



**Orange City School District
Credit Flexibility**

HANDBOOK

NOTE:

If the student fails to complete the coursework, activity, or performance in a reasonable time period as determined by the Principal and/or teacher of record, a failing grade will be issued and will be placed on the student's transcript.

Introduction

Credit Flexibility is any independent or group learning experience beyond the traditional school schedule. Students engaged in the credit flexibility option will gain new learning and knowledge.

Credit Flexibility differs from the “test-out” method where students feel they have already mastered the content of a specific course in the district curriculum and choose to take a district-approved assessment to demonstrate knowledge.

Definition of Roles

Faculty Advisor:

The faculty advisor is an Orange High School employee, credentialed by the Ohio Department of Education in the subject area in which the student is seeking credit. This person will be recorded as the teacher of record on the student’s transcript.

Activity Supervisor:

The adult who will oversee the successful completion of the learning outcomes, as described on page 3 of the Credit Flex application. The activity supervisor will also be responsible for meeting with the student as outlined on page 4 of the Credit Flex application.

Application

Any student may apply for course credit to be awarded through the Orange Schools Credit Flexibility process. The student will submit an application on the District’s Credit Flexibility Application form. All required information must be presented. The student may be required to provide supporting documentation as determined by the Guidance Counselor, Principal, or the Principal’s Committee.

Applications are due **on or before the first school day in May** for the OHS course credit awarded for yearlong OHS courses the following school year **and on or before the first school day in November** for OHS courses only offered in the second semester.

EX: To earn credit for Honors Biology II in the 2011/2012 school year, the Credit Flexibility application is due by the first school day of May 2025.

Applications for credits that are not in place of specific HS courses will be accepted the first school days in October (for credit awarded for the 2nd semester) and the first school day in May (for credit awarded for the 1st semester the following school year).

Application Review:

The application will be reviewed by the Guidance Counselor(s), the chairperson of the related department(s), and the Principal's Committee. Upon approval of a completed application, the student may proceed with the learning activity and credit will be issued accordingly.

Awarding Credit for Academic Courses:

The student will be eligible to receive credit upon satisfactory completion of the activity, project, assessment and/or performance as required by the Principal's Committee. The following standards and guidelines apply to credit awards:

- The total number of credits that may be awarded is limited to a maximum of one (1) credit per application; fractional credit may be awarded in no less than quarter ($\frac{1}{4}$) increments.
- Credit may count toward a related or required course requirement for graduation as approved by the administration and the Board of Education. Credit may also be awarded for electives that do not appear in the local curriculum, yet should follow and/or be linked to the Ohio Academic Content Standards.
- The credit may count toward a related course requirement for graduation as approved by the Principal's Committee and the Department Chairperson for which credit is desired.
- The student will be awarded a single (1) unit credit, or equivalent fraction of credit, that substitutes a required course(s). The credit shall be equivalent to the course credit offered at the school provided that the student demonstrates mastery as indicated with the application and approved by the Principal's Committee. Credit applied that does not substitute a required course will be determined by the Principal's Committee, based on the Credit Flexibility application, **not to exceed 1 credit per application.**
- If a student is a transfer from another district and the student has not completed credit approved by the other district, the Principal and Principal's Committee shall consider this a new application for credit.
- Credits completed in another district before transfer to the Orange City Schools may count as Orange High School graduation credits as awarded by the sending district, only as determined from a review of the requirements for the credit by the Principal, Guidance Counselor, and the Principal's Committee. The Principal and Guidance Counselor may review the transfer credit to determine substitution for specific courses or adequacy as a prerequisite course.
- Course credit will appear on an Orange School transcript.

Determining Grades:

- All Credit Flexibility course credit will be reported as a grade. School grading scale and OHS grading policies will be followed. The letter grade is to be posted on the transcript and **included in the student's GPA**. The grade must be posted before the credit can count toward graduation.
- If a student is unable to complete the credit due to illness (with a medical excuse), the Principal may extend the time permitted or revise the requirements. If the student does not intend to complete the credit and there has been an illness, the application may be revoked by the Principal **without** posting a failing grade.
- Should a student transfer to another district in Ohio, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

Appeals:

Students may appeal a denied course by contacting the high school principal **in writing** no later than **5 calendar days** after notification of denial. The written appeal must include:

- A. Statement of appeal to the denial decision
- B. Rationale and justification for appeal

All requests for an appeal will be scheduled by the Principal within **5 school days** of receipt of the written notification for appeal. The Principal's decision on the appeal is final.

Fees:

Any fees associated with the proposed Credit Flexibility activities, performance, project, etc. are the sole responsibility of the student.

Student-Athletes:

Students should speak with counselors and Credit Flex Facilitators to evaluate the impact of accessing Credit Flexibility on athletic eligibility. Students must also sign and return the Credit Flexibility Athletic Waiver before beginning the Credit Flex option.

- High School Athletics– Credits and courses taken through the Credit Flexibility Program **do not** count towards the five (5) courses required by the Ohio High School Athletic Association (OHSAA) for athletic eligibility. Students must maintain five (5) courses at Orange High School to maintain their athletic eligibility.
- College Athletics– Students who anticipate continuing participation in sports at the college level should carefully consider the possibility that the NCAA Initial Eligibility Center may not include some Credit Flexibility options as part of the qualifying core courses required for Division I and II eligibility. For potential college student-athletes, the NCAA eligibility requirements specifically address the types of learning opportunities available through the Credit Flexibility policy (e.g., online/distance learning, independent study, one course taken over two years). The NCAA does not allow “credit by exam” (or Mastery Assessment) courses to be applied to core course eligibility requirements. If you expect to play college sports, you must check with your counselor to ensure that any credits taken through Credit Flex will meet the NCAA Eligibility Center standards.