

PARMA CITY SCHOOLS

5311 LONGWOOD AVENUE, PARMA, OH 44134

(440) 842-5300

www.parmacityschools.org



Credit Flexibility Information and Guidelines

Credit Flexibility applies to credit earned through preapproved coursework, assessments and/or performances that demonstrate proficiency. Credit awarded through this policy will be posted on the student's transcript and counted as graduation credit in either the related subject area or as an elective.

The school district will communicate the guidelines of the Credit Flexibility policy and program on the district website and in the student handbooks at the middle school and high school levels.

Application

- Any student may create a proposed learning plan for credit to be awarded through Credit Flexibility.
- The student will submit the plan to the District Credit Flexibility Committee.
- The student may be required to provide additional supporting documentation as determined by the school guidance counselor, principal or the District Credit Flexibility Committee.
- Applications for summer and first semester plans must be submitted to the District Credit Flexibility Committee by April 30th of the previous school year. Applications for second semester plans must be submitted by November 30th of the current school year.
- A new plan must be submitted with each new option a student attempts.

Review of Application

- The application shall be initiated with the student's school guidance counselor.
- The Credit Flexibility Application will be reviewed and approved by the District Credit Flexibility Committee.
- Upon approval of the plan, the student may then proceed with the learning activity.
- Credit will be awarded when all requirements are completed and evaluated. The teacher of record may consult with the department chairperson of the related department or others as needed to provide necessary information prior to the awarding of grades and credit.

Awarding Credit

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as specified in the Credit Flexibility Plan. The following standards and guidelines apply to awarding credit.

- The total number of credits (full and partial) that may be awarded is not limited.
- All Credit Flexibility Plans, as applicable, must be aligned to the Ohio Academic Content Standards to receive credit.
- Credits may be earned simultaneously for 1) secondary and post-secondary credit; 2) more than one academic/content area.
- The successful completion of a Credit Flexibility Plan may result in credit being designated as fulfilling either required or elective credit.
- If a student transfers from another school district to the Parma City School District and the student has not completed the course requirements to receive credit as approved by the other district, the Credit Flexibility Committee may consider this a new application for credit. The Committee may assign partial credit for partial completion as deemed appropriate.

Awarding Credit (cont'd)

- The credits completed through Credit Flexibility in another district before transfer to the Parma City School District will count as credits as awarded by the sending district. The Credit Flexibility Committee may review the transfer credit to determine equivalency to specific courses offered by the Parma City School District.
- District developed and/or approved tests/assessments used to determine sequence advancement and course credits will be given annually in May to facilitate planning for the subsequent school year. Flexible Credit Applications for credit by assessment are due on or before April 30th. To qualify for credit by assessment, the student must score 80% 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 two times.
- The deadline for completion of work shall be no later than the last day of class for the fall and spring semesters (spring: April 30th for graduating seniors) and the first day of the fall semester for the previous summer period.

Determining Grades

- The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as submitted by the teacher of record and reviewed by the Credit Flexibility Committee.
- Grades are calculated into a student's GPA. Pass/fail grades do not calculate into the GPA.
- If a student fails to complete the alternative coursework, activity, assessment or performance by the projected completion date, the approval to pursue the proposed credit will be revoked.
- The grade must be posted before the credit can count toward graduation.

Access

This policy does not in any way prohibit access to online education, post-secondary options or services from another district approved by the Board.

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Date _____
School Year _____

Credit Flexibility Application

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

Student Name _____	Grade _____	ID# _____
Student Email _____	Student Phone _____	
Parent/Guardian Name _____		
Address _____	City _____	Zip _____
Parent/Guardian Email _____	Parent/Guardian Phone _____	

Proposed Learning Plan

A. Course/Activity Title: _____

Course duration: Summer Semester 1 Semester 2 Full Year

Projected completion date: _____

Type of credit:* Grade (unweighted) Pass/Fail

**cannot be changed*

Number of credit(s) .25 .50 .75 1.0

B. Action Plan (check all that apply)

Test for Credit Summer Learning Activity Correspondence Class

Online Course Mentorship Community Service

Internship Independent Study Educational Travel

Course Work Problem-Based Learning

Names and contact information of person(s)/organizations, including the teacher of record, supporting your Credit Flexibility Plan:

Name	Phone Number	Email

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**Credit Flexibility
Final Grade and Credit Report**

STUDENT INFORMATION

Student Name _____ Grade _____ ID# _____

COURSE INFORMATION

Course Title _____

Teacher of Record _____

Course Duration: Summer Semester 1 Semester 2 Full Year

Amount of Course Credit: .25 .50 .75 1.0

Type of Credit: Letter Grade Weighted Pass/Fail

NOTES

Distribution:	<input type="checkbox"/> Student/Parent	<input type="checkbox"/> Guidance Counselor	<input type="checkbox"/> Principal	<input type="checkbox"/> Teacher of Record
	<input type="checkbox"/> Data Management	<input type="checkbox"/> Student's File		

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Credit Flexibility - Student and Parent/Guardian Contract

I, _____ (print student name) am interested in pursuing the Credit Flexibility Program for _____ (full year, semester 1, semester 2, summer) _____ (year). I understand the Credit Flexibility option is an intensive process designed to allow me to work at my own pace to complete the necessary work.

I know that the Parma City School District allows Credit Flexibility options as a means of meeting the diverse instructional needs of students with different talents, interests, and development. All such options must be aligned with the district's educational goals and objectives and the Ohio Content Standards. These options are expected to meet the current concepts and skills of the course competencies established by the district.

The student and parent/guardian must initial each item below as indication of having read and accepted the following stipulations:

Parent	Student	
		The student will hold primary responsibility for the overall success or failure of the course. The teacher of record and/or other school authorities have the right to cancel this course/credit option if the student fails to complete the alternative coursework, activity, assessment or performance by the projected completion date.
		The student will be expected to allocate an average of one (1) hour of every school day to work toward the completion of this course.
		The teacher of record 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 Student Handbook; 2) the student does not regularly and actively engage with the teacher and course material by _____ (end date); or 3) the student does not make steady progress toward completion of the course.
		The student assumes all financial and transportation obligations.
		The teacher of record reserves the right to remove the student from the course for issues involving plagiarism and copyright violation.
		The Flexible Credit grades are reported on official transcripts.
		The teacher of record's decision 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 the notification of withdrawal. The principal's decision on the appeal is final.
		All senior's Credit Flexibility Plans must be completed by April 30 th of the intended graduation year.
		The student is responsible for including attendance accountability in his/her log of contact and/or time.
		If dissatisfied with the results of the grade or credit, the student may appeal the case to the principal. Appeals must be presented by May 15 th (if grade 12) or one week after grade is released (if underclassman). The decision of the principal is final.

Signatures/Approvals

Student _____ Date _____

Parent/Guardian _____ Date _____

Guidance Counselor _____ Date _____

Teacher of Record _____ Date _____

Principal _____ Date _____

Office Use Only: Approved for Credit Returned for Review