

Old Fort Local Schools

CCP Program 2019-20

Students in grades 7-12 at Old Fort Schools may choose to enroll in college courses which may be used as supplements, or substitutes for high school, credit bearing subjects. Those students that have at least a 7th grade status are eligible, but not required to participate. Students that are considering pursuing higher education after graduation, specifically academically gifted students, are urged to consider options provided by this program. College Credit Plus provides those students the opportunity to take courses at no cost under the specific conditions listed in this document.

Interest in the program, and grade status, does not automatically satisfy the requirements for participation in College Credit Plus. Students will receive program information, from attendance at an informational meeting, facilitated by the Counseling Department. This information should be used as a tool for families to evaluate their student's college readiness, and qualifications. If the family, and student, decide that they would like to participate in College Credit Plus program, the student must then independently apply to, and be accepted by, a higher education institution, approved by the Department of Higher Education. Upon acceptance, Mrs. King will work with the student to evaluate his, or her, college readiness and develop an individual academic plan that will satisfy Old Fort High School graduation requirements. Further clarification of the College Credit Plus program can be accessed at <https://www.ohiohighered.org/ccp>.

Old Fort Local Schools College Credit Plus Program 2019-20

Eligibility & Considerations

1. Application to, and interest in, this program does not guarantee a student's acceptance to a desired college or university.
2. All Old Fort students, grades 7-12 are afforded the opportunity to apply for acceptance and enroll in courses at any institution approved by the Ohio Department of Higher Education.
3. Any student wishing to participate, must obtain any and all required counseling, complete the entire application process, and must be accepted by an approved institution.
4. CCP does not replace requirements to earn an Old Fort High School diploma. This includes the 18 points required on the graduation tests.
5. This program does not allow for students to take some classes such as religious or remedial courses, free of charge. Students may take those courses at their own cost. For a complete listing of non-allowable courses, please see Mrs. King, or refer to presentation.
6. Participants are not eligible for college financial aid while in high school.
7. A student's participation in this program does not automatically guarantee full-time admission to any institution after high school graduation.

Student Options

Students who choose to participate in the College Credit Plus provided by Ohio House Bill 487 must select one of two options:

Option A:

Students choosing Option A are entitled to receive college credit only for course work completed at the college/university/technical school or they may receive both college credit and credit toward high school graduation. The decision regarding credits must be made at the time of enrollment and cannot be changed. Option A students ***will be responsible for all financial liabilities*** involved in attending the college/university/technical school: including tuition, books, fees, and any other applicable charges.

Option B:

Students who choose Option B will receive both high school and college credit upon successful completion of the course or courses. Option B students ***will not be responsible for the cost of tuition and books at public universities, but participation in private universities, will incur charges for books and a reduced tuition cost.***

Old Fort Local Schools will require parents to reimburse the college and/or district for all costs related to the student's participation if said student fails, drops, or withdraws from a college class per Ohio Revised Code 3365.07.

Student Responsibilities

1. Students will abide by all rules, and regulations, established by the Old Fort Local School District, as well as any applicable guidelines provided by the college or university. Students will be subject to consequences for failure to comply with established rules which, in turn, may affect awarding of credit and/or graduation eligibility.
2. Participation in College Credit Plus does not guarantee post-high school admission to a college or university. Students are responsible for a typical undergrad application process.
3. Students are responsible for any information that they may miss due to their participation in off campus coursework. Meeting deadlines is the responsibility of the student.
4. Extracurricular involvement, or athletic practice requirements, will not be waived due to the participation in CCP. Students are responsible for notifying appropriate advisor, or coach, if a conflict arises.

Academic Implications

1. Old Fort will receive, and accept, grades assigned for courses by the college and those grades will be recorded on the student's permanent academic transcript.
2. Conversion of college credits, to high school units, will be one high school credit for three college semester hours. Courses that are over 3 college semester hours, will still convert to 1 high school credit. For example, a 4 college semester hour course will convert to 1.33 high school credits. For courses less than 3 college semester hours, the credit will be awarded proportionally. For example, a 2 college semester course, will convert to .67 of a high school credit.
3. All grades, and credits, earned through CCP participation will be considered when computing honor roll, class ranking, and both high school, and college, grade point averages.
4. When computing GPA, credits earned through college courses will be weighted the same as credits earned at Old Fort High School.

Transportation

1. Old Fort Local Schools will not provide bussing, or any other type of transportation, for the purposes of attending courses at a college, university, or trade school.
2. Transportation to and from classes, off of the Old Fort High School campus, is the responsibility of the student and his/her family.
3. Old Fort Local Schools, encompassing administration, the Board of Education, and any employees assume no liability for damages, injuries, or actions involved with transportation to, from, or during college classes.

