

**St. Henry High School  
2019 – 2020**



**Flex Credit Program  
Application**

St. Henry High School offers a special "flexible" plan for students to earn credits for graduation. All credits earned through the *Flex Credit* program will receive a letter grade, will be calculated as part of the accumulated grade point average, and will appear on the final transcript. There are three possible uses of the *Flex Credit* program:

- A. **Flex Recovery** - Students may use the program to make-up classes they have not passed in order to recover credits needed for graduation. Flex Recovery plans could include correspondence classes, online course work, or classes offered by other school districts' credit recovery programs.
  - B. **Flex Out** - Students may use the program to "test out" of a class or classes in the St. Henry curriculum if the student feels prepared to move on to a higher level. Flex Out plans will require the student to demonstrate at least a proficient level of achievement on all course standards, outcomes and objectives, as demonstrated by the student's results on all course assessments and projects.
  - C. **Flex Advance** - Students may work with high school staff and other educators to plan advanced course work that is not available in the regular St. Henry High School curriculum. Flex Advance plans will require student work of a challenging nature, including reading, study, projects, demonstrations, internships, service learning, and assessments.
1. All flex credit courses will be planned for one-quarter credit, one-half credit or one full credit. The student must initiate the request for a Flex Out or Flex Advance plan in the month of March. Flex Recovery plans may be initiated at any time.
  2. Deadline for submission of entire application will be May 1 each year. Be prepared to attend a meeting to discuss your proposal or rewrite and adjust your proposal if necessary.
  3. Applications for program will be submitted to a committee and a notice of approval or denial must be delivered to candidate by May 31. An appeal process is available should a denial occur.
  4. The student 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, written reports, log books, resources, special projects, demonstrations, workbooks, and summative assessments. The plan must be approved and signed by all parties, including student, parent, teacher or faculty committee, and guidance counselor or principal. In the case of Flex Out, this will be done with conjunction with the subject teacher.
  5. All flex credit work will be graded based on the approved plan and entered on the student transcript as part of the accumulated grade point average and official record.
  6. All costs for flex credit classes will be borne by the student. Students will be able to use school materials at no cost if the materials are already available.
  7. There will be no limit to the number or type of credits earned through the Flex Credit Program.
  8. Students will be required to continue to attend St. Henry High School for the full day unless release time is part of the approved written plan.
  9. Students working on flex credits are still required to meet St. Henry and OHSAA eligibility standards in order to participate in inter-scholastic athletics. The NCAA **does not** approve Flex Credit for eligibility purposes.
  10. Unless otherwise stated above, all regulations, criteria and guidelines listed in the St. Henry High School Curriculum Guide, the St. Henry High School Student Handbook, and the St. Henry Local Schools Board Policy Book apply to flex credit classes and the Flex Credit Program.
  11. Failing to complete the course will result in a grade of F that will be calculated into the student's G.P.A.

12. Educational options plans may include activities that occur outside of school such as mentorships, internships, service learning, and educational travel. However, parents of students 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 educational options activity outside district facilities and without staff supervision as a precondition of the district's approval of the plan.

## TIMELINES AND DEADLINES

- \_\_\_\_\_ 1. Special meeting advertised by guidance department prior to **March 1<sup>st</sup>**.
- \_\_\_\_\_ 2. Schedule individual meeting for program review for student and parent prior to **April 1<sup>st</sup>**.
- \_\_\_\_\_ 3. **April 1<sup>st</sup>** deadline for submitting page 4 of Flex Credit application as a formal intention to participate in program.
- \_\_\_\_\_ 4. **May 1<sup>st</sup>** deadline for complete application for submission to committee.
- \_\_\_\_\_ 5. **May 31<sup>st</sup>** deadline for decision of committee.
- \_\_\_\_\_ 6. Course must be completed by **January 13<sup>th</sup>** for grades to be posted by the end of the first semester. Athletes must provide evidence of “passing” grade for eligibility at the end of first and second nine weeks.
- \_\_\_\_\_ 7. Course must be completed by **May 20<sup>th</sup>** in order for grades to be posted for graduation and end of semester requirements to be met. Athletes must provide evidence of “passing” grade for eligibility at the end of third nine weeks.
- \_\_\_\_\_ 8. Summer experiences and internships must be completed by **August 10<sup>th</sup>**.

Students may appeal decisions regarding access to an educational option and/or standards established for awarding grades and credit for educational options by submitting an appeal to his or her principal.

- Appeals will be reviewed by a committee appointed by the principal who were not involved in the original decision.
- The student filing the appeal and his or her parent(s) shall be given an opportunity to present concerns and recommendations to the committee.
- Appeals shall be reviewed by the committee and 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



Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_ Current Grade Level \_\_\_\_\_

**FOR OFFICE USE ONLY** - To be completed by SHHS Flex Credit Interdisciplinary Team

**Present Level of Academic Achievement**

Cumulative Grade Point Average \_\_\_\_\_

Total Credits Earned \_\_\_\_\_ Credits in Progress \_\_\_\_\_

Attendance – days missed in high school years \_\_\_\_\_

Athlete in what sport(s) \_\_\_\_\_

Members present:

Concerns:

Submission Approval:      **Approved**                      **Denied**                      **Request Resubmission**

Decision Date \_\_\_\_\_ Resubmission Date(s): \_\_\_\_\_

Student is maintaining a passing level of performance on the designated check points:

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_

**Approved Flex Credit Completion**

Course Code (3 letters) \_\_\_\_\_

Course Name \_\_\_\_\_

Final Grade for Flex Credit Course: \_\_\_\_\_ Credit Earned \_\_\_\_\_

Course Number \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_

**(Administrator/Counselor)**

**Date**