

Dayton Public Schools

115 South Ludlow Street, Dayton, OH 45402

Phone: 937-542-3000

Web: <http://dps.k12.oh.us>



Credit Flexibility Information and Guidelines

Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective.

The school district will include details of the Credit Flexibility policy and program on the district website and in the Student/Parent Handbooks at the middle and high schools.

Application

Any student may apply for credit to be awarded through Credit Flexibility. The student will submit an application on the district **Application for Credit Flexibility** form at least 45 days prior to the semester he/she wants to begin the Credit Flexibility Plan. All required information must be provided. The student may be required to provide supporting documentation as determined by the Curriculum and Instruction Department and/or Executive Director of Secondary Education. Some options may have associated cost/fees paid by the applicant.

Review of Application

The application will be reviewed by the district's Curriculum and Instruction Department and/or Executive Director of Secondary Education. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Curriculum and Instruction contact person may consult the facilitator of the related department or others as needed to provide needed information prior to making a decision regarding the awarding or denial of credit.

Awarding Credit

A student may be eligible to receive credit upon satisfactory completion of the preapproved alternative coursework, activity, assessment and/or performance as required by the Curriculum and Instruction Department and/or Executive Director of Secondary Education. The following standards and guidelines apply to awarding of Independent Study and Credit Flexibility credit:

- The total number of credits that may be awarded is not limited.
- The successful completion of a preapproved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
- All courses, as applicable, must be aligned to the Ohio Academic Content and Technical Standards to receive credit.
- Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.

- Curriculum and Instruction and/or Executive Director of Secondary Education may award credit for custom learning activity(s) in the amount approved in advance based upon the equivalence up to 120 hours (one Carnegie unit) course. In preapproved cases, partial credits may be awarded where deemed appropriate.
- The Curriculum Instruction Department and/or Executive Director of Secondary Education may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at Dayton Public Schools. Elective credit for courses not offered at Dayton Public Schools may also be earned in this manner as preapproved.
- If a student transfers from another school district to Dayton Public Schools and the student has not completed the course requirements to receive credit as approved by the other district, it is recommended that the student complete the course requirements at the previous school district, if possible. If this is not possible, the Curriculum and Instruction Department and/or Executive Director of Secondary Education may consider this a new application for credit. Curriculum and Instruction and/or Executive Director of Secondary Education may assign partial credit for partial completion as deemed appropriate.
- Credits completed in another district before transfer to Dayton Public Schools will count as credits toward fulfilling graduation requirements as awarded by the sending district. The school counselor with support from Curriculum and Instruction will review the transfer credit to determine equivalency to specific courses offered by Dayton Public Schools.
- District developed and/or approved tests/assessments used to determine advancement and course credits will be given annually in May to facilitate planning for the subsequent school year. Applications for credit by assessment are due on or before May 1st. To qualify for credit by assessment, the student must demonstrate mastery of content through examination, written assignments, projects, demonstrations and other items as specified in the Plan Agreement. A student failing to achieve successful completion may not apply for credit by assessment for the same course credit until the following school year. **Any credit by assessment for a particular course may only be attempted two times.**
- There are NO weighted grades for credits earned through independent study/credit flexibility.
- The Teacher of Record reserves the right to withdraw the student from a course (with penalty) for issues involving plagiarism and copyright violation.
- The student must complete all approved assignments/activities, etc., as approved in his/her Plan on or before the due date or the student may be withdrawn with penalty.
- A Student may request an appeal to reject the denial of a plan development, completion, or evaluation. The Credit Flexibility Appeals Panel that will be appointed by the Chief Academic Officer. A letter outlining the reason(s) for the appeal must be received by the Executive Director of Secondary Education within 10 calendar days following notification of plan outcome.

Determining Grades

- Grades earned through Credit Flexibility will NOT be weighted. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the Teacher of Record.
- If a student fails to make adequate progress, through identified progress benchmarks, or complete the Credit Flexibility Plan as agreed, the approval to further pursue the proposed credit may be revoked and a failing grade will be posted to the student's transcript.
- The final grade for the course must be posted before the credit can count toward graduation.

- If a student is unable to complete the course due to illness (with provided medical documentation) or other valid reason as determined by the Executive Director of Secondary Education, an extension may be permitted. If the student does not intend to complete the credit and there has been an illness or other valid reason, the application **may** be withdrawn without penalty by Curriculum and Instruction or the Executive Director of Secondary Education.
- Should a student transfer to another school district, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

Access

This policy does not in any way prohibit access to online education, postsecondary options or services from another district approved by the board.