Support Services

1. The high school counseling office will offer support to students while developing pathways for coursework, maintaining eligibility, and meeting graduation requirements.
2. As CCP participants, students will also be offered support services, and counseling, from the college or university. Students will be assigned to a college advisor after acceptance as to who will be responsible for counseling the student on college programming, scheduling, procedures, and activities.

Scheduling

1. Old Fort Schools must be informed on or before April 1, 2019 of a student's intent to participate in the College Credit Plus program. Per Ohio Revised Code, 3365.03, the student and parent must sign and return the College Credit Plus participation forms prior to this April 1st deadline.
2. Students are **solely responsible** for the application to the college, university, or technical school. Old Fort High School is not responsible for this process.
3. **Student schedules may not be changed after the start of the semester to allow for changes in college classes.**
4. Students are responsible for and must meet all required deadlines to remain eligible for this program. Please be aware that many of the college and high school deadlines conflict.
5. Students must meet or exceed all admission requirements of the institution. This includes, but is not limited to: special testing, applications fees, and required counseling and/or supervision. It is the colleges sole decision as to whether a student is accepted.
6. No student may take more than 30 semester hours of college credit per school year, and may not exceed a total of 120 college semester hours over the course of their secondary education. The summer is the start of the next academic year, and those courses count toward the 30 semester hours per school year. Please remember the credit conversion as high school credits figure into the 30 hours. One high school course worth a full credit is equivalent to 3 semester hours. For example, a student takes 2 high school courses worth one credit each, they would then be eligible for 24 semester hours of college credit.

Attendance

Old Fort Schools will offer 3 options for our students in the 2019-20 school year: online, seated, and university classes taught at the Old Fort High School by our staff, or college appointed instructors.

Online Option

- Students may enroll in online classes through a college/university/or trade school.
- This option is useful when the student's home school schedule cannot accommodate enough time to travel to a campus for classes.
- Students will be scheduled to report to study hall for attendance and will abide by the same rules as peers.
- Online coursework requires strict adherence to deadlines and often requires interactive coursework. This is not a good option for students with organizational difficulties and for students that tend to procrastinate on assignments.
- This option can be in combination with seated and university classes held at Old Fort High School.

Seated Option (on a college campus)

- Students may enroll in classes that are taught on a college, university, or trade school campus.
- This option often requires a student to be out of school for several periods a day. Often a student will either go to classes in the morning or afternoon. Old Fort Schools are not expected, nor are they required, to alter the master schedule to meet the scheduling needs of students participating in this program.
- Students will be required to report back to Old Fort at an agreed upon time after the end of their class. The student will be allotted reasonable time for travel, but will not be excused for unaccounted tardies, or absences. Student credits will be considered for attendance. Students must be scheduled in either a class, or study hall, while present at Old Fort.
- Students that leave Old Fort during the day will be required to stay until the end of his/her scheduled class time. They will not be permitted to leave early unless prior arrangements have been approved to do so.
- Students will be required to sign in, and out, of the high school office immediately upon return and before he, or she, leaves the building.
- It is the student's responsibility to meet the requirements of his/her prospective college/university/trade school. The institution's attendance policies may vary from Old Fort Schools and there may be days that student attendance will differ. **If Old Fort Schools closes, delays, or observes a scheduled day off, this does not excuse the student from attendance from the college.** This also applies for college observed, non-class days. The student will need to be aware of both attendance policies and will be subject to any potential consequences for not doing so. They also need to be aware that some college courses will have course specific policies that may affect grades, and successful completion of the class.
- Students will not be exempt, or excused, from any state or district required standardized examinations and/or requirements.
- This option can be in combination with online, and university, classes held at Old Fort High School.

College Credit Plus courses taught at Old Fort High School

- Students may enroll in a dual college/high school credit bearing course taught by an Old Fort teacher, or college appointed instructor.
- This option can be in combination with seated and online course options.
- Students will receive transcribed credit from Old Fort Schools and the University of Findlay, Bowling Green State University, University of Toledo, or Terra State Community College as applicable. The grade for the course will be given by the Old Fort teacher of record in accordance with the **institution's grading scale.**
- Students must be accepted to the course's designated institution in order to be scheduled into one of these classes.

