

Xenia High School

Credit Flexibility Plan (CFP) Application

Plans need to be submitted by one of the three time periods each year:

- By the last day of school
- By the first day if school (after summer break)
- By the last day before winter break

Complete this application in detail. Initial the checklist and gather the appropriate signatures. Please feel free to attach any additional documentation you feel will clarify your proposal. This completed application must be submitted directly to your counselor in the Guidance department. (PLEASE PRINT CLEARLY)

Name _____ Grade _____ Student ID # _____
Address _____
Email _____ Phone/Cell _____

Project Title _____ Subject Area _____
Number of credits to earn _____ Level of course credit: ___ College Prep ___ Honors ___ AP*
Are you currently on an IEP? ___ Yes ___ No If "yes", Special Ed. Supervisor must initial here: _____
Mentor's Name _____
Mentor's Signature _____ Date ____/____/____
**Counselor's Signature _____ Date ____/____/____

*AP courses must include the College Board approved instruction

**Counselor signature indicates verification of academic standing, NOT CFP approval. Approval or denial will be determined by the Credit Flex Review Committee.

The CFP Plan must include the following information:

- Learning Goals/Outcomes (Identify 5 – 8 learning goals/outcomes for your plan.)
- Content Standards (Cite the Ohio Content Standards that will be satisfied. Specify how & when you will achieve this in the plan you draft.)
- CFP Project Proposal (Provide a narrative, describing your plan and how it will be a valuable learning experience for you.)
- Mentor Letter
- Plan for demonstration of Learning
- Weekly Check-Point Reviews
- Parent agreement of the CFP
- Student Applicant Check-Off List

I. Learning Goals/Outcomes: (What are the learning goals you hope to accomplish through this CFP Opportunity?)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

I. Ohio Academic Content Standards

(Reference: <http://www.ode.state.oh.us> Search: "Academic Content Standards" for me detailed information.)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

III. CFP Project Proposal

a. What is your proposed learning Experience? **Attach a narrative**, describing the learning experience in detail. Identify how the project corresponds to both the identified goals and the Ohio Academic Content Standards. What materials, supplies and resources will you use to accomplish your learning objectives? What is your tentative timeline for completion of this project?

*If your CFP will address more than one XHS course or subject area, be certain to distinguish between the separate course competencies being addressed for each subject.

- b. Will you be solely relying on an independent plan to complete your learning experience?
(Check one) Yes NO (If "No" and if applicable, attach documentation of the name of the program, accreditation status, course syllabus, and the name of course instructor.)

IV. Mentor Letter

Attach a dated letter from you mentor, outlining the specific role he/she agrees to play in this process. The mentor **must** communicate in this letter that he/she understands and accepts responsibility for meeting with the student, helping with the learning process, and officially performing the necessary incremental Weekly Check-Point Reviews. (Refer to section VI, point 2)

V. Plan for Demonstration of Learning

Students will need to include in their CFP a CLEAR and CONCISE method of measuring their learning. This means that you must submit a grading system and specific scale that aligns to your project, and evaluates to each assignment within your plan. The grading system submitted should reflect a percentage or weight that aligns or is "attached" to each of the primary skills you will learn.

For example: A student CFP for ½ credit of elective credit for Bird-Watching, might include a grading system like this:

}	Portfolio (pictures, data, etc.)	=	70% of overall grade
	All assessments of bird classifications	=	20% of overall grade
	Feedback results form 2 presentations to Elementary Boy Scout Troop	=	10% of overall grade

Students must provide three demonstrations of learning at the conclusion of the learning experience. Your Selections must receive prior approval and must presented at the conclusion of the CFP.

Please check 3 from the list below:

- | | | |
|---|---|---|
| <input type="checkbox"/> Panel Presentation | <input type="checkbox"/> Writing Portfolio | <input type="checkbox"/> Course Grade |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Learning Log | <input type="checkbox"/> Project of Artifact |
| <input type="checkbox"/> Portfolio | <input type="checkbox"/> Research Project/Paper | <input type="checkbox"/> Other (Please provide details) |
| <input type="checkbox"/> Mentor Evaluation | | |

VI. Weekly Check-Point Reviews

Weekly learning objectives are required for Xenia High School. For students participating in sports and/or extra-curricular activities, there may be additional signatures necessary to ensure student eligibility is sustained.

