

# *SPRINGFIELD LOCAL HIGH SCHOOL*

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## **Credit Flexibility: Assessment Policy**

The Ohio credit flexibility policy allows students to earn credit through three main mechanisms: completion of coursework, demonstration of mastery of course content, and use of one or more educational options. Many districts already have processes in place to assess learning through coursework and flexible educational options available within existing provisions of Ohio law. However the piece that is often missing in current processes is the ability to assess the student's demonstration of mastery.

**The Springfield Local School District decided that, as a district, demonstration of mastery would be accomplished through a test-out option, or through approved dual credit and online educational programs and included the option in board policy# 5460.**

### **The Cost of Instruction which is absorbed by the student**

If the course of instruction is accessed outside the normal school day/week/year; (does not include coursework endorsed and recommended by the school as a part of the districts regular program of study, graduation requirement, and/or approved curricular online educational program) the course is in addition to the class load limits afforded at SLHS; the course is not part of the school's regular program of studies; the same costs are passed on to traditional classroom students cost for consumables.

### **Local Determination**

The process and procedures available to students who want to earn credit through the demonstration of mastery are a local determination. Springfield Local has made the decision that a "test-out" does not mean a single, paper-pencil, high-stakes exam but rather incorporates multiple measures of student learning. The district process includes the **completion of applicable Springfield High School midterm and/or final exams and one of the following: (each weighted at one-third of the final grade).**

- Research Based Project or Paper
- Portfolio of work
- Performance (when applicable)
- Internship (Service Learning)
- Other demonstration or performance-based task

### **Test-Out or General Coursework Procedure**

The test-out procedure Springfield Local developed begins with the written notification of a student's intent to test out of a class. The student submits a proposal and develops the student's specific plan for meeting the requirements of the district's test-out policy or general coursework parameters. The school provides a course syllabus, textbook for the student and schedules the date, time, and testing location for the student to complete a mid-term and/or final exam. The test out-portion of the grade requires a cumulative passage rate of 73%.

**On-Line Coursework-** Springfield High school will utilize Mahoning County's Unlimited Classroom as an approved provider for on-line educational services. If coursework is unavailable from this provider the student may make a request and a proposal for an alternative on-line provider. A review of the legitimacy, credibility and viability of the on-line provider will be made by the Credit-Flexibility Committee; (comprised of the Principal, Assistant Principal, Guidance Counselor and three teachers.) Students taking on-line coursework will fulfill all-academic and athletic eligibility requirements in accordance with Springfield High School policies and grade submission timelines. Students may be required to pass a Springfield High School Mid-Term and Final Exam to receive credit. (Dependent upon the on-line provider)

**Pre- 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 by April 1<sup>st</sup> of the current school year in order to be eligible for Credit Flex in the upcoming school year. All required information must be provided. The student may be required to provide supporting documentation as determined by the Credit-Flexibility Committee, Teacher of Record, Guidance Counselor and/or Principal or designee. A request for an application may be made in the high school office at any time during school hours.

**Review of Application:**

The application will be reviewed by the Teacher of Record, (the Teacher facilitating the course and issuing the grade), Guidance Counselor(s) and Principal or designee. Upon approval of a completed application, the student may proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Principal or designee may consult with the facilitator of the related department or others as needed, to obtain 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 alternative coursework, activity, assessment and /or performance as required by the Principal or designee. The following standards and guidelines apply to awarding credit:

- \* The total number of credits that may be awarded through credit flexibility 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.
- \* An external mentor for all core courses must meet ODE requirements for Highly Qualified Teacher (HQT) status. An external mentor must also submit their fingerprints for mandated FBI or BCI background checks.
- \* All courses, as applicable, must be aligned to the Ohio Academic Content Standards to receive credit.

Athletic eligibility will be determined in accordance with OHSAA standards. A student- athlete must receive passing grades in a minimum of five one-credit courses, in the immediately preceding grading period. *Prospective Division I & II student-athletes are advised **not** to use the "Test-out" option of credit flexibility, and that any coursework earned via credit flexibility needs to be comparable in length, content and rigor to credits earned in a traditional classroom. If in doubt contact the NCAA eligibility Center for specific advice on this issue. Springfield Local is not liable for NCAA decisions.*

- Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards (OAC chapter 3301-35) and Board approval.

- The Principal or designee may award credit for a custom learning activity(s) in preapproved cases. The course must meet or exceed state and local requirements. Ancillary information or costs may be required by the student and/or parent. In preapproved cases, partial credit may be awarded where deemed appropriate.
- The Principal or designee may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at Springfield Local High School (SLHS). Elective credit for courses not offered at Springfield High School may also be earned in this manner if preapproved.
- If a student transfers from another school district to SLHS and the student has not completed the course requirements to receive credit as approved by the other district, the Principal or designee may consider this a new application for credit. The Principal or designee may assign partial credit for partial completion as deemed appropriate. The Principal's decision will be final.
- Credits completed in another district before transfer to SLHS will count as credits toward fulfilling graduation requirements as awarded by the sending district. The Principal or designee will review the transfer credit to determine equivalency to specific courses offered by SLHS.
- District developed and/or approved tests/assessments used to determine advancement and course credits will be awarded annually in June to facilitate planning for the following school year. Applications for credit by assessment are due on or before April 1st. To qualify for credit by assessment, the student must show mastery in the subject as determined by the Teacher of Record to receive credit. A student failing to achieve this score 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 once per year.
- 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, copyright violation and/or academic dishonesty.
- The student must complete all coursework assigned by the Teacher of Record on or before assigned or scheduled due dates or the student may be withdrawn with penalty from the course and returned to the regular classroom setting.

#### **Denial & Withdrawal, Appeals Process:**

- The decision of the Principal/Teacher of Record regarding either denial or withdrawal from the course may be appealed to the Superintendent. A letter outlining the reason(s) for the appeal must be received by the Superintendent within 10 calendar days following notification. The Superintendent's decision is final. The Superintendent may seek a review of the proposal in conjunction the MCESC.

#### **Determining Grades:**

Grades earned through Independent Study and/or Credit Flexibility will NOT be weighted. The letter grade to be posted on the report card, eventual transcript and included in the student's grade point average will be awarded as determined by the Teacher of Record and the Credit Flexibility Committee.

If a student fails to make adequate progress (documentation required) on coursework, the approval to further pursue the proposed credit may be revoked and a failing grade will be posted to the student's report card and/or

transcript. The final grade for the course must be received in a timely manner and in accord with due dates determined by the school district and 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 Principal or designee, an extension may be granted and/or requirements revised. 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.

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.

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