

LaBrae High School
Principal: Jeff Starkey
School Counselor: Linda Nogales
330-898-0800
“Home of the Vikings”

LaBrae High School’s College Credit Plus Handbook/Forms



2020-2021

Go Vikings!



Letter of Intent to Participate in College Credit Plus

Date _____

AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE SCHOOL DISTRICT SUPERINTENDENT TO PARTICIPATE.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Home Address: _____

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) _____ (Evening) _____

Student Phone Number _____

I would like to declare my intent to participate in the College Credit Plus Program. 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 for some other reason.

In addition, I agree to attend a scheduled counseling session about the College Credit Plus Program concerning the rules and regulations for both my school and the college. This session will explain the responsibilities, benefits and possible risks of participating in the College Credit Plus Program.

Student Signature _____

Parent Signature _____

Office Use Only:
Counselor Initial: _____
Student signed and dated **Letter of Intent to participate** sign in sheet: _____

LHS CCP PARENT/STUDENT ACKNOWLEDGEMENT FORM

Student Name: _____ Grade: _____ Date: _____

I plan to enroll in CCP classes at:

I will be taking CCP classes

- YSU at LHS/taught by a LHS teacher (LHS PATHWAY)
- KSU at LHS/taught by a LHS teacher (LHS PATHWAY)
- KSU online at LHS offered in our course selection (LHS PATHWAY)
- KSU online at LHS not offered in our course selection (LHS PATHWAY)
- Online at _____
- On campus at _____

By signing below, we acknowledge that we have received information and counseling related to the college credit plus program and understand the responsibilities we must assume if we take part in the program.

Please check the following boxes to certify that you have read and understand the following pages in the CCP handbook.

- LHS CCP Acknowledgement of Counseling
- LHS CCP Textbook Policy
- LHS CCP Permission to Release or Obtain Information Policy
- LHS CCP Graduation Course Requirements Waiver
- LHS CCP OHSAA Eligibility Form
- LHS CCP Students attending Full-Time at College Campus Only
- LHS CCP Late Arrival/Early Release Form
- LHS CCP Probation and Dismissal Policy Form

Also, please check the following boxes to certify that you understand the information given below.

- We understand that ALL important CCP information will be posted on the LHS website under CCP and/or sent through the CCP Remind App. ALL new information and updates with important deadlines (schedules, textbook forms, textbook return dates...) will be posted as soon as available. Failure to meet deadline dates may result in the student not being able to take the course(s) and/or the financial responsibility of the student.
- We have signed up for the CCP Remind App
- We understand that ALL CCP courses taken in the LHS pathway will be given first choice at the available computers in our lab. If the computer lab is full, students taking courses outside of our LHS pathway will not be scheduled during the day and therefore will have to complete coursework during their own time.

Student Signature

Date

Parent Signature

Date

Office Use Only: Presented CCP information & counseling

School Counselor Initial: _____ Student signed and dated **acknowledgement form** sign in sheet: _____

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LHS CCP ACKNOWLEDGEMENT OF COUNSELING

The following boxes certify that you have received information and counseling related to the College Credit Plus program.

<input type="checkbox"/> Program eligibility grades 7-12 <input type="checkbox"/> Option A: College Credit <input type="checkbox"/> Option B: College and HS Credit <input type="checkbox"/> Financial arrangements <input type="checkbox"/> Scheduling <input type="checkbox"/> Risks and benefits <input type="checkbox"/> Full-Time College Campus <input type="checkbox"/> Transportation arrangements <input type="checkbox"/> Impact on GPA/class rank	<input type="checkbox"/> Graduation requirements <input type="checkbox"/> Academic responsibilities/demands <input type="checkbox"/> Social experiences/exposure <input type="checkbox"/> Athletic eligibility <input type="checkbox"/> Computer/internet access <input type="checkbox"/> Use of college counseling services <input type="checkbox"/> End-of-Course Exams <input type="checkbox"/> Probation and Dismissal Policy <input type="checkbox"/> CCP Handbook and Forms
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Please review to certify that you have received information and counseling related to the financial obligations of the College Credit Plus program.

I understand that I will earn this credit at no cost to me UNLESS:

- I earn a final grade of F.
- A withdrawal from the course is not made according to the college/university guidelines.

Either scenario above requires full tuition and textbook expenses reimbursed to LaBrae Local Schools.

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LHS CCP TEXTBOOK POLICY

PLEASE **DO NOT PAY** OUT OF POCKET FOR COLLEGE TEXTBOOKS FROM YOUR COLLEGE BOOKSTORE! LaBrae **WILL NOT REIMBURSE YOU** for the cost of any books.*

Textbooks Purchasing Policy College Credit Plus law states that the School District in which the student attends is responsible for providing instructional tools (textbooks) for their College Credit Plus students. Any LHS student taking a college credit course on a college campus or through online access must obtain a list of textbooks for their course(s) from the college.

