex Plan for a New Course.

1. If an off-site instruction provider is involved, list his/her name, location and credentials.

---

2. If approved, in which semester(s) will the plan be implemented? \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Parent/Guardian                      Date

**Office Use Only.**

Date Received: \_\_\_\_\_





## Credit Flexibility Review

**Student Name:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

**Flex Option/Course:** \_\_\_\_\_

**Requested Credits:** \_\_\_\_\_

**Members:** \_\_\_\_\_  
\_\_\_\_\_

Plan Approved       Plan Not Approved       Approval Pending

**More information is required:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requirements to earn credit:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Grade is to be Determined by:** \_\_\_\_\_

**Final date for Completion:** \_\_\_\_\_

**Graduation Requirement:** \_\_\_\_\_

**Elective Credit in:** \_\_\_\_\_

**Amount of Credit:** \_\_\_\_\_

**Final Grade:** \_\_\_\_\_

**Date Grade Given to Student:** \_\_\_\_\_