

## *Riverside Local Schools*

585 Riverside Drive

Painesville, OH 44077

440.358.8202

<http://www.RiversideLocalSchools.com>

## *The Riverside Campus*

### *Credit Flexibility*

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Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by The Riverside Local 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 Riverside Local School District will include details of the Credit Flexibility policy and program on the district website and at The Riverside Campus.

#### Application

Any student may apply for credit to be awarded through Credit Flexibility. The student will submit an application on the district **Credit Flexibility** form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Guidance Counselor and/or Principal or designee of the Principal. Applications for credit flexibility are due on or before May 1<sup>st</sup> for first semester courses and November 1<sup>st</sup> for second semester classes.

#### Review of Application

The application will be reviewed by the guidance counselor(s) and Principal or designee of the Principal. 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 Principal or designee may consult with 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 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 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.
- The Principal or designee may award credit for custom learning activity(s) in the amount approved in advance based upon the equivalence to a 120 hour (Carnegie unit) course. In preapproved cases, partial credits 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 Riverside High School. Elective credit for courses not offered at Riverside High School may also be earned in this manner as preapproved.
- If a student transfers from another school district to The Riverside Local School District and the student has not completed the course requirements to receive credit as approved by the other district, the Principal or

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designee may consider this a new application for credit. The Principal or designee may assign partial credit for partial completion as deemed appropriate.

- Credits completed in another district before transfer to The Riverside Local School District 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 the Riverside Local School District.
- Test Out Option – District developed and/or approved tests/assessments used to determine advancement and course credits will be given to facilitate planning for the subsequent school year. Applications for credit by assessment(s) are due on or before May 1<sup>st</sup> and November 1<sup>st</sup>. To qualify for credit by assessment(s), 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(s) for the same course credit until the following school year. Any credit by assessment(s) 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 coursework assigned by the Teacher of Record on or before the due date or the student may be withdrawn with penalty from the course.
- The decision of the Teacher of Record regarding a withdrawal from the course may be appealed to the Principal. A letter outlining the reason(s) for the appeal must be received by the Principal within 10 calendar days following notification of withdrawal.

## 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 on coursework, 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 Principal or designee, an extension may be permitted 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 by the Principal or designee.
- 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 on-line education, postsecondary options or services from another district approved by The Riverside Local School District.

## Athletic Eligibility Information

- Students are strongly encouraged not use Credit Flexibility course(s) towards high school athletic eligibility.
- Students will also need to be aware of NCAA Eligibility Requirements – Credit Flexibility course(s) may not meet NCAA Eligibility Requirements.

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*Credit Flexibility*

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**Application for Credit Flexibility**

*This application must originate in GUIDANCE with Counselor/Student conference*

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**STUDENT INFORMATION**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ ID # \_\_\_\_\_

Student phone and other contact information: \_\_\_\_\_

Parent/Guardian Name and contact information: \_\_\_\_\_

**COURSE INFORMATION**

Course Title: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_

**ACTION PLAN**

Amount of Credit Requested:

\_\_\_ 1/4 credit

\_\_\_ 1/2 credit

\_\_\_ 1 credit

\_\_\_ other

Credit Use:

\_\_\_ Credit Recovery

\_\_\_ Credit Acceleration

Grade will be assigned according to the Riverside High School grading policy

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Test Out Option       | <input type="checkbox"/> Coursework               | <input type="checkbox"/> Internet-based learning |
| <input type="checkbox"/> Field experience      | <input type="checkbox"/> Summer learning activity | <input type="checkbox"/> Project-based learning  |
| <input type="checkbox"/> Internship/Mentorship | <input type="checkbox"/> Independent Study        | <input type="checkbox"/> Other                   |

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

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## STUDENT CONTRACT

Student explanation of goals and statement of commitment:

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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 accept 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 1 hour of every school day to work toward the completion of this course.   |
| _____ | _____ | The student will be expected to meet with teacher at least _____time(s) per week.   |
| _____ | _____ | The student <u>will actively engage</u> with the teacher and course activities by _____ or the student may be withdrawn with penalty from the course according to RHS guidelines.   |
| _____ | _____ | The student will have until _____ to <u>complete the course</u> or the student may be withdrawn with penalty from the course.   |
| _____ | _____ | 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 RHS 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. |



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Credit Flexibility

Final Grade and Credit Report for  
Credit Flexibility  
(To be submitted upon completion of course)

STUDENT INFORMATION

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ ID # \_\_\_\_\_

COURSE INFORMATION

Course Title: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_ School: \_\_\_\_\_

Course duration (Check all that apply): \_\_\_\_\_ Semester 1 \_\_\_\_\_ Semester 2 \_\_\_\_\_ Summer

Amount of Course credit: \_\_\_\_\_ School Year: \_\_\_\_\_

Final Completed Course Letter Grade: \_\_\_\_\_

- or -

Notice of Withdrawal from course: \_\_\_\_\_ WITH penalty \_\_\_\_\_ WITHOUT penalty (CHECK ONE)  
*Teacher must provide rationale below.*

SIGNATURE

Teacher of Record \_\_\_\_\_ Date \_\_\_\_\_

Copies of Plan distributed to:  
Student/Parent;  
Principal;  
Counselor;  
Teacher of Record;  
Student Permanent File

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*Credit Flexibility Option Supplemental Forms*

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**Activities Log Sheet**

Activity Description (including competency target):

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Start Date: \_\_\_\_\_ Date of Completion: \_\_\_\_\_ Approx.# hours \_\_\_\_\_

Activity Description (including competency target):

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Start Date: \_\_\_\_\_ Date of Completion: \_\_\_\_\_ Approx.# hours \_\_\_\_\_

Activity Description (including competency target):

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Date of Completion: \_\_\_\_\_

Activity Description (including competency target):

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Start Date: \_\_\_\_\_ Date of Completion: \_\_\_\_\_ Approx.# hours \_\_\_\_\_

Activity Description (including competency target):

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Start Date: \_\_\_\_\_ Date of Completion: \_\_\_\_\_ Approx.# hours \_\_\_\_\_

(Please attach additional sheets if necessary)

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*Credit Flexibility Option Supplemental Forms*

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Meeting Log Sheet

Date of Meeting: \_\_\_\_\_ Start Time: \_\_\_\_\_ Stop Time: \_\_\_\_\_

Reason for Meeting: \_\_\_\_\_

Meeting Participants

Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Meeting Minutes:

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(Please attach additional sheets if necessary)