Dayton Public Schools

115 South Ludlow Street, Dayton, OH 45402

Phone: 937-542-3000

Web: www.dps.k12.oh.us



Application for Credit Flexibility

This application must originate in GUIDANCE with Counselor/Student conference. Parent is highly encouraged to be a participant in this meeting. Upon the completion of this application, it will be submitted to the Office of Secondary Education. Student will be contacted with the final decision and a Credit Flexibility planning conference date will be scheduled with appropriate district personnel. This planning conference will take place within 2 weeks of submission to school counselor.

STUDENT INFORMATION

Student Name _____ Grade _____ ID# _____

Student phone and other contact information _____

Parent/Guardian Name and contact information _____

COURSE INFORMATION

Course Title _____

Course type (check one): Course Assessment Option Online course
 A custom course Project/Research

Core Subject Area field (e.g., Language Arts, Mathematics, Physical Science, Fine Arts, Social Studies, etc.):

Will the student continue to attend his current high school? Yes No
If yes, specify: Semester(s) ___1 ___2 ___All Year ___Day(s)/Period(s) _____

Check here if student is completing a course previously attempted _____
Explanation/Comment: _____

Amount of Course Credit _____ School Year _____

Course and Section Number (to be added by Data Management) _____

Course duration: All Year Semester 1 only Semester 2 only

ACTION PLAN

Description of what student will do to earn this credit (check all that applies):

- | | | |
|---|--|--|
| <input type="checkbox"/> Test and/or assessment | <input type="checkbox"/> Coursework | <input type="checkbox"/> Internet-based learning |
| <input type="checkbox"/> Field experience | <input type="checkbox"/> Mentorship/Work study | <input type="checkbox"/> Project-based learning |
| <input type="checkbox"/> Internship | | <input type="checkbox"/> Independent study |

Name and contact information of organization and/or individual(s) to support your proposed credit earning activity:

STUDENT CONTRACT

Student explanation of goals and statement of commitment:

I, (student signature) _____, understand the Credit Flexibility Option is an intensive process designed to allow me to work at my own pace to complete the assigned work.

The student and parent must initial each item below as indication of having read and accepted the following:

Parent Student

- _____ _____ The student will hold primary responsibility for the overall success or failure of the course.
- _____ _____ The student will be expected to allocate an average of _____ hours per week working toward completion of this course.
- _____ _____ The student will be expected to meet with the teacher at pre-determined intervals to assess prescribed benchmarks' mastery.
- _____ _____ The student **will actively engage** with the teacher and course activities according to the pre-determined progress benchmarks or the student may be withdrawn with penalty from the course according to DPS guidelines.
- _____ _____ The student will have until _____ to **complete the course** or the student may be withdrawn with penalty from the course. *(Receive a failing grade)*
- _____ _____ The student's teacher and/or other school authorities have the right to cancel this course/credit option if: (1) the student violates any rule/policy stated in the DPS Student Handbook; (2) the student does not regularly and actively engage with the teacher and course material by _____; or (3) the student does not make steady progress toward completion of the course.
- _____ _____ The student must complete all online AS WELL AS offline/other work assigned by the due date stated by the teacher or the student may be withdrawn with penalty from the course.
- _____ _____ The instructor reserves the right to remove the student from the course (withdrawn with penalty) for issues involving plagiarism and copyright violation.
- _____ _____ There are NO weighted grades for credits earned through independent study/credit flexibility.
- _____ _____ The teacher decision regarding a withdrawal from the course may be appealed to the Curriculum and Instruction Department and/or Executive Director of Secondary Education. A letter outlining the reason(s) for the appeal must be received by the Executive Director of Secondary Education within 10 calendar days following notification of withdrawal. The Executive Director of Secondary Education's decision on the appeal is final.

SIGNATURES/ROUTING

Student_____

Date_____

Parent_____

Date_____

Guidance Counselor_____

Date_____

Executive Director, Secondary Education_____

Date_____

(Distribution copies made and distributed by Secondary Education Office)

NOTES:

Distribution:

- _____ Original, Executive Director of Secondary Education
- _____ Curriculum & Instruction Department
- _____ Student/Parent
- _____ Counselor
- _____ Teacher of Record
- _____ Principal's Office
- _____ Permanent Record
- _____ Data Tech

Processing of Application

Submit application to Office of Secondary Education for approval upon completion of application.

Upon completion of course, submit Final Grade and Credit Report to Office of Secondary Education for processing and distribution.