

Barberton High School  
**Flexible Credit Application** (for all options)

**Student Information**

Name \_\_\_\_\_ Grade \_\_\_\_ Year of Graduation \_\_\_\_\_ Date of request \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_  
My cumulative GPA is \_\_\_\_\_ Total credits earned \_\_\_\_\_ Attendance \_\_\_\_\_% (Check with attendance office)  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

**Parent / Guardian Information**

Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone \_\_\_\_\_ Work phone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone \_\_\_\_\_ Work phone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Email \_\_\_\_\_

**Choose One:**

- \_\_\_\_ Correspondence Course – Attach Option A Application Form
- \_\_\_\_ Independent Study / Internship Portfolio / Educational Travel – Attach Option B Application Form
- \_\_\_\_ Physical Education Flex-Out - Attach Option C Application Form

**Proposed Start Date:** \_\_\_\_\_ **Proposed End Date:** \_\_\_\_\_

Submit 2 copies to Mr. Lattarulo, High School Assistant Principal:			
<b>Flexible Credit Application (for all options)</b> <b>plus Flexible Credit Application for Option A, B, C,</b>			
Application Received by _____		Date _____	
Appl. Fee Rc'd. (part A only) _____		Teacher of Record _____	
Plan approved by _____		_____	
Principal	Date	Teacher of Record	Date
Plan approval does not guarantee credit.			

If you are unable to complete the course/experience on time due to illness (with medical documentation provided) or other valid reason as determined by the principal or school counselor, an extension may be permitted and/or requirements revised. If you do not intend to complete the course/experience and there has been an illness or other valid reason, the application may be withdrawn without penalty by the principal or school counselor.

The Flexible Credit course/experience must be completed prior to May 1<sup>st</sup> of the student's graduating year in order for the grade and credit to appear on the final transcript.

Should a student transfer to another school district, upon request of the student or parent, a copy of the approved application shall be forwarded from Barberton High School to the new district for their consideration.

## I Am Educated on Flex Credits

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

\_\_\_\_\_ I hold primary responsibility for the success or failure of the option.

\_\_\_\_\_ I have discussed with my counselor how the flexible credit option will impact graduation requirements, other classes I may take, and additional academic concerns.

\_\_\_\_\_ The grade that I earn from flexible credit options (including those dropped with penalty) will appear on my transcript and will be calculated into my GPA.

\_\_\_\_\_ Academic honesty rules apply just as they do in a traditional setting.

\_\_\_\_\_ I am expected to allocate an average of five hours per week toward working on the completion of this course.

\_\_\_\_\_ As an athlete, I have spoken with the Athletic Director and understand that I am responsible for maintaining my academic eligibility and meeting OHSAA and NCAA requirements. \_\_\_\_\_ Not applicable

\_\_\_\_\_ If I fail to demonstrate 90% mastery of the Academic Content Standards when attempting to "test out" of a required class, I will not be permitted to bypass the traditional course.

\_\_\_\_\_ My family and I assume all transportation, safety, and liability obligations for this flexible credit option.

\_\_\_\_\_ With a contracted independent study or internship option, if I fail to make adequate progress toward my stated goals, approval to continue the credit option will be revoked and **a failing grade will be assigned**.

\_\_\_\_\_ I will fulfill all the roles and responsibilities required for participation in the credit flexibility program of Barberton High School.

**To the student submitting a Flexible Credit proposal:**

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
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 Barberton High School. Your signature also relieves the school district of any liability for your son/daughter during times in which your student is not required to be at school due to this flexible credit proposal, should it be accepted.**

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

Barberton High School  
**Flexible Credit Application – Option  
 Credit by Examination (Test Out)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

**Courses for which Flexible Credit Test-Out Examinations are currently available:**

English 9	Algebra 1	Biology	U. S. History
English 10	Geometry	Chemistry	
English 11	Algebra 2	Physics	
English 12	PreCalculus		

Course for which I wish to earn credit by examination \_\_\_\_\_

State your reason for wanting to earn credit by examination. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**The following dates, times, and locations will be observed for the “Testing Out” option:**

Registration Deadline	Test Date	Test Time	Test Location
July 15, 20__	Aug 9, 20__	9:00 AM	BHS Room 232
Sept 9, 20__	Sept 24, 20__	9:00 AM	BHS Room 232
Dec 1, 20__	Dec 17, 20__	9:00 AM	BHS Room 232
Feb 21, 20__	Mar 4, 20__	9:00 AM	BHS Room 232

A student may register for and take a Flexible Credit examination prior to the enrolling in the respective class at Barberton High School. If that student attains a score of 90% or higher, he/she will be excused from taking the traditional class. If the student is already enrolled in said class, they will remain in the class until the Flex-Credit examination has been taken, scored, and passed at 90% mastery level. If unsuccessful on the first attempt, the Flexible Credit exam may not be retaken until the next scheduled testing date. When successfully “Testing-Out” of a class in progress, every effort will be made to replace that class on the student’s schedule.

