

## NEWBURY LOCAL SCHOOL DISTRICT CREDIT FLEXIBILITY POLICY

Credit Flexibility is any alternative coursework, assessment, or performance that demonstrates proficiency or proven ability for the awarding or equivalent graduation credit as approved by the school district through the processes herein described. Approved credit awarded will be posted to the student's transcript and counted as elective or required graduation credit in the related subject area.

The district will publicize the Credit Flexibility policy and program on the district website [www.Newburyschools.org](http://www.Newburyschools.org) and in the jr.-sr, high school student handbook.

### Application

Any student and/or parent may submit an application for credit to be awarded to the student through Credit Flexibility on the district Credit Flexibility Application form on which all requested information must be presented. This application process must begin in Guidance with a counselor-student/parent conference. The student and/or parent may be required to provide additional supporting documentation as determined by the Guidance Counselor, Principal or designee, or Superintendent. Applications for first semester credit are due by July 1 and applications for second semester credit are due by November 1 to allow time necessary for review.

### Review of Application

The application will be reviewed by the Guidance Counselor, Principal (or designee), Mentor Teacher, and inter-disciplinary staff panel. Upon approval of a completed application, the student will proceed with the learning activity. Completion deadlines for the activity are December 5 for first semester credit and May 5 for second semester credit to allow time necessary for review.

### Awarding Credit

The student will be eligible to receive credit upon satisfactory completion of the alternative coursework, assessment, or performance as required by the Principal (or designee) and reviewed by the staff panel. The following guidelines apply:

- The total number of credits that may be awarded is not limited.
- The criteria for Educational Option credits are described in Board Policy and/or the student-parent handbook.
- A single Carnegie Unit will be awarded for 120 hours engaged in learning as approved by the Principal (or designee). The Principal (or designee) may also award a Carnegie Unit for intensive activities based on the equivalence to a 120 hour course or fractional units of  $\frac{1}{4}$ ,  $\frac{1}{2}$ , or  $\frac{3}{4}$  credit.
- The Principal (or designee) may award a Carnegie Unit or fraction of a unit for any assessment that denotes acceleration beyond any related course offered at Newbury High School.
- The student will be awarded a Carnegie Unit or equivalent fraction for credit that substitutes for required courses.
- Credit may be earned simultaneously for secondary and post-secondary courses,

academic and career technical experiences, or more than one academic content/course area.

- As approved, credit may be earned from other districts and other educational providers--including on-line providers.
- If a student transfers to Newbury from another district without having completed credit approved by the other district, the Principal (or designee) shall consider a new application for credit. The Principal (or designee) may consider partial completion for partial credit or toward total credit when completed.
- Credits completed in another district before transfer to Newbury shall count as graduation credits as awarded by the sending district. The Principal (or designee) may review the transfer credit to determine substitution for specific courses.
- Tests or assessments used to determine advancement and course credits shall be from the state's pre-approved list, commercial assessments, or locally developed assessments. These will be given annually in August and December so that scheduling may be completed for the subsequent school semester. If a test or other assessment is used, the student must score a minimum of 80% to receive credit. A student failing this level may not apply for a second attempt at the assessment until four (4) months after the initial assessment. Any assessment may be attempted a maximum of two (2) times.
- Issuance of credit will be determined locally by a staff multidisciplinary panel which shall include the Mentor Teacher and principal (or designee), a professional panel including members of the community, or a State of Ohio performance-based assessment.
- The policy shall provide for, and comply with, student-athlete eligibility in accordance with OHSAA Bylaws.