For CCP classes that are available on the LaBrae course scheduling sheets (YSU taught by a LaBrae teacher or Kent online on our scheduling sheets) the college will contact the school counselor and deliver the textbooks. Once the textbooks have been obtained by the student, the textbook form including the ISBN numbers and stapled receipt shall be turned into the school counselor by the deadline date. LHS school counselors will not be responsible for a student not having their required textbook(s) on the first day of their course due to any unforeseen circumstances. There may be some individual cases where the student will have to go to the bookstore to pick up the book(s). In this event, the school counselor will work with the student.

For CCP classes that are not in our pathway (not on our scheduling sheets) students will be responsible for contacting the college/university and obtain any textbook(s) needed. Students must turn in a copy of the receipt stapled to the completed textbook form by the deadline date. Most college or universities will bill LaBrae High School directly.*

It is the student’s responsibility to know the bookstore’s return policy. Some textbooks cannot be returned (open seal, access code, dropped class, etc...) If the textbook(s) cannot be returned, it will be the financial responsibility of the student to cover the textbook(s) cost. Students will be placed on the LHS accounts due.

The college textbooks purchased for the College Credit Plus Program are the property of the LaBrae Local School District. Students are responsible for returning textbooks to the high school instructor or to the counselor at the end of the course. Students failing to return a textbook by the assigned date will be fined the cost of the book and a financial hold will be placed on the student’s records until the fine is paid in full. **Please follow the Remind App for all deadlines and updates.**

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School Counselor: Margie Adair
330-898-0800



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LHS CCP TEXTBOOK POLICY CONTINUED

I, Parent and Student acknowledge, that I have read and understand the LHS College Credit Plus Textbooks Purchasing Policy.

By signing the signature page, I/we agree to the following:

- I understand that I will need to check the CCP website throughout each semester for updates and deadlines.
- I understand that I need to sign up for the Remind App.
- I understand that some CCP classes will require me to turn in a textbook form to the school counselor by the date assigned.
- I understand that if I earn an “F” or withdraw from the course after the specified withdrawal deadline may bring about a financial obligation, which includes the costs of textbooks.
- I understand that if I fail to return the college textbook(s) or do not return it by the deadline date, I will be required to pay for the book and my student records will be held until the fee is paid in full.
- I understand that I am to return the textbook(s) in the same condition I received it/them and failure to do so will result in paying a repair or replacement fee, and my student records will be held until the fee is paid in full.
- I understand that it is my responsibility to know the bookstore’s return policy. If the book cannot be returned, I am responsible for cost of the textbook and will be placed on the LHS accounts due.

The college textbooks purchased for the College Credit Plus program are the responsibility of the district and, therefore, district property. *All students are required to return textbooks by the deadline date. If college textbooks are not returned, the district will charge the student for the textbooks.*

We have received counseling concerning the above information and understand the responsibilities we must assume if we take part in the College Credit plus program.

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(330) 898-0800



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***ANY STUDENT TAKING A CCP COURSE (EXCEPT FOR THE COURSES TAUGHT BY A LHS TEACHER) WILL NEED TO TURN IN THIS FORM BEFORE THE SEMESTER BEGINS. STUDENTS MUST ALSO ATTACH THE BOOKSTORE RECEIPT TO THE RIGHT HAND CORNER OF THIS FORM. FAILURE TO TURN IN THIS FORM AND RECEIPT BY THE APPROPRIATE DATE MAY RESULT IN THE STUDENT NOT BEING ABLE TO TAKE THE COURSE AND/OR THE FINANCIAL RESPONSIBLIT OF THE STUDENT. IT IS THE RESPONSIBILITY OF THE STUDENT TO COMPLETE IS FORM CORRECTLY. REMEMBER... ANY TEXTBOK THAT CANNOT BE RETURNED IS THE STUDENT’S FINANCIAL RESPONSIBILITY.**

TEXTBOOK FORM

Student Name: _____ Date: _____

College/University: _____

Course: _____

Semester: _____ Credit History _____

Book: _____

ISBN: _____ Cost: _____

Student Name: _____ Date: _____

College/University: _____

Course: _____

Semester: _____ Credit History _____

Book: _____

ISBN: _____ Cost: _____

Student Signature: _____ Date: _____

Office Use Only: School Counselor’s Initials: _____ Date Turned In: _____

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LHS CCP

PERMISSION TO RELEASE OR OBTAIN INFORMATION

I authorize the release of records/information to or from the LaBrae School Counselor's Office for the period during which the student is enrolled in CCP classes. The grant of permission is limited to attendance records, grades, transcripts, textbook info, course content, and other information for which there is a legitimate administrative use.

