



Book	Cincinnati City School District Policies
Section	2000 Programs
Title	Credit Flexibility Educational Options
Number	2370
Status	Active
Legal	A.C. 3301-35-06(G)
Adopted	Not provided
Last Revised	June 14, 2010
Last Reviewed	Not provided

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

The Superintendent shall prepare a plan of credit flexibility (9-12)/educational options (K-8) for use in meeting the needs of students. Such options may include, but not be limited to, distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, and early college entrance.

Prior approval of the credit flexibility/educational option application (Form 2370 F1) by the Superintendent shall be required before a student participates in a credit flex/educational option. Prior permission of a parent or guardian shall also be required before a student under age eighteen (18) participates in a credit flex/educational option.

Participation in a credit flexibility/educational option shall be in accordance with an instructional plan which will be developed based on the individual student's needs.

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan, provide or supervise instruction, and evaluate student performance.

Credit shall be granted to the student upon successful completion of the program. The credit shall be placed on the student transcript.

Credits earned from credit flexibility/educational options may be counted toward graduation requirements in accordance with applicable State law and administrative code.

CINCINNATI CITY SCHOOL DISTRICT ADMINISTRATIVE PROCEDURES

<i>Procedure Name: Credit Flexibility Educational Options</i>	
Procedure No. 2370-00-01	Eff. Date: June 14, 2010
Implements Board Policy(ies) 2370	Last Reviewed: 1.11.2019

1. Background

This procedure describes the process by which students may participate in Credit Flexibility as an educational option and provides requirements for district and school level staff. Credit Flexibility is based on competencies and is not equivalent to traditional Carnegie seat time hours.

This education option gives students a way to be in charge of their learning. For some students, they see more value in school (“Why do I have to learn this?”) when they can connect learning with real world situations and future jobs. Credit flexibility is one way to increase a student’s interest in school and motivation to learn.

The key to this option is that the student drives the request to learn differently as well as the plan to earn the credit. A specific interest of the student is the basis for the request. The family starts by listening to their child.

- 1. Every school district has a policy on credit flexibility. The student and family should find and review the policy.*
- 2. The student and family talks with the principal, counselor and teachers about the way to fulfill the student’s request and to meet requirements for earning a high school credit or credits.*
- 3. The school approves the plan, which includes how the student will know he or she has succeeded. In some cases, the how could be a test, a project or a combination of several measures.*

2. Responsibilities

Title: Director of Curriculum and Instruction

Address: 2651 Burnet Avenue, 45219

Phone: 513-363-0127

Describe responsibilities:

The Director of Curriculum shall ensure the Credit Flexibility Program meets the criteria as outlined by the State Board and the requirements of Cincinnati Board of Education policy. Guidelines are necessary to ensure compliance with District Policy, State rules and regulations.

3. Action Steps

Guidelines to ensure compliance with District policy State Rules and regulations for Credit Flexibility.

- 1. District shall provide an application form and timeline for requesting opportunity to participate in credit flexibility. The application form shall be housed on the district website and accessible to all students and families.*
- 2. District shall communicate HQT requirements for credential teacher, outside company or organization who has oversight of the student’s credit flexibility plan*
- 3. Students, requesting Credit Flexibility, must meet with school counselor prior to submitting an application*
- 4. Students under age eighteen (18) must have parental/guardian consent to participate in Credit Flexibility.*
- 5. Credit Flexibility application review, approval, and denial are conducted at the school level and involves, counselor, teacher, principal, student, parents/guardian of students under the age of eighteen (18)*
- 6. Procedures for review, approval, denial, and appeal shall be provided in writing*

and provided on the district website.

7. District shall provide annual reports to include: 1) number of credit flex applications, 2) number of applications awarded credit, 3) number of applications denied, 4) appeals
8. Credit shall be granted to the student upon successful completion of the program. The credit shall be placed on the student transcript
9. Each school shall comply with EMIS reporting requirements for credit flexibility plans that have been awarded credit and placed on the student transcript.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Students and families are responsible for any costs associated with the credit flexibility plans.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. HQT Requirements	HQT and EMIS reporting requirements for Credit Flexibility. There are three parts to meeting the HQT requirement: 1. Teachers must have at least a bachelor's degree, 2. Teachers must have a certificate/license that is appropriate to their teaching assignment, and 3. Teachers must be able to demonstrate their subject area expertise in the Core Academic Subjects (refer to ODE site link).	
2. Outside Company or Organization	It has been determined that HQT is not required for the contracted teacher listed on the Credit Flex course described by this new curriculum element (OC). It has been determined that HQT is not required for a teacher who monitors a course described by this new delivery method (CI). (refer to the ODE site link).	
Appeals Process	Provide process student should follow if credit flexibility application has been denied (refer to ODE site link).	

6. Additional Information

Credit Flexibility is an Educational Option for personalized learning.