Credits, Grades, Athletics, & Graduation Requirements

1. At the end of each term, the prospective college/university/trade school will provide Old Fort with a copy of the student's grades for each course. This grade report will reflect the student's grade, credits earned, and institution specific grade point average. This report will be used to enter grades and credits earned for the student's transcript.
2. The student will not be exempt from meeting the requirements for a high school diploma from the state of Ohio and the requirements set forth by the Old Fort Local School district. Requirements are listed specifically in the course of study book and in the student handbook. Mrs. King also keeps a current record of student progress to aid in scheduling. Whether a student chooses Option A or Option B, they will still be subjected to meet all the requirements to earn an Old Fort diploma.
3. In the event that a student does not enroll, drops, or withdraws from a post-secondary class that is required for graduation, high school schedules may not be changed to make up for the missing credits. This could pose an issue for a student's graduation timeline and it is recommended for the student to seek counsel before making one of these decisions.
4. Students must maintain eligibility in accordance with both Old Fort's policies and the OHSAA. Students will be required to provide Mrs. Cobb with a copy of his, or her, schedule and must willingly provide a weekly course grade on Google classroom, from a university account, to remain eligible. Please refer to athletic eligibility form included within this packet for more information.

Course Substitutions

Only comparable courses will be given equivalent credit that will satisfy an Old Fort High School graduation requirement. If there is not an equivalent course offered by the high school, those credits will be awarded as elective credits.

Books & Fees

The district will purchase books based on the student schedules provided. It is the student's responsibility to inform the district of a course change that will cause a change in the supplies needed. Detailed book information will be provided to the student after acceptance to an institution. Students will not be permitted to charge books at the bookstore without prior approval from Old Fort. Students must provide Mrs. Cobb with a list of all CCP courses the student is taking for the semester, as well as any and all required books or supplies. Please allow adequate time for those to be secured. If a student drops a course, it is his or her responsibility to return the book immediately to Mrs. Cobb.

Public Institutions

- Students will not be required to purchase books and/or incur fees based on their attendance at a public institution. All books and materials **required** for course will be purchased and will remain the property of the district.
- Students will not be required to pay an Old Fort School fee for a course that is offered on any public school campus, or courses offered at Old Fort by Bowling Green State University, University of Toledo or Terra State Community College. The Old Fort district will incur those charges.

Next Steps

1. Students and parents should discuss the information in this packet and information available on the Higher Education website.
2. If it is deemed that the student is college ready, the letter of Intent to Participate in College Credit Plus must be completed, signed, and returned by no later than **April 1, 2019**. This form does not guarantee acceptance, nor require the student to participate, it is an indication of the desire to for the student to participate in this program. This date is not negotiable; it is a State of Ohio provision that will be honored.
3. Apply to the college/university/trade school of your choice. Please be aware of the application deadlines. Deadlines are the responsibility of the college ready student, not the district or the institution.
4. Complete the institution required placement test. If the student has already received the required scores on the ACT, SAT, ALEKS, or Accuplacer, additional testing is not necessary. Requirements vary between institutions and may be based on course selections.
5. It is the student's responsibility to contact the institution to set up testing if applicable. Please note that some institutions will offer an opportunity to take the Accuplacer at Old Fort for students that have applied before the testing date. In addition, all juniors will take the ACT in February at Old Fort. Ask Mrs. King if you are unsure of what to do.
6. After receipt of acceptance, students should make an appointment with Mrs. King to discuss course options, pathways, and graduation requirements.
7. After students have decided on courses, contact the institution to make an appointment with the college advisor and to register.
8. If the student drops, or adds, a course after registration, they are responsible for contacting the institution to drop or add, Mrs. King so that your high school schedule will reflect the change, and Mrs. Cobb to cancel, order, or return books and supplies.
9. If the student participates in athletics or extra-curricular activities, they must complete and submit the participation eligibility form before the start of each semester.
10. If the student is taking any summer term courses, the student must submit a copy of his/her college schedule to Mrs. King by no later than **May 1, 2019**.
11. Fall course schedules must be submitted no later than **August 1, 2019**. **Please remember, books for off campus courses will not be ordered without a student schedule and the student must allow sufficient time for the books to be ordered before the start of the course.**

College Credit Plus – OHSAA Athletic Eligibility

If a student is participating in the College Credit Plus program, regardless of where or how the post-secondary course is delivered, the calculation of equivalency has changed. Please note that in accordance with Bylaw 4-4-1, all courses taken in College Credit Plus must count toward high school graduation.

