



## **Cloverleaf Local Schools**

8525 Friendsville Road

Lodi, Ohio 44254

Telephone: (330) 948-2500 - 722-1515 - 336-7855

Fax: (330) 948-1034

**Daryl Kutilus, Jr.**  
Superintendent

**Robert E. Hevener**  
Curriculum Director

**Mary Workman**  
Treasurer

### **Credit Flexibility Information and Guidelines**

Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrate proficiency qualified to be awarded graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective.

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

#### **Application:**

Any high school student may apply for credit to be awarded through Credit Flexibility. The student will submit an application on the district **Application for Credit Flexibility** form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Guidance Counselor and/or Principal or designee of the Principal. Application may be made **two** times a year. Students may apply through their guidance counselor **October 1-15** and/or **February 1-15**.

#### **Review of Application:**

The application will be reviewed by the Guidance Counselor and Principal or designee of the Principal. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Principal or designee may consult with the facilitator of the related department or others as needed to provide needed information prior to making a decision regarding the awarding or denial of credit.

*The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based learning opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.*

## **Awarding credit:**

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Principal or designee. The following standards and guidelines apply to awarding credit:

1. All fees associated with the proposed assessment and/or activities will be at the expense of the student.
2. The total number of credits that may be awarded is not limited.
3. The successful completion of a preapproved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
4. All courses, as applicable, must be aligned to the Ohio Academic Content Standards to receive credit.
5. Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.
6. The Principal or designee may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at Cloverleaf High School. Elective credit for courses not offered at Cloverleaf High School may also be earned in this manner as preapproved.
7. If a student transfers from another school district to the Cloverleaf Local Schools and the student has not completed the course requirements to receive flexible credit as approved by the other district, the Principal or designee may consider this an application for credit. The Principal or designee may assign partial credit for partial completion as deemed appropriate.
8. Credits completed in another district before transfer to the Cloverleaf Local Schools will count as credits toward fulfilling graduation requirements as awarded by the sending district. The Principal or designee will review the transfer credit to determine equivalency to specific courses offered by the Cloverleaf Local Schools.
9. **Applications for credit by assessment must be approved by Cloverleaf prior to making registration or payment.** Approved tests/assessments used to determine mastery and course credits will be given the second week of May and the first week of August at the Medina County ESC. **Courses available for credit by assessment are English 9, Algebra 1, Geometry, U.S. History, and Biology.** Assessments will be multiple choice and constructive response. The fee for this option will be \$30.00. Students will be required to register and pay for the assessment at the Medina County ESC. To qualify for credit by assessment, the student must demonstrate mastery [score 85%] in the subject as determined by the Teacher of Record to receive credit.

*The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based learning opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.*

10. There are NO weighted grades for credits earned through credit flexibility.

### **Determining Grades**

1. Grades earned through Credit Flexibility will not be weighted. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the Teacher of Record.
2. The final grade for the course must be posted before the credit can count toward graduation. Only full, half, and quarter credit will be attempted and awarded.
3. If a student is unable to complete the approved plan due to illness (with provided medical documentation) or other valid reason as determined by the Principal or designee, an extension may be permitted and/or requirements revised. If the student does not intend to complete the credit and there has been an illness or other valid reason, the application may be withdrawn without penalty by the Principal or designee.
4. Should a student transfer to another school district, upon request of the student or parent, the district will forward a copy of the approved application to the new district for their consideration.

*The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based learning opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.*