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***ANY STUDENT REPLACING A LHS REQUIRED COURSE MUST SUBMIT THIS FORM TO THE SCHOOL COUNSELOR'S OFFICE. A COPY OF THEIR SCHEDULE AND A COURSE DESCRIPTION FROM THE UNIVERSITY, INCLUDING THE DEPARTMENT UNDER WHICH THE COURSE FALLS, MUST BE INCLUDED. THIS FORM IS DUE IMMEDIATELY FOLLOWING COURSE REGISTRATION (NO LATER THAN THE START OF THE SEMESTER). FAILURE TO TURN IN THIS FORM BY THE APPROPRIATE DATE MAY RESULT IN THE STUDENT NOT BEING ABLE TO TAKE THE COURSE(S) AND/OR THE FINANCIAL RESPONSIBILITY OF THE STUDENT.**

LHS CCP GRADUATION COURSE REQUIREMENTS WAIVER

I understand that if my child _____ chooses to not enroll in the following classes at LaBrae High School and opts to take the course(s) as listed at the college campus to meet LaBrae Local graduation requirements the following conditions must be met:

- A course description from the college/university must be turned in with this form
- A passing grade earned in order to fulfill the LHS graduation requirement
- Participation in the corresponding End-of-Course Exam
- Failure to not successfully complete the college course will result in the student reimbursing the district for the cost of the failed course

LHS Graduation course not enrolled in:	CCP course meeting graduation requirement:

 Student Signature:

 Date:

 Parent Signature:

 Date:

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***ANY STUDENT CURRENTLY PLAYING A SPORT WHILE ENROLLED IN A CCP COURSE MUST SUBMIT THIS FORM TO THE ATHLETIC OFFICE AS DESCRIBED BELOW.**

**LHS CCP ON-CAMPUS/ONLINE
 OHSAA ELIGIBILITY FORM**

Student Name _____ Grade _____ Date _____

Student Responsibilities:

1. Each student is responsible to share this information with the college professor and LHS athletic director.
2. Student must share this form with LHS athletic director before report cards are handed out. These dates can be accessed in the student handbook.
3. Failure to complete this form in the fashion described above may result in the temporary and/or permanent loss of eligibility.

This form is for the following grading period (please check the following nine weeks):

- | | |
|---|---|
| <input type="checkbox"/> 1 st Nine Weeks | <input type="checkbox"/> 3 rd Nine Weeks |
| <input type="checkbox"/> 2 nd Nine Weeks | <input type="checkbox"/> 4 th Nine Weeks |

Dear Professor:

In order to document athletic eligibility for LaBrae High School for the above named student, please indicate whether the student is passing your course and sign as indicated on this form. Thank you for your time in completing this form.

Course Name	Meeting Day/Time	Current Grade (percentage and letter)	Instructor's Signature

Please return this form to the student in a sealed envelope. Students turn in sealed envelope to the athletic office. Completed forms can also be emailed to Todd.Rowe@labrae.school

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*** ANY STUDENT TAKING ALL COLLEGE COURSES OFF LABRAE CAMPUS MUST RETURN THIS FORM IMMEDIATELY FOLLOWING COURSE REGISTRATION TO THE Counselor’s OFFICE. FAILURE TO TURN IN THIS FORM BY THE APPROPRIATE TIME MAY RESULT IN THE STUDENT NOT BEING ABLE TO TAKE THE COURSE AND/OR THE FINANCIAL RESPONSIBILITY OF THE STUDENT.**

FULL-TIME COLLEGE CAMPUS STUDENT FORM

Students Attending College off LaBrae Campus (All day/Every day)

Student Name: _____ Grade: _____

Student Cell Phone: _____

Student Email: _____ @ _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Cell Phone: _____

Parent Email: _____ @ _____

Parent Signature: _____ Date: _____

Date Submitted: _____

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***ANY STUDENT TAKING COURSES OFF CAMPUS MUST RETURN THIS FORM IMMEDIATELY FOLLOWING COURSE REGISTRATION TO THE ATTENDANCE OFFICE. FAILURE TO TURN IN THIS FORM BY THE APPROPRIATE TIME MAY RESULT IN THE STUDENT NOT BEING ABLE TO TAKE THE COURSE AND/OR THE FINANCIAL RESPONSIBILITY OF THE STUDENT.**

LATE ARRIVAL/EARLY RELEASE FORM

Student Name: _____ Grade: _____

Period(s) requesting to be out of the building (circle all that apply): 1 2 3 4 5 6 7 8

Please record the time(s) below. Use N/A if late arrival or early release doesn't apply for you.

Late arrival time: _____

Semester 1 and 2

Semester 1 Only

Early release time: _____

Semester 2 Only

To maintain this **PRIVILEGE** a student **MUST**:

1. Have no major or excessive violations of the Student Code of Conduct
2. Have no excessive tardies or absences.
3. Have a signed late arrival/early release form on file in the Attendance Office.
4. Remain in good standing regarding academics, behavior, and attendance.