Today’s date \_\_\_\_\_

Proposed test date \_\_\_\_\_

Submit 2 copies to Mr. Lattarulo, High School Assistant Principal:  
**Flexible Credit Application (for all options)  
 plus Flexible Credit Application for Option  
 Application Fee of \$30 (non-refundable)  
 Make check to payable to Barberton City School District**

Barberton High School  
**Flexible Credit Application – Option A**  
**Correspondence Course**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I am endeavoring to earn credit by correspondence for a course that **is not** offered at Barberton High School.

\_\_\_\_\_ I am endeavoring to earn credit by correspondence for a course that **is** offered at Barberton High School.

\_\_\_\_\_ The course for which I wish to earn credit by correspondence: (please check one)

\_\_\_\_\_ is a graduation requirement.      \_\_\_\_\_ is not a graduation requirement.

Course title: \_\_\_\_\_

Briefly state your reason for wanting to earn credit by correspondence. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Authorized Correspondence Course Provider\*: (check the provider you will use)

- American School                      [www.americanschoolofcorr.com](http://www.americanschoolofcorr.com)
- Brigham Young University            <http://ce.byu/is/site/>
- Keystone National High School       <http://keystonehighschool.com>
- Northwestern University              [www.ctd.northwestern.edu/gll/](http://www.ctd.northwestern.edu/gll/)
- University of Kentucky                <http://www.uky.edu/ISP/HS/index.htm>
- TRECA Digital Academy                [www.tdaonline.org](http://www.tdaonline.org)

\*Other online providers may be considered for Flexible Credit with accreditation information provided by the student.

**The following dates, times, and locations will be observed for the Correspondence Course Option:**

	Verification of Enrollment Deadline	Transcript must be received from Correspondence School
For grade and credit to appear on 1st semester transcript	Sept 15, 20__	Jan 10, 20__
For grade and credit to appear on end of year transcript	Feb 15, 20__	May 15, 20__ (May 1 <sup>st</sup> for seniors)

Submit 2 copies to Mr. Lattarulo, High School Assistant  
Principal:

**Flexible Credit Application (for all options)  
plus Flexible Credit Application for Option A**

Barberton High School  
**Flexible Credit Application – Option B**  
**Independent Study / Internship Portfolio / Educational Travel**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Please check all that apply:

I am attempting to earn Flexible Credit for:

Independent Study     Internship Portfolio     Educational Travel

This course / experience **is not** offered at Barberton High School.

This course / experience **is** offered at Barberton High School.

The course / experience for which I wish to earn credit: (please check one)

is a graduation requirement.     is not a graduation requirement.

Title of Course or Experience: \_\_\_\_\_

Briefly state your reason for wanting to earn credit in this way. \_\_\_\_\_

---



---



---

Submit 2 copies to Mr. Lattarulo, High School Assistant  
Principal:

**Flexible Credit Application (for all options)  
plus Flexible Credit Application for Option B**

	<b>For Administrative use ONLY</b>	
<b>PLP Timeline</b>	<b>PLP Checklist</b>	<b>Completion Date</b>
	Application	
Start:	Initial Meeting	
	Learning Outcomes in Place	
End:	Artifacts / Evidence of Mastery	
	Portfolio Reviews	
W/D deadline:		
	End of Course Assessment	
	Evaluation / Grade Date	

## Flexible Credit Application – Part B (con't.)

A student at Barberton High School who wishes to earn credit for an independent study, internship, or travel experience will be required to complete a comprehensive student portfolio and, in most cases, pass an end of course assessment for that area of study. The portfolio is intended to capture the process of your learning and growth in the selected content area and must focus on the attainment of the specific learning outcomes stated on the Flexible Credit application. The portfolio must provide evidence of mastery and include a student reflection and self-assessment. The portfolio should be designed to showcase your final product.

If the chosen course/experience is intended to substitute for a required BHS course, the end of course assessment will test mastery of the Academic Content Standards. For all other courses/experiences, an assessment will be given that is appropriate for that respective course/experience. Assessments will be developed by the Barberton High School professional staff.