It is highly recommended that you review the program requirements and obtain a copy of the regulations governing College Credit Plus. This information can be found at <http://www.ohsaa.org/Portals/0/Eligibility/EligibilityGuidelinesGuidanceCounselors.pdf>. In addition, eligible students selecting to participate in CCP must be certain that:

1. The faculty members at the post-secondary institution understand that they will need to provide grades or a progress report at the time when the high school’s grading period is over, and
2. The student-athlete is taking enough post-secondary course work exclusively or between the post-secondary institution and the high school combined to be equivalent to five one-credit courses. Calculating equivalency of credits in the post-secondary institution is conducted in the same manner as in the high school, based on the Carnegie unit. College courses for which three or more semester hours of credit are earned shall be awarded one Carnegie unit. Fractional Carnegie units will be awarded proportionately.

Examples of CCP options:

Example 1: 1st Nine-Week Grading Period

<u>Subject</u>	<u>School</u>	<u>Credit & Duration</u>	<u>Credit Equivalency</u> (Must Equal 5 Units or Equivalent)
History	High	1 (year course)	$1 \times 1 = 1$
Literature	CCP	3 semester hours	$1 \times 2 = 2$
Calculus	CCP	5 semester hours	$1 \times 2 = 2$
Biology	CCP	3 semester hours	$1 \times 2 = 2$
Total Credits			7 = eligible for 2nd grading period provided five credits passed.

The factor of 2 is used for post-secondary institutions that are on the semester system.

Example 2: 4th Nine-Week Grading Period

<u>Subject</u>	<u>School</u>	<u>Credit & Duration</u>	<u>Credit Equivalency</u> (Must Equal 5 Units or Equivalent)
French	CCP	5 semester hours	$1 \times 2 = 2$
Sociology	CCP	3 semester hours	$1 \times 2 = 2$
Computers	CCP	2 semester hours	$.67 \times 2 = 1.34$
Geology	CCP	3 semester hours	$1 \times 2 = 2$
Total Credits			7.34 = eligible for 1st grading period of next school year provided five credits passed.

The factor of 2 is used for post-secondary institutions that are on the semester system. Note that this student is taking all courses in CCP, which is acceptable.

Guidelines for Student Athletic Eligibility Produced By The Ohio High School Athletic Association. For information OHSAA eligibility standards, please go to www.ohsaa.org/eligibility/default.asp.

**Old Fort High School
Junior High and High School Athletic & Extra-Curricular Eligibility Form**

****On & Off-Campus CCP students must turn this in before the start of the semester****

Dear CCP Student,

You are responsible for completing this form, having chosen to participate in College Credit Plus courses. In doing so, you must now provide Old Fort Schools with evidence of your eligibility, per the OHSAA and Old Fort School District eligibility guidelines. It is your responsibility to provide your CCP course grades to Old Fort School at midterms, and then weekly, directly to Mrs. Cobb through Google Classroom. If you fail to do so, you will become ineligible for athletics and all extra-curricular activities until the following Tuesday.

You must access your “college grade account” and send a screenshot of it every Monday that follows, until the end of the semester grading period. These reports must be turned in by 11:59 pm each Monday, with no exceptions being made. You must include ALL CCP courses that you are enrolled in, with a corresponding grade.

This form must be returned before the start of each semester, unless you are enrolled in a quarter only course. Your signature serves as your acknowledgement of your responsibilities as a College Credit Plus student, in addition to the consequences for failing to report grades as stated. If you are taking any CCP courses off campus, you will be responsible for providing Mrs. Cobb with a copy of your schedule, before the start of the semester.

Student Name: _____ Grade: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Email Address: _____

As a CCP student, I acknowledge and understand my responsibility to report grades and am aware of the consequences from failure to do so.

Student Signature: _____

As the parent of a CCP student, I acknowledge and understand my student’s responsibility to report grades and am aware of the consequences from failure to do so.

Parent Signature: _____



Old Fort Junior High and High School
Letter of Intent to Participate in College Credit Plus
for the 2019-20 School Year

PLEASE PRINT

Date _____

AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE HIGH SCHOOL PRINCIPAL TO PARTICIPATE.

Student Name _____

Parent/Guardian Name _____

Home Address _____

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

[] Parent Phone Number (Day) _____ (Evening) _____

[] Parent Email Address _____

Student Email _____

Circle 19-20 School Year Grade: 7 8 9 10 11 12

I would like to declare my intent to participate in the College Credit Plus program in
conjunction with the following institutions: _____

I understand that signing this form does not require that I participate during the coming school year and
I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my
selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning
the rules and regulations for both my school and the college, and that I understand my responsibilities,
the benefits and possible risks of participating in the College Credit Plus program.

*Please sign and return this form to the high school office by April 1, 2019

Student Signature _____

Parent Signature _____