

Grandview Heights High School

Credit Flexibility Plan

Teachers, counselors, and administrators at Grandview Heights High School are excited to give students the opportunity to show what they know and that they are ready to move on to higher-order content by learning in ways that are not limited solely to seat time in our high school building.

Ohio Senate Bill 311 allows our students to earn credit in the following ways:

- **Option A:** Complete traditional coursework
- **Option B:** Test out or otherwise demonstrate mastery of course content
- **Option C:** Pursue an educational option such as a senior project, distance learning, educational travel, an internship, service learning, music, arts, after-school program, sports, or community service. Online coursework will also be considered an educational option.

Credit Flexibility means more choice and autonomy for students and families in deciding how, when, and where students learn and earn high school credit.

At Grandview Heights High School, students will work with parents and guardians, teachers, counselors, and administrators to determine which courses would be best for each student.

Key Facts about Grandview's Credit Flex Plan

- There is no limit to the kinds of coursework, nor to the number of credits that can be earned.
- Credit will be reported on student transcripts in the same way that seat-time credit is recorded.
- GHHS teachers will play an important role in determining when credit should be awarded.
- Credit will be awarded once Option B or C is completed therefore these options will not be considered for athletic eligibility. Students will still need to be enrolled in and passing five courses (not including PE) per grading period in order to be eligible by the Ohio High School Athletic Association (OHSAA) standards.
- Although credit flexibility gives students and families more control and choice, it also involves more personal responsibility. Students and families are responsible for any costs associated with the educational option portion of the plan.
- An appeals process is available should a student's proposal be denied by the school.
- In order for a credit flex course to be designated as an Advanced Placement (AP) course on a transcript, a student must score a 3, 4 or 5 on the appropriate AP exam in addition to having an approved credit flexibility plan in place.
- Credit flexibility will pertain only to high school credit, although all Grandview students (at any grade level) may earn credit through flexible methods.

Option B: Test Out or Otherwise Demonstrate Mastery

Students have two opportunities each year to request to demonstrate mastery of a course. Students must turn in a completed application (Form DM-1) to the guidance department by December 1 or May 1. Once the school has received the application, the student will be provided with the details of how he/she will be asked to demonstrate mastery. The content area teacher will be the one creating and grading the tests and/or activities related to demonstrating mastery. If you are interested in what demonstrating mastery would entail for a course, please feel free to ask the content area teacher. Demonstration of mastery may include written tests, writing samples, portfolio work, skills tests, etc. Students will be provided with textbooks, study guides, and/or other related materials when applicable.

Each student who submits an application to demonstrate mastery by one of the deadlines will be given an opportunity to test out or otherwise show mastery by the end of the semester in which he/she has applied. Once this has been graded, the student will then have five (5) days to accept or deny the grade and credit. Acceptance means that it will be permanently added to the transcript; denial means that it will never be added to the transcript. Students are permitted to test out or otherwise demonstrate mastery of the second semester of a course after sitting for the first semester of that same course.

Testing out or demonstrating mastery credit will include a letter grade unless the student opts for a pass/fail option. The pass/fail option can only be used if it meets the requirements listed in the Program of Studies.

Option C: Educational Options

Examples

Students may pursue an educational option such as, but not limited to, a senior project, distance learning, educational travel, an internship, service learning, music, arts, after-school program, sports, or community service. Online coursework will also be considered an educational option.

Deadlines

Students will have several opportunities each year to propose an Educational Option to a panel for approval. Deadlines for proposals will be Sept 1, Dec 1, and May 1, of each school year. If a student receives his/her schedule for the following year after May 1, he/she will have ten (10) school days from the day that the schedules were distributed to submit a proposal for an Educational Option. Once a student has submitted his/her proposal to the guidance department, he/she will be scheduled to meet with the panel to have the proposal reviewed. Revisions to the proposal may be a part of this process.

Panel

The panel will consist of the building principal, the guidance counselors, and a teacher appointed by the building principal (1-year term). An additional teacher may be added to the panel based on the subject area of the proposal (i.e. a science teacher would be on the panel if the proposal involved science credit).

Proposal (Form EO-1)

Students are required to fill out the official proposal form in order to be considered for an educational option. The proposal must include the following:

- Instructional objectives and timelines
- Activities, materials, resources, facilities, and equipment needed to achieve instructional objectives
- An evaluation plan or rubric which specifies if the credit is to be pass/fail or graded, and then must determine what constitutes a pass, an A, a B, etc.

