

**CREDIT FLEXIBILITY POLICY
MADISON COMPREHENSIVE HIGH SCHOOL
EFFECTIVE 2010-2011 SCHOOL YEAR**

- I. 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 methods:**
 - 1. Successfully completing traditional high school level courses for which one credit shall be granted per 120 hours of class time.**
 - 2. Successfully completing one of the following educational options below as outlined in Section II.**
 - a. A college-level course for dual credit in accordance with the Board's policy on post-secondary enrollment options.**
 - b. An online course offered by a provider approved by the high school principal or his or her designee (see Course Registration Booklet).**
 - 3. Successfully completing an examination and providing a portfolio of work that demonstrates mastery of academic content standards.**
 - 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 continue to evaluate requests for early graduation in accordance with the district's current policy on early graduation. However, the district shall not cap the total number of credits a student may earn or compel a student to graduate who does not wish to do so after completing fewer than four years of high school.**
 - C. Students may earn credit in multiple content areas by successfully completing an interdisciplinary educational option that addresses the 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.**

II. Educational Options

A. Responsibilities and Expectations

- 1. Educational options for students participating in extracurricular activities governed by the Ohio High School Athletic Association (OHSAA) shall include procedures for documenting ongoing participation and satisfactory progress on the part of the student for the purpose of satisfying academic eligibility requirements established in the OHSAA bylaws and by the Madison Local Board of Education.**
- 2. The district reserves the right to reassign a student participating in an educational option to a traditional course or other placement at its discretion if the student fails to meet the standards for ongoing participation and satisfactory progress.**
- 3. Educational options may include activities that occur outside of school such as postsecondary coursework and online courses. However, parents/guardians 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 such activity outside of the district's facilities and without staff supervision as a precondition of the district's approval.**

B. 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 the principal or his/her designee.

- 1. 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.**
- 2. The student filing the appeal and his or her parent(s)/guardian(s) shall be given an opportunity to present concerns and recommendations to the committee.**
- 3. Appeals shall be reviewed by the committee within 10 days of 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.**

III. Credit by Demonstration of Mastery

- A. The district shall allow students the opportunity to earn credit by demonstrating mastery of the academic content standards (or by the adopted course of study for courses where academic content standards do not exist) covered by any course offered by the district, and shall award a number of credits to students demonstrating mastery equal to the number of credits awarded to students who successfully complete the equivalent traditional course.**
- B. Students may demonstrate mastery by completing a comprehensive examination covering essential content knowledge and skills addressed in an equivalent traditional course and by presenting a portfolio of work demonstrating mastery of knowledge and skills addressed in an equivalent traditional course.**
 - 1. Tests used for this purpose shall be either comprehensive exams created for the traditional course (e.g. a course final exam), a state-approved assessment (e.g. end-of-course exam), a published assessment instrument covering relevant content approved by the Superintendent or his or her designee, or a combination of these options. The district shall communicate to students how assessment instruments used will be scored and how the number of credits awarded and grade assigned will be determined based on scores earned before the assessment is administered.**
 - 2. The district shall require a student to complete examinations in a proctored environment.**
 - 3. Rubrics shall be used for evaluating portfolios of student work. Criteria and scoring methods shall be shared with the student before the portfolio is assessed. Portfolios shall be evaluated by staff with expertise in the relevant content area.**
 - 4. After tests and portfolios are scored, the student shall be notified of the grade for which he or she is eligible, and the grade will be recorded on the student's transcript.**
- C. Students who wish to earn credit by testing out or demonstrating mastery without enrolling in a course should notify their guidance counselor in writing by May 1st for a year-long course or a 1st semester course that begins the following fall and by December 15th for a 2nd semester course.**
- E. Students may appeal requirements and standards for awarding grades and credit based on examinations or demonstrations of mastery by submitting an appeal to the principal or guidance counselor.**

1. 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.
2. The student filing the appeal and his/her parent(s)/guardian(s) shall be given an opportunity to present concerns and recommendations to the committee.
3. 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.

IV. 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.

V. Fees Associated with Educational Options, Online Courses, and Credit by Demonstrations of Mastery

- 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 provided by the State of Ohio are used in evaluating students for credit based on demonstrations of mastery. The district shall require students to pay the entire cost of administering a commercial assessment instrument if the 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.

VI. Communication Plan

- A. Opportunities and requirements related to credit flexibility shall be publicized annually using multiple forms of media which may include but not be limited to any combination of the following: publication on the district's website, publication in the high school course catalogs, and dissemination of information at parent/teacher conferences and other events open to parents. Copies of a publication describing opportunities and requirements related to credit flexibility shall also be made available to students, staff, and parents upon requests to the high school guidance counselors and building principals.

- B. The content of these publications shall be reviewed annually to ensure their completeness and accuracy by the Superintendent or his/her designee.**
- C. The Superintendent or his/her designee shall maintain a cumulative database of approved educational options and standards for awarding grades and credits based on demonstrations of mastery to assist students, parents, and teachers with understanding available options and to help ensure equity and consistent standards of rigor beginning in the 2010-2011 school year.**

VII. Data Collection and Reporting

- A. The Superintendent or his/her designee(s) shall develop and implement procedures for monitoring and annually reporting to the Board and the Ohio Department of Education data regarding:**
 - 1. Methods and frequency of communicating credit flexibility information to students and parents;**
 - 2. The number of students participating in educational options and earning credit based on demonstration of mastery;**
 - 3. The total number of credits earned by students through successful completion of educational options and demonstrations of mastery;**
 - 4. The extent to which student participation in flexible credit options reflects the diversity of the student body as a whole.**