

## **Ridgewood Local School District---Credit Flexibility Operating Procedures**

1. Options for Earning High School Credit
  - a. High school students in grades 9-12 may earn high school credits using any combination of the following:
    - i. Successfully completing traditional high school level courses for which one credit shall be granted per 120 hours of class time;
    - ii. Successfully completing an educational option plan as outlined in #2 below.
    - iii. Successfully completing a college-level course for dual credit in accordance with the Board's policy on post-secondary enrollment options. *Board policy 2271 R.C. 3313.613, 3365.01 through 3365.09*
    - iv. Successfully completing an outline course offered by a provider approved by (a high school principal or his or her designee OR the district credit flexibility committee).
    - v. Successfully completing an examination, providing a portfolio of work that demonstrates mastery of academic content standards, or combination of these methods
  - b. The district shall not limit the number of credits earned by a student through demonstration of mastery or completion of educational options. The district shall evaluate requests for early graduation in accordance with its policy on Academic Acceleration. However, the district shall not cap the total number of credits a student may earn or compel a student who does not wish to do so to graduate after completing fewer than four years of high school.
  - c. Students may earn credit in multiple content areas by successfully completing interdisciplinary educational options that address content standards in more than one subject area.
  - d. The district shall not prohibit access to online programs, postsecondary options, or deny credit earned under credit flexibility options by students transferring to the district from another Ohio public or chartered non-public school.
2. Educational Options
  - a. Responsibilities and Expectations
    - i. Educational options plans for students participating in extracurricular activities governed by the Ohio High School Athletic Association shall include procedures for documenting ongoing participation or satisfying academic eligibility requirements established in OHSAA bylaws.
    - ii. The district reserve the right to reassign a student participating in an educational option to traditional course or other placement at its discretion if the student fails to meet the standards for ongoing participation and satisfactory progress described in his or her educational option plan.

iii. Educational options plans may include activities that occur outside of school such as mentorships, internships, service learning, and educational travel. However, parents of student proposing educational options that include such activities may be required to sign a waiver holding the district harmless for any injuries or damages that occur in the course of a student's participation in an

- b. Students who wish to earn credit by testing out or demonstrating mastery without enrolling in a course must obtain prior approval by obtaining an educational option plan packet (Form A and B) from the high school guidance office and submit it at least three weeks prior to the start of the semester during which he or she was originally enrolled.
- c. Students who wish to test out or demonstrate mastery for credit during a course already under way shall submit a proposal for another educational option in which to participate for the duration of the course in which he or she was originally enrolled.
- d. Students may appeal requirements and standards for awarding grades and credit based on examinations or demonstrations of mastery by submitting an appeal to his or her (principal or guidance counselor) within five school days.
  - i. Appeals will be reviewed by a committee comprised of (a building principal or assistant principal, a teacher in the relevant subject area not involved in the original decision, and a guidance counselor.)
  - ii. The student filing the appeal and his or her parent(s) shall be given an opportunity to present concerns and recommendations to the committee.
  - iii. Appeals shall be reviewed by the committee within 10 days from the date the appeal was submitted in writing. The decision of the committee shall be final unless overturned by the Superintendent or a directive resulting from an appeal filed with the Ohio Department of Education.

### 3. Credit Flexibility and Special Populations

- a. Students with disabilities shall not be excluded from opportunities to earn credit through educational options or by demonstrations of mastery. Accommodations and supports for students with disabilities participating in educational options and online courses shall be provided consistent with student's Individual Education Plan and/or 504 plan.
- b. Educational options and opportunities to earn credit based on demonstration of mastery may be used in combination with other forms of academic acceleration described in the Board's policy on academic acceleration for advanced students (Policy 5410) and documented on the student's Written Acceleration Plan.

4. Fees Associated with Credit Flexibility

- a. No Assessment fees shall be charged to students or their families when district-made tests or portfolio review rubrics are used or when instruments are provided by the State of Ohio are used in evaluating students for credit based on demonstrations of mastery. The district may also require student to pay part or all of the cost of administering a commercial assessment instrument if that instrument is not normally administered free of charge to students participating in equivalent traditional courses. The district shall make every reasonable effort to provide a free or low cost assessment option to economically disadvantaged students requesting the opportunity to earn credit based on a demonstration of mastery.
- b. The district may require parents of student participating in educational option not initiated by the district to pay fees not to exceed the actual cost of participation in that option, including any charges for: tuition and registration fees; books, assessment and materials not typically provided free of charge to students in traditional courses, and; travel costs if transportation is provided by the district.