



Reading High School Credit Flexibility Application

Reading Community Schools

READING HIGH SCHOOL CREDIT FLEXIBILITY POLICY

The Board of Education recognizes that an effective educational program is one that provides students opportunities to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, as well as customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from counting hours of instruction to performance. Students may earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills.

The process for applying for flex credit is as follows:

1. Student must meet with a guidance counselor to discuss the options for flex credit.
2. The student must fill out the application packet completely.
3. The application will be reviewed by a team comprised of an administrator, a counselor and a teacher.
4. The student will be notified of the status of his/her application within 7 days of the receipt of the application. Applications may be approved, denied or a request for revisions may be made to the student.

All credit flexibility course work will receive a letter grade. A student wishing to pursue an AP level course through credit flexibility will not receive the add-on value for class rank or GPA purposes.

Any student who is denied participation in a credit flexibility course may appeal the principal's decision to the superintendent or his/her designee. The appeal must be requested within five school days from the date of the denial.

READING HIGH SCHOOL FLEXIBLE CREDIT APPLICATION

Steps for the application process:

1. Discuss possible credit flex plan with your counselor and parents.
2. Pick up, read, and complete application packet. Application packets are available in the guidance office.
3. Discuss course requirements with a counselor.
4. Request a copy of your transcripts to attach to this application.
5. Turn the completed packet into the guidance office.
6. Be prepared to attend a meeting to discuss your proposal or to re-submit it as necessary.
7. Once the course proposal is approved, the course must be completed as indicated by the committee. The course must be approved BEFORE the student begins the coursework.
8. Once the quarter has begun, students have one week to drop the course from their schedule without penalty.

Credit flexibility is a wonderful opportunity for students to earn high school credit. All students should spend time discussing this credit flexibility option with their parents, guidance counselors, and mentors. Please thoroughly and thoughtfully answer the following question:

How does this credit flexibility relate to my high school goals, future academic goals and/or occupational goals?

GENERAL INFORMATION AND DISTRICT POLICIES

Student Name:

Date:

Current Grade Level:

To the student:

Please read the following statements and then initial next to the statements indicating that you understand the policies. I understand that:

_____ If my credit flexibility proposal is accepted, I will earn a letter grade (A, B,C,D,F) for the course.

_____ The grade that I earn will appear on my transcript, regardless of the final grade and will be calculated in my GPA.

_____ Credit will be granted at the completion of the flexible credit course.

_____ Weighted credit cannot be obtained through a flexible credit course.

_____ I may not drop a flexible credit course after the drop date (1 week into the semester). If I drop after the drop date, I will receive a WF on my transcript (withdrawn/failure).

_____ Academic honesty rules apply just as they do in a traditional class setting.

_____ Many traditional classes are offered during select semesters and I have discussed with my guidance counselors how the outcome of this flexible credit class will impact any traditional classes I subsequently take and/or my ability to schedule other courses.

_____ I am responsible for meeting graduation requirements.

_____ I am responsible for ensuring that I have met graduation requirements by established deadlines to participate in senior graduation.

_____ I am responsible for maintaining my academic eligibility.

_____ I recognize that the course may not match the academic standards for Reading High School and may not adequately prepare me for subsequent courses.

Your signature indicates that you have discussed the above statements with your parents, understand the commitment you are endeavoring to make, and agree to the policies set forth by Reading High School.

Signature of student

Date

To the PARENT/GUARDIAN of the student submitting a flexible credit proposal:

Please read and discuss the above policies with your student. Your signature indicates that you have read the above statements and agree to the policies set forth by Reading High School. Your signature also relieves the school of any liability for your son/daughter during times in which your student is not required to be at school due to the flexible credit proposal, should it be accepted.

Signature of parent/guardian

Date

Signature of principal

Date

Flexible Credit Submission

Name of Course:

Begin Date:

End Date:

Adult Supervisor(s)/Teacher(s)/Mentor(s) Name:

_____ Attach a copy of your transcripts to this packet.

Method of achieving credit (check all that apply):

- _____ Complete Coursework
- _____ Online Class through (name of institute)
- _____ Independent Study
- _____ College/University Course (name of institute)
- _____ Other (please specify)

Explanation of the methods for achieving credit:

Timeline for achieving credit and checkpoints (be specific):

Proposed methods for demonstrating mastery for credit (you must select at least three):

- _____ Project(s)
- _____ Tests/Quizzes
- _____ Performance Indicators (PIs)
- _____ Labs (must be selected if a lab based course)
- _____ Internship
- _____ Research Paper/Project
- _____ Portfolio
- _____ Final Exam
- _____ Culminating Project
- _____ Other (Please Specify):

Support services requested of Reading High School if on an IEP or 504:

FOR OFFICE USE ONLY

To be completed by RHS

Date Application Submitted:

Received by:
(Administrator/Counselor)

Submission Approval: Approved Denied

Reason(s) for Denial of Submission:

Resubmission Date:

Approved Flexible Credit Proposal Information

Drop date for flexible credit course:
(Just as with a traditional course, students may not drop a flexible credit course after the drop date)

FINAL GRADE FOR FLEXIBLE CREDIT COURSE:

Please attach all artifacts for the course.