A different proposal form will be used for students who want to complete online coursework as an educational option (Form EO-2).

Deadlines

If a student feels that he/she is not going to complete their approved educational option by the deadline, he/she may apply for an extension (Form EO-3). The extension application must be submitted to the building principal before the deadline date. If a student missed the completion deadline for his/her educational option, he/she will not have an opportunity to have any grade or credit added to his/her transcript.

Grading

The student proposal must outline grading procedures. Students must decide if they want the educational option to be pass/fail or graded and then must determine what constitutes a pass, an A, a B, etc. Once the panel has determined a final grade, the student will have five (5) days to determine if he/she would like to accept or deny the credit and grade. Acceptance means that it will be permanently added to the transcript, denial means that it will never be added to the transcript.

General Guidelines

Students must have their proposal approved before they begin work on their educational option. Proposals of past work or experiences will not be accepted.

Appeals Process

The superintendent of schools or his/her designee will serve as the hearing officer for appeals related to Credit Flexibility at Grandview Heights High School. In order to request an appeal of a proposal that was not accepted at the building level, please contact the District Board Office within five (5) days of the decision you wish to appeal. An appeals hearing will then be scheduled. Final grade determination is not subject to appeal.

Grandview Heights City Schools
 1587 West Third Avenue
 Columbus, Ohio 43212
 (614) 481-3600

Summary of Forms & Timelines

Form	Description	Deadlines
DM-1	Application to Participate in Option B: Test Out or Otherwise Demonstrate Mastery	December 1 or May 1 of each year
EO-1	Proposal for Option C: Educational Options	September 1, December 1, or May 1 of each year. <i>If a student receives his/her schedule for the following year after May 1, he/she will have ten (10) school days from the day that the schedules were distributed to submit a proposal for an Educational Option.</i>
EO-2	Proposal for Option C: Educational Options – Online Coursework	September 1, December 1, or May 1 of each year. <i>If a student receives his/her schedule for the following year after May 1, he/she will have ten (10) school days from the day that the schedules were distributed to submit a proposal for an Educational Option.</i>
EO-3	Option C: Educational Options – Application for Extension	Must be submitted to the building principal before the panel approved deadline date of the educational option
NO FORM	Request for Appeal	Contact the District Board Office within five (5) days of the decision you wish to appeal. An appeals hearing will then be scheduled.

Grandview Heights High School
Application to Participate in Option B:
Test Out or Otherwise Demonstrate Mastery
Due Dates: December 1 or May 1

This request must be kept on file in the Student's Accumulative School File – Form DM-1, Page 1 of 1

Student _____	Date _____	Grade _____
Address _____, Ohio	Zip _____	
Home Phone _____	Cell Phone _____	
Email Address _____	Do you have an IEP or 504 plan? _____	
Approving Parent or Guardian <small>(Signature required if under age of 18)</small>	_____	Date _____
Guidance Counselor Signature	_____	Date _____
Principal Signature	_____	Date _____
Course Title	_____	

Students will have two opportunities each year to request to demonstrate mastery of a course. Students must turn in this completed application (Form DM-1) to the guidance department by December 1 or May 1. Once the school has received the application, the student will be provided with the details of how they will be asked to demonstrate mastery. Demonstration of mastery may include written tests, writing samples, portfolio work, skills tests, etc. Students will be provided with textbooks, study guides, and/or other related materials when applicable.

Each student who submits this application to demonstrate mastery by one of the deadlines will be given an opportunity to test out or otherwise show mastery by the end of the semester in which they have applied. Once this has been graded, the student will then have five (5) days to accept or deny the grade and credit. Acceptance means that it will be permanently added to the transcript; denial means that it will never be added to the transcript. Students are permitted to test out or otherwise demonstrate mastery of the second semester of a course after sitting for the first semester of that same course.

Testing out or demonstrating mastery credit will include a letter grade unless the student opts for a pass/fail option. The pass/fail option can only be used if it meets the requirements listed in the Grandview Heights High School Program of Studies.

Grandview Heights High School
Proposal for Option C: Educational Options
Due Dates: September 1, December 1, or May 1

This request must be kept on file in the Student's Accumulative School File – Form EO-1, Page 1 of 4

Student _____ Date _____ Grade _____

Address _____, Ohio Zip _____

Home Phone _____ Cell Phone _____

Email _____ Do you have an IEP or 504 plan? _____

Approving Parent or Guardian _____ Date _____
(Signature required if under age of 18)

Guidance Counselor Signature _____ Date _____

Cooperating community member _____ Date _____
(If applicable)

Principal Signature _____ Date _____

Educational Options Project Title _____

Timeline for Completion _____

Educational Options Format (Circle all that apply): project, performance, portfolio, presentation, internship, community service, research, travel, correspondence course, or other approved format.

