

# Heartland Christian School

## CCP POLICIES

### **STUDENT PARTICIPATION**

1. **INFORMATION.** Heartland Christian School will share CCP Program information with its students and families on an annual basis. This information will include how to navigate the enrollment process. This sharing of information will take place via collective face-to-face meetings, individual family appointments, emails, school's website, ZOOM conferences, etc.
2. **FERPA.** Heartland has a FERPA document in place for students to sign. This document grants Heartland permission to speak with parents regarding a student's CCP progress.
3. **IDENTIFICATION OF ECONOMICALLY DISADVANTAGED STUDENTS.** In accordance with the Ohio Administrative Code 3333-1-65.6, Heartland needs to have a process in place to identify students who are economically disadvantaged.
4. **ATTENDANCE POLICY.** A student enrolled in a CCP course shall be absent no more than an equivalent of three (3) weeks of classes per semester. If a class meets two (2) times per week, then the student can be absent from class no more than six (6) times per semester. Likewise, if a class meets three (3) times per week, then the student can be absent no more than nine (9) times per semester.

### **GRADES AND CLASS STANDING**

1. **GRADING.** Students taking CCP courses will be awarded GPA points equivalent to that of students taking AP courses, i.e., 4.3 quality points for A's and A-'s; 3.3 quality points for B's and B-'s; 2.3 quality points for C's and C-'s; and 0 quality points for D's and F's.
2. **CLASS STANDING.** All CCP grades will be included on a student's high school transcript and factored into a student's high school cumulative GPA and calculation of class rank.

### **PROBATION AND DISMISSAL**

1. **ACADEMIC PROBATION.** CCP students must maintain an overall GPA of at least a 2.0 in all CCP courses. Failure to do so will result in academic probation and possible dismissal from the CCP program.
2. **CCP DISMISSAL.** Any CCP student on academic probation who is not able to demonstrate academic progress by raising his CCP GPA to at least a 2.0 by the following semester will be dismissed from the CCP program. Also, any student who withdrawals from two (2) or more courses in any given semester will also be dismissed from the CCP program.
3. **APPEAL PROCESS.** Any student/family who would like to appeal such a course of action will need to contact the Guidance Department/School Administration.

### **INFORMATION SESSION**

1. **FREQUENCY.** Heartland Christian School will host an annual CCP Information Meeting between October 1 and February 15.
2. **INVITATIONS.** All students in grades 6-11 and their parents, as well as colleges and universities within a 30-mile radius, will be invited to attend.

3. **CONTENT.** Included in this session will be an overview of the benefits and consequences of participation, as well as school policies.

## **ANNUAL NOTICE**

1. **RECIPIENTS.** Notice of the CCP program will be sent to students grades 6-11 and their parents.
2. **FORMAT.** Prior to February 1, school families will receive various communications via email, morning announcements, weekly newsletter, flyers, the school website, etc.
3. **CONTENT.** Such communication will include a definition of CCP, criteria for participation, cost to families/students, participation options (online, in-house, or local campus), program deadlines, and designated persons of contact.
4. **PROMOTION.** The CCP program will be promoted on the school's website and include details of the school's partnering institutions.

## **INTENT TO PARTICIPATE FORM**

1. **LOCATION.** Parents will express their child's intent to participate in the CCP program by making application to participate in the program through the College Credit Plus app on their OH|ID account.
2. **TIME FRAME.** Parents may indicate participation intent from February 1 until April 1 at 5:00 pm. Likewise, parents may indicate the desire for their child to participate in the spring by November 1 at 5:00 pm, if application was not completed and submitted by April 1 at 5:00 pm.

## **COUNSELING SESSION**

1. **WHO.** Any student in grades 6-11 with a parent or guardian is required to attend a counseling session before he/she is permitted to participate in the CCP program.
2. **WHEN.** Each year a counseling session for CCP will be hosted in conjunction with the school's CCP Information Night. In addition, the guidance department will be available to meet with interested students/parents throughout the application process.
3. **WHY.** The counseling session will include program eligibility, process for granting academic credits, the cost of participation, transportation criteria, available support services, scheduling, participation benefits, consequences of underperformance (failing, not completing a course, probation, dismissal, etc.), student academic and social responsibilities, ODE packet of information, and information about the potential for mature subject matter.
4. **NOTIFICATIONS.** Policies relating to College Credit Plus will be shared with school families. Families will also be informed about funding Option A and Option B with Option B being the default choice.
5. **DOCUMENTATION.** All parents of participating students must sign a form stating that they received the counseling required and that they understand the responsibilities they must assume in the program. *See attachment.*

## **COUNSELING STUDENT ENROLLMENT**

1. **CREDITS.** Based upon the number of high school courses that a student is completing during the school year, each participating student will be notified the number of credits he/she may earn under the College Credit Plus in an academic year.

2. **MODEL PATHWAY.** A 15-credit hour and 30-credit hour model pathway will be shared with students by partnering institutions.
3. **ASSISTANCE.** The guidance department will be on hand to share pathway options with the students and help them determine their plan of coursework.
4. **COURSE SUBSTITUTION CROSSWALK.** Some courses taken through CCP will satisfy high school graduation requirements. Others will be classified as elective high school credits. Courses that satisfy high school graduation requirements are listed in part in the chart below:

HEARTLAND	CEDARVILLE	KENT STATE	MVNU	SEU	YSU
Civics	Politics & American Culture		American Politics and Government		
Economics	Essentials of Economics		Principles of Macroeconomics		
English 12	Composition	College Writing	College Writing	College Composition	Writing I
Financial Literacy	Personal Finance	Personal Finance Planning		Personal Finance Literacy	Planning Your Financial Future
Health	Physical Activity & Healthy Living		Principles of Health & Fitness		
US History	US History I or II		United States History Since 1865	American History I or II	
World History		World History Ancient Medieval	Western Civilization I: Antiquity to Reformation		Discovering World History

5. **MONITORING.** The guidance department will ensure that each student is not taking more than 30 credits during an academic year and notify any student who is exceeding the 30-credit hour maximum allotment and give the student a choice to adjust their schedule or self-pay for courses above 30 credits.

## **AWARDING CREDITS**

1. **TRANSCRIPT.** It is the guidance department's responsibility to enter CCP onto transcripts each semester and to ensure that the final grade on the transcript matches the college transcript.
2. **CREDIT CONVERSION.** One (1) high school credit will be awarded for each three (3) semester hour or higher course successfully completed. Likewise, 0.67 high school credit will be awarded for a two (2) hour semester course and .33 high school credit will be awarded for a one (1) hour semester course.
3. **NON-PASSING GRADES AND WITHDRAWALS PAST THE DEADLINE.** No credit will be awarded for non-passing grades and classes withdrawn past the deadline. Both examples will affect a student's cumulative GPA with zero (0) quality points factored into cumulative GPA calculation.