### Format for Application Submission

Using the attached “Learning Outcomes Worksheet” provide:

1. A minimum of eight (8) clearly defined learning outcomes (goals) per semester that are tied directly to Ohio’s Academic Content Standards. The Academic Content Standards can be found on the Ohio Department of Education’s webpage at [www.ode.state.oh.us](http://www.ode.state.oh.us). Learning outcomes could also be created using topics from the textbook for that particular subject or BHS course maps found on the BHS website.
2. Clearly defined activities that will lead to successful attainment of each stated learning outcome.
3. A timeline with checkpoints to monitor progress including target dates for the mastery of each stated learning outcome.

Submit 2 copies of your application. When your plan is approved, one copy will be returned to you, the other copy will be retained by the evaluation committee.

### Format for Portfolio Submission

Your end of course/activity portfolio must be submitted in a binder with your name and the title of your Flexible Credit opportunity on the front of the binder. You are strongly encouraged to word process your document to the maximum extent possible. Your word processed document should use **Times New Roman font size 12 with line spacing 1.5**. The binder must include in sequential order:

#### 1. Credit Flex Application Part C

#### 2. Learning Outcomes (Goals) as listed on your application.

Goal setting involves establishing specific, measureable and time-targeted objectives fulfilling all of the BHS end of course standards or the Ohio Department of Education (ODE) Academic Content Standards for that subject area. You may use a school issued textbook to assist in constructing your learning outcomes. You must have no fewer than eight (8) measurable learning outcomes per semester course.

#### 3. Evidence of Mastery (Artifacts)

Your portfolio must contain at least three (3) artifacts showing evidence of mastery of each learning outcome. Where possible, you are encouraged to submit a word processed portfolio. Examples of student evidence/artifacts that might be included in your portfolio. (You are not limited to these):

- Chapter Outlines
- Research Papers
- Interviews
- Article Reviews
- Experiments Using the Scientific Method
- Case Studies
- Test / Quiz Scores
- Awards or other recognition
- Project-Based Research
- On The Job Training- Demonstration of the acquisition of skills
- Teacher, Mentor or Peer Comments

## Flexible Credit Application – Part B (con't.)

- Samples of earlier and later work to document progress
- Drafts of work to illustrate path taken to its final form
- Posters, hands on activities that demonstrate comprehension in a creative way
- Documentation of experiences (written or photographed)
- Representative samples of any work aligned with respective learning outcomes/standards

All artifacts displayed in the completed portfolio must relate to understanding of the Academic Content Standards of that subject area. You must submit three (3) pieces of evidence (artifacts) for each learning outcome. You must provide clear, consistent references to items of evidence that facilitate the reader locating each piece of evidence as they read the portfolio. If using the textbook, please reference as needed.

### 4. Reflection

You will be required submit a 3 to 4 page reflection describing how your artifacts helped you develop mastery of the subject matter.

Examples of what may be included (You are not limited to these.):

- Reflect on your favorite/least favorite pieces of work
- Reflect on what has been learned from you work
- Reflect on experiences you have had over the course of your study
- Reflect on how well samples indicate attainment of the standards and learning outcomes
- Reflect on your attitude of the flex credit experience
- Reflect on your progress over the course of your study
- Comment on the strengths and weaknesses of your work

### 5. Self-Assessment

The self-assessment section of the student portfolio will be a narrative section emphasizing the product of your learning. This is your final reflection after completion of the course/experience. No more than 1-page formatted in MLA style. An online reference for MLA style is Purdue OWL (<http://owl.english.purdue.edu/owl>)

Examples of questions or prompts for self-assessment:

- What are the strengths of this work? Weaknesses?
- What would you work on more if you had additional time?
- If you were a teacher and grading your work, what grade would you give and why?
- Using the BHS Flex Credit Rubric, give yourself a score and justify it with specific traits from the rubric.
- What do you like/dislike about your portfolio?
- What would you like a college admissions board to know about or see in your portfolio?
- I am pleased that I put significant effort into.....

## Evaluation / Grading Process

A committee of faculty members from Barberton High School will evaluate your portfolio. The committee will consist of an administrator, a school counselor, a teacher of record, and other teachers of the content area being studied. The Scoring Rubric on page 7 of the BHS Flexible Credit Handbook will be used by the team to evaluate your portfolio. In most cases, you will also take an end of course assessment following the submission and presentation of your completed portfolio. Your final grade will be based upon two things: the portfolio and the end of course assessment. Each must be met with 80% proficiency in order for you to receive credit for the course. If you fail to meet both requirements in the allotted time, you will be given 30 days to refine your portfolio and/or prepare to retake the assessment. If you still don't meet the requirements after the 2<sup>nd</sup> opportunity, you will receive no credit.

With 80% being the minimum grade you can earn, one of 3 things will happen upon completion of the course/experience. You will receive either an A, a B or no credit. That grade will go on your transcript. If you meet the time requirements but fail to meet 80% mastery on the portfolio, exam or both, you will not receive credit. It will be as if the course was never taken. For this option, a failing grade will be assigned only to the student who fails to make adequate progress on his/her portfolio in accordance with their stated timeline. You may withdraw a Flex Credit application within 15 calendar days after your proposed start date with no penalty. After that date, you must complete your plan earning either an A, a B, no credit, or an F (for insufficient effort).

## Evaluation Checkpoints and Review Dates

Name \_\_\_\_\_ Course / Experience Title \_\_\_\_\_

Any large project is best approached by dividing it into smaller, manageable parts. This approach is suggested to help you AND the evaluation committee. Your evaluation committee will meet four times during the course of your flexible credit experience. It is expected that you will have completed a proportionate percentage of your work by each checkpoint. For example, you should have completed 2 learning outcomes with at least 6 artifacts for the first review date, 4 learning outcomes with 12 artifacts for the second review date, etc. When you fill in your target review dates below, you should think in terms of dividing your time and your work into 4 segments. At each checkpoint, you must be prepared to exhibit satisfactory progress toward completion of your course/experience in order to be considered for credit. Your teacher of record will help you determine your review dates.

To assist you in your planning, please fill in your proposed review dates. You will turn in this schedule along with the rest of your Part C application. Keep a copy for yourself. Check off your learning outcomes and artifacts as they are completed. The evaluation committee will use one copy and one copy will be updated by you as you go along.

Review date #1 \_\_\_\_\_

\_\_\_\_\_ 2 learning outcomes completed

\_\_\_\_\_ 6 artifacts ready to be presented

Review date #2 \_\_\_\_\_

\_\_\_\_\_ 4 learning outcomes completed

\_\_\_\_\_ 6 more artifacts (12 cumulative) ready to be presented

Review date #3 \_\_\_\_\_

\_\_\_\_\_ 6 learning outcomes completed

\_\_\_\_\_ 6 more artifacts (18 cumulative) ready to be presented

Review date #4 \_\_\_\_\_

\_\_\_\_\_ 8 learning outcomes completed

\_\_\_\_\_ 6 more artifacts (24 cumulative) ready to be presented

\_\_\_\_\_ 3-4 page reflection completed

\_\_\_\_\_ 1 page self-evaluation completed

End of course assessment date \_\_\_\_\_ (to be determined by the evaluation committee).



# Learning Outcomes Worksheet

Name \_\_\_\_\_ Course / Experience Title \_\_\_\_\_

<b>Learning Outcome #1</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

<b>Learning Outcome #2</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

<b>Learning Outcome #3</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

<b>Learning Outcome #4</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

# Learning Outcomes Worksheet

Name \_\_\_\_\_ Course / Experience Title \_\_\_\_\_

<b>Learning Outcome #5</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

<b>Learning Outcome #6</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

<b>Learning Outcome #7</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

<b>Learning Outcome #8</b>
<b>Evidence of Mastery – Description of 3 Artifacts</b> 1.  2.  3.

Barberton High School  
**Flexible Credit Application – Option C**  
**Physical Education Flex-Out**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

**Physical Education Flex-Out** is an option by which students may earn  $\frac{1}{4}$  credit of physical education toward the  $\frac{1}{2}$  credit graduation requirement. Activities such as private dance instruction or club sports outside of Barberton High School may qualify for this Flex-Out credit.

The Ohio High School Athletic Association (OHSAA) has credit flexibility guidelines ([www.ohsaa.org](http://www.ohsaa.org)). If choosing this option, please speak with the Athletic Director to confirm that your Flexible Credit choice will not render you ineligible for high school sports.

The National College Athletic Association (NCAA) also has qualification limitations on the Flexible Credit Program. ([www.ncaa.org](http://www.ncaa.org)). If choosing this option, please speak with your Athletic Director to learn about the possible affects that a Flexible Credit Option could have not only on your high school athletic eligibility but on your eligibility for college athletics as well.

Briefly state why you wish to use the Physical Education Flex-Out option.

---

---

I am applying for Physical Education Flex-Out Credit based upon my participation in \_\_\_\_\_

---

The duration of my participation in this activity extends from (dates) \_\_\_\_\_ to \_\_\_\_\_

Hours daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

My participation in this activity can be verified by a letter from my coach / instructor / mentor. (circle one)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Grade request: \_\_\_\_\_ Pass/Fail \_\_\_\_\_ Letter Grade

If requesting a letter grade, how do you propose that your activity be evaluated? \_\_\_\_\_

---

Submit 2 copies to Mr. Lattarulo, High School Assistant Principal:

**Flexible Credit Application (for all options)**  
**plus Flexible Credit Application for Option C**