Educational Option Guidelines:

1. Deadlines for proposals (Forms EO-1) will be Sept 1, Dec 1, and May 1 of each school year. For this first year of implementation, we have added May 28, 2010 as an additional deadline. Once a student has submitted his/her proposal, he/she will be scheduled to meet with the panel in order to get the proposal approved. Revisions to the proposal may be a part of this process.
2. An instructional plan (Form EO-1, Pages 2-4), which contains written measurable objectives, must be submitted to, and approved by, a panel consisting of the building principal, the guidance counselors, and a teacher appointed by the principal. An additional teacher may be added based on the subject area of the proposal (i.e. a science teacher would be on the panel if the proposal involved science credit).
3. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.
4. The instructional plan will include a written plan for the evaluation of student performance. Students may choose to take their educational option as pass/fail or graded (A, B, C, D, F).
5. All costs involved with educational options are at the expense of the student/family.
6. Liability for injury while involved in any educational option is the responsibility of the student and his/her guardian.
7. The instructional plan must include a time for the evaluation of the educational option.
8. If a student feels that he/she is not going to complete the approved educational option by the deadline approved by the panel, he/she may apply for an extension (Form EO-3). The extension application must be submitted to the building principal before the deadline date. If a student missed the completion deadline and did not apply for an extension, he/she will not have an opportunity to have any grade or credit added to his/her transcript.

Proposal for Option C: Educational Options Instructional Plan

This request must be kept on file in the Student's Accumulative School File – Form EO-1, Page 2 of 4

Student _____ Date _____ Grade _____

Educational Options Project Title _____

Timeline Completion _____

Credit Amount Requested (1/4, 1/2, 1, etc.) _____

Pass/Fail or Graded: _____

Instructional Plan

Instructional Objectives and Timelines:

Proposal for Option C: Educational Options

Instructional Plan Continued

This request must be kept on file in the Student's Accumulative School File – Form EO-1, Page 3 of 4

Major instructional activities and materials, resources, facilities and equipment needed to achieve instructional objectives:

Proposal for Option C: Educational Options

Instructional Plan Continued

This request must be kept on file in the Student's Accumulative School File – Form EO-1, Page 4 of 4

Written plan for the evaluation of student performance:

Specify what constitutes either a pass/fail grade or a letter grade (outline A work, B work, etc.)

Grandview Heights High School
Proposal for Option C: Educational Options – Online Coursework
Due Dates: September 1, December 1, or May 1

This request must be kept on file in the Student's Accumulative School File – Form EO-2, Page 1 of 1

Student _____ Date _____ Grade _____

Address _____, Ohio Zip _____

Home Phone _____ Cell Phone _____

Email _____ Do you have an IEP or 504 plan? _____

Approving Parent or Guardian _____ Date _____

(Signature required if under age of 18)

Guidance Counselor Signature _____ Date _____

Principal Signature _____ Date _____

Online Course Title _____

Online Provider _____

Credit Amount Requested (1/4, 1/2, 1, etc.) _____

Pass/Fail or Graded: _____

Timeline for Completion _____

Other Information:

Grandview Heights High School

Option C: Educational Options - Application for Extension

This request must be kept on file in the Student's Accumulative School File – Form EO-3, Page 1 of 1

In the event a student feels that he/she is not going to complete the approved educational option by the deadline approved by the panel, he/she may apply for an extension. ***This extension application must be submitted to the building principal before the deadline date of the educational option.*** If a student missed the completion deadline without applying for an extension, he/she will not have an opportunity to have any grade or credit added to his/her transcript.

Today's Date _____ (to be stamped in the main office)

Approved Completion Date for Educational Option _____

Requested Extension (when do you plan to complete the educational option?) _____

Student _____ Grade _____

Address _____, Ohio Zip _____

Home Phone _____ Cell Phone _____

Email _____

Approving Parent or Guardian _____ Date _____
(Signature required if under age of 18)

Guidance Counselor Signature _____ Date _____

Cooperating community member _____ Date _____
(If applicable)

Principal Signature _____ Date _____

Describe circumstances for requesting an extension: