

### **Developing a Credit Flexibility Plan**

The purpose of Credit Flexibility is to allow schools the flexibility to meet the unique needs of individual students separate from traditional coursework.

The Superintendent/designee is empowered by the state and local Boards of Education to approve Credit Flex. The principal is the official chairperson of the team for Credit Flex. Such team may include the principal, department chair, counselors and/or others deemed appropriate by the principal, in addition to the student and parent/guardian.

Educational options through Credit Flex include, but are not limited to, the following activities: coursework, online class, independent study, university course, and correspondence course.

#### **General Regulations and Guidelines**

1. All Credit Flex courses will be open to all Findlay City School students in grades 9-12 deemed capable of completing the work outlined in the student's Credit Flexibility Plan (CFP) and will be planned for up to one full credit. Those students with a record of low grades, attendance and/or a history of not completing projects may be denied Credit Flexibility.
2. The student must submit by May 1<sup>st</sup> the request for a Credit Flex for summer or fall credit. The student must submit by November 1<sup>st</sup> for spring credit. The student should be advised of any performance expectations prior to committing to a program of Credit Flex.
3. The student/parent/guardian will develop a written plan that will clearly state the requirements that must be met for credit to be earned. This may include, but is not limited to, work samples, log books, resources, special projects, demonstrations, and formative and summative assessments. The plan must be approved by the principal. Copies of the plan will be given to parents, stored in the student's file and given to the supervising teacher and counselor.
4. All Credit Flex will be graded and entered on the student transcript as part of the accumulated grade point average and official record. Strict deadlines for dropping a Credit Flex plan and submission of grades/documentation of plan completion will be enforced. Failure to meet these deadlines will result in a failing grade, no credit and will impact a student's grade point average (GPA). Credit Flex grades will not be weighted unless this is clearly stated in the written plan approved by all parties. If illness or other extenuating circumstances prevents the completion of the program, an extension may be granted and/or requirements revised by the principal.
5. All costs for Credit Flex classes will be borne by the student, including transportation of the normal transportation requirements. Students may be able to use school materials and participate in school activities at no cost if the materials/activities are available within the normal and customary instruction provided by Findlay City Schools. Students who qualify for free lunches may not be charged any fees other than special instructional fees, such as AP tests, charged in accordance with board policy.
6. There will be no limit to the number of credits earned through credit flex courses. Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.

7. Students working on Credit Flex are required to attend Findlay City Schools for the full day unless release time is part of the approved courses.
8. The plan is reviewed by the Superintendent/designee and approved, rejected or revised.
9. If the plan is rejected, the student will follow Ohio Department of Education guidelines for an appeal process.
10. Unless otherwise stated above, all regulations, criteria and guidelines listed in the Findlay City Schools' Curriculum Courses of Study, the Findlay City High School Student Handbook, and the Findlay City Schools Board Policy Book, in addition to Ohio Academic and Technical Standards and federal and state laws, apply to Credit Flex classes.

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