Students **MUST** follow these regulations:

1. Arrive no sooner than 10 minutes prior to their first class.
2. Sign-out and vacate the school building immediately following last class (CCP only).
3. May not loiter in any area inside the school or on school property including any other school properties. Students are not permitted to return unless it is for a school sponsored activity.
4. Students are responsible for their own transportation. Make arrangements ahead of time for pick-up. If driving, you must have a vehicle registered in the attendance office.
5. Late arrival/early release must be signed by the student and guardian. No exceptions for 18 year olds.
6. **CCP students must attach a copy of their college schedule to this document.**

LHS Attendance Guidelines

1. Students must sign in/out at the attendance office if they have an adjusted start time or an early departure.
2. Students will be considered tardy, a.m. absent, or p.m. absent based upon their individual schedule.
3. Students participating in athletics should review their schedule with the AD for eligibility.

Consent Form

We have read the regulations for late arrival/early release and understand them. I am requesting that my student have their records adjusted to facilitate the late arrival and/or early release. We understand that we assume sole responsibility for the health and safety of the student during the released time.

Student Signature

Date

Parent Signature

Date

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Student and Parent Information
College Credit Plus
CCP Probation and CCP Dismissal

Student Name: _____
Parent’s (or Parents’) Name(s): _____
Notification Meeting Date: _____
Name of Secondary School Representative: _____

Instructions: Choose either the CCP Probation or CCP Dismissal section for this student.

CCP Probation (check if this status applies to this student):

- Students in the College Credit Plus program who are deemed “underperforming” and are placed on CCP Probation are due to the following conditions (check one or both, as applicable):
 - Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP Program.
 - Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)

Action:

- A student on CCP Probation may enroll in no more than one college course and the student will not enroll in a college course in the same subject in which the student earned a grade of D or F or for which the student received no credit.
- If the student had already registered for more than one course prior to being placed on CCP Probation, the **student must request each college or university to dis-enroll the student from courses as necessary.**
- The student, as noted above, may continue to be enrolled in one course. **The student must notify that college in which course the student would like to remain enrolled.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student’s parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student’s cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school is responsible for dismissing the student from the program.

CCP Dismissal (check if this status applies to this student):

- Students in the College Credit Plus program who are deemed “ineligible” and are placed on CCP Dismissal when the student meets the definition of an underperforming student for two consecutive terms of enrollment.
- Action:
- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, **the student will request each college to dis-enroll the student from the courses.**
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student’s parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

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Instructions: Review the Appeals Process and School Policy with the Student/Parent:

Appeals Process

- A student may appeal to the district superintendent or school governing entity the CCP Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of “D” or “F” or for which the student received not credit.

The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student’s CCP status and may do any of the following:

- Allow the student to participate in the program without restrictions.
- Allow the student to take a course in the same subject in which the student earned a grade of “D” or “F” or for which the student received no credit.
- Allow the student to participate in the program on CCP Probation.
- Maintain the student’s status on CCP Dismissal from the program.

The secondary school’s policy (developed prior to the start of summer term 2018) must be attached to this document.

- The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
- The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- The district superintendent or school governing entity will issue a decision on the student’s appeal within ten business days after the date the appeal is made.

Complete these dates to inform the student of dates that must be met if an appeal is requested:

- Notification Meeting Date (same as date on page 1): _____
- Student Request for Appeal by this date (five business days after the notification date): _____
- Secondary School Decision by this date (ten business days after the student requests the appeal): _____

- The decision of the superintendent or governing entity is final.
- The secondary school will promptly notify any college or university in which the student is enrolled of the decision.
 - If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
 - If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. If the decision on the appeal is made after the college/university’s no-fault withdrawal date, the secondary school will pay for those courses.

Signatures of the student and parent acknowledge receipt and explanation of the CCP Probation or CCP Dismissal status:

Student Signature: _____

Parent Signature: _____

School Representative Signature: _____

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LaBrae High School has partnered with the following colleges and universities to offer our students
College Credit Plus:



<https://www.kent.edu/trumbull/college-credit-plus>

Robert Ridgell
Advisor
330-675-7651
rridgell@kent.edu

Application for CCP can be found here: <https://www.kent.edu/ccp>



<http://web.yzu.edu/ccp>

Sharon Schroeder
CCP Assistant Director
330-941-2445
sischroeder@ysu.edu
ccp@ysu.edu

New and returning student applications can be found here:
<http://cms.yzu.edu/administrative-offices/metro-credit/ccp-16-17-new-and-returning-student-application>

Additional information on College Credit Plus can be found on the following website:
<https://www.ohiohighered.org/ccp>