#### Determining Grades

- All Credit Flexibility course credit will be reported as Pass/Fail unless the student chooses to be awarded a letter grade. Grades shall not be weighted. The letter grade to be posted on the student transcript and included in calculation of the student's G.P.A. will be awarded by the Principal (or designee) in consultation with the staff panel.
- If a student fails to complete the alternative coursework, activity, assessment, demonstrated proficiency, or performance within the time period specified in the application, the Principal (or designee) will revoke the proposed credit and may report a failing grade.
- The grade must be posted before the credit can count toward early graduation or graduation.
- If a student is unable to complete the credit due to illness with a medical excuse acceptable to the Principal (or designee), the Principal (or designee) may extend the time permitted or revise the requirements. If the student does not intend to complete the credit and there has been an illness or other good reason, the application may be revoked by the Principal (or designee) without posting a failing grade.
- Should a student transfer to another district in Ohio, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for consideration.

- Students denied a proposed credit alternative may appeal in writing to the superintendent within ten (10) days of said denial. The superintendent will appoint a three-member panel to hear the appeal and make the final determination.

#### Data Collection and Reporting

- Data concerning the methods and frequency of communication to students and parents will be reported as requested by the Ohio Department of Education (ODE).
- Performance data, including # of students participating, total credits earned, and the extent to which participation reflects district demographics and diversity will be collected.

#### Access

This policy does not prohibit access to on-line education, postsecondary options, educational options, or services from another district approved by the Board.

#### Important Guidelines

1. Only in very rare circumstances will we provide alteration of NHS class schedules to allow students to take courses elsewhere.
2. That no student be allowed to take a course with less seat time (fewer days per week) if that student can schedule the course in normal sequence.
3. That any course that has to be completed in fewer days per week (such as in conflict with a lab class) contain additional work (not just doing the homework that would have been assigned on the days not in class) to obtain the full credit value.
4. That we do not begin creating fractional credit classes for core coursework.
5. That educational options (such as Credit Flex) not conflict with the Negotiated Agreement.

NEWBURY LOCAL SCHOOL DISTRICT  
Credit Flexibility Application Form

Student Name \_\_\_\_\_  
Date of Application \_\_\_\_\_ Year \_\_\_\_\_ Sem \_\_\_\_\_  
Signature of Staff Mentor \_\_\_\_\_

Please describe what you will do to earn this credit:

- \_\_\_\_\_ Test or assessment
- \_\_\_\_\_ Coursework
- \_\_\_\_\_ Internet-based learning
- \_\_\_\_\_ Field Experience
- \_\_\_\_\_ Summer learning activities
- \_\_\_\_\_ Project-based learning
- \_\_\_\_\_ Internship (serving as an intern)
- \_\_\_\_\_ Mentorship (working with a mentor)
- \_\_\_\_\_ Independent Study
- \_\_\_\_\_ Demonstrated Proficiency
- \_\_\_\_\_ Other

Please provide below a thorough explanation. You may provide attachments if you wish:

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Is there a school, organization, or individual(s) supporting your proposed activity?

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All grades will be Pass/Fail unless you choose to be awarded a letter grade. Letter grades will count in the student G.P.A. and will not be weighted. Your choice of grading option cannot be changed later. I choose \_\_\_\_\_ Pass/Fail or \_\_\_\_\_ Letter Grade option.

I respectfully submit this application: \_\_\_\_\_ (Student signature)

I support the application: \_\_\_\_\_ (Parent Signature)

Principal (or designee) \_\_\_\_\_ Review Date \_\_\_\_\_

Staff Panel Members: \_\_\_\_\_

Approved for credit: \_\_\_\_\_ Not approved: \_\_\_\_\_ Pending: \_\_\_\_\_  
If **pending** - more information needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requirements to earn credit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How final grade is to be determined:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final date for completion: December 5, \_\_\_\_\_ or May 5, \_\_\_\_\_  
Other \_\_\_\_\_

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

Credit granted: \_\_\_\_\_ 1 \_\_\_\_\_  $\frac{3}{4}$  \_\_\_\_\_  $\frac{1}{2}$  \_\_\_\_\_  $\frac{1}{4}$

To be applied toward required credits in: \_\_\_\_\_

Or as elective credit in: \_\_\_\_\_

Principal (or designee) signature: \_\_\_\_\_

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