You will need to break down your project into weekly timeframes. You must obtain necessary signature(s), and complete the log each week to incrementally accomplish your learning goals for the CFP.

- You must keep a copy of the each *completed* Weekly Check-Point Log to produce documented evidence for the conclusion of the learning experience. Upon completion, these should be kept in a binder, notebook or folder.
- The weekly mentor signature requirement communicates an expectation that you should be meeting at least once per week with your mentor. Please be sure that he/she is aware of this time commitment expectation *prior* to agreeing to assist you with the monitoring of this learning plan.
- If you participate in sports or extra-curricular activities, for eligibility purposes you must submit a copy of this Weekly Check-Point Log at the end of each quarter to the Guidance Office.
- The answers provided in your Weekly Check-Point Log will answer the following:
What will your learning objectives/outcomes be for the week?
How will those outcomes be measured? –or- What is the evidence of learning?

VII. Parental Agreement of the CFP

Please read and discuss this entire application with your son/daughter. Please pay careful attention to the section entitled VIII “*Student Application Check-Off List.*” Review each of the statements listed with your son/daughter to confirm that the expectations are clearly outlined. Your signature to this document indicates that you understand and accept the statements, policies and protocols related to the XHS Credit Flexibility Plans; Additionally, it signifies that you have reviewed any risks (GPA/transcript) related to pursuing XHS Credit Flexibility Plan with your son/daughter.

Parent/Guardian Name (Please Print) _____

Parent/Guardian E-mail _____ Phone/Cell _____

Parent/Guardian Signature _____ Date _____

VIII. Student Application Check-Off List

Please read the following statements and **initial** next to the statements, indicating that you understand and accept the statements, policies, and protocols related to the XHS Credit Flex Program.

I understand that:

- The CFP evaluation process will be based on the type of CFP plan I choose.
- The grade that I earn on my CFP will appear on my transcript and will be calculated into my cumulative GPA.
- Credit will be granted at the end of the XHS academic school year for completed the Credit Flex Plan.
- Weighted credit is only available for CFP plans that appropriately reflect demonstration of **advance level of vigor.**
- The Credit Flex Review Committee will provide a recommendation to the XHS Principal and district Curriculum Supervisor regarding the merit of all proposed plans; they will provide a recommendation during the evaluation process at the conclusion of the CFP, as well. *ALL binding decisions related to the issuance of credit will be made solely by the Principal and Secondary Curriculum Supervisor.
- AP courses must include College Board approved instruction in order to be include on my high school transcript.
- Once submitted and approved, I am obligated to the plan. Failure to complete the plan will result in a grade of "F", which will be reflected on my transcript.
- All rules of academic integrity (cheating) apply to the CFP learning experiences, just as they do in a traditional classroom setting. Consequences will be administered for such violations.
- I have discussed with my guidance counselor how the outcome of this CFP could impact my enrollment into subsequent traditional courses (if a pre-requisite exists), including applicable percentage grade for minimum requirements for some advanced courses.
- I must meet any specific attendance requirements set forth by my plan.
- I am responsible for meeting XHS graduation requirements.
- I am responsible for ensuring that I have met established deadlines to participate in senior graduation.
- I am responsible for maintaining my academic eligibility for extra-curricular activities and athletics.
- There are specific regulations governing academic eligibility for the NCAA Division I and II schools. I have reviewed those guidelines and am aware of eligibility issues that may arise from participating in a CFP.
- I must maintain a log of my weekly learning objectives, evidence of learning, and signatures in the Weekly Check-Point Log.

By initialing and signing this form, I am verifying that I have discussed the above statements with my parents, I understand the commitment I am making, and I agree to the policies set forth by Xenia High School.

Student Signature _____ Date ____/____/____

Weekly Check-Point Log

Student Name _____

CFP Course _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____

Learning Objective & Goal

For week of _____

1. _____
2. _____

Learning Evidence:

1. _____
2. _____

Mentor Signature: _____