

## SECTION L: EDUCATION AGENCY RELATIONS

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LA*	Education Agency Relations Goals
LAA	Education Agency Relations Priority Objectives
LB*	Relations with Other Schools and Educational Institutions
LBA	Shared Services
LBB*	Cooperative Educational Programs
LC	Relations with Education Research Agencies
LD	Relations with Cultural Institutions
LE*	Relations with Colleges and Universities
LEA*	Student Teaching and Internships
LEB*	Educational Options (Also IGCD)
LEC*	Postsecondary Enrollment Options (Also IGCH)
LF	County Education Agency Relations
LG	State Education Agency Relations
LH	Federal Education Agency Relations
LI	Relations with Educational Accreditation Agencies
LJ	Professional Visitors and Observers

\* denotes areas of policy covered in this manual

## EDUCATION AGENCY RELATIONS GOALS

The Board cooperates with other districts and with other local, State and regional agencies and organizations in the solution of educational problems of common concern. This cooperation extends but is not limited to such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendars and activities and construction of facilities which might be efficiently used on a cooperative basis. To serve a broader area, the District may consider other activities.

In carrying out this policy, the Superintendent may include in his/her recommendations to the Board an evaluation of the desirability and feasibility of cooperation with other agencies in endeavors which could benefit the District.

[Adoption date: June 15, 2000]

## RELATIONS WITH OTHER SCHOOLS AND EDUCATIONAL INSTITUTIONS

The Board cooperates with other districts and institutions of higher learning for such purposes as:

1. seeking solutions to educational problems of common concern;
2. offering supporting services of high quality to our students;
3. acquiring Federal and State grants and
4. promoting local school system involvement in regional and State decision making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities which may be effectively used on a cooperative basis, sharing of curricular offerings, cooperative purchasing and the coordination of school calendars and activities.

Before joining in any cooperative effort and to serve the best interests of the students, the Superintendent investigates and suggests cooperative ventures and provides the Board with supportive documentation prior to the time the Board is asked to act.

[Adoption date: June 15, 2000]

LEGAL REFS.: ORC 3311.19  
3313.841  
3315.09; 3315.091  
3323.09

## COOPERATIVE EDUCATIONAL PROGRAMS

Ohio law permits the establishment of joint vocational districts to provide vocational programs for students from participating districts. The District participates in programs conducted under the auspices of the Great Oaks Joint Vocational School District.

A board of education composed of representatives from the boards of education of the participating districts governs the joint vocational school district. The term of office for each member of the joint vocational district board of education is for one year. The participating boards' representatives are appointed by a majority vote of those particular boards.

[Adoption date: June 15, 2000]

LEGAL REFS.: Ohio Const. Art. VI, § 2  
ORC 3311.19  
3313.841  
3315.09; 3315.091  
3323.09

## RELATIONS WITH COLLEGES AND UNIVERSITIES

The Board views education as a lifelong process and believes that education is a key element in the realization of a successful and satisfying life. The Board directs the Superintendent and staff to pursue opportunities for the students to be involved in cooperative efforts with colleges and universities. When possible, arrangements should be developed for students to enroll in college and university courses and programs which should not delay a student's completion of high school graduation requirements.

[Adoption date: June 15, 2000]

## STUDENT TEACHING AND INTERNSHIPS

The Board recognizes the contributions student teachers and/or interns can make to the schools and its responsibility to ensure high quality teacher training. The Superintendent/designee is therefore authorized to arrange for the supervision and training of such teachers and interns in the District each year.

The importance of the teacher training function to the future of education and the need to ensure high quality performance in our schools require student teachers to be placed with experienced teachers of demonstrated competence. While no staff members are required to supervise student teachers, it is expected that professionally interested teachers volunteer for such duties.

The teacher training institutions should provide liaison personnel who discuss with the building principal and with the teacher the broad objectives that the institution believes should be pursued. Such personnel are free to visit the classrooms to observe the student teacher at work, but are subject to all school visitor rules and regulations.

It is expected that the teacher training institution arranges the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the student teacher and the students is ensured.

Supervising teachers should have taught at least three years in the Norwood schools.

[Adoption date: June 15, 2000]

## EDUCATIONAL OPTIONS

The Board recognizes that an effective educational program is one that provides opportunities for students learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.

Independent study, distance learning, on-line courses, tutoring, educational travel, mentoring, and study abroad programs are representative of experiences which the Board views as educational options supplementing the regular school program.

Fees are established for educational study abroad programs options as needed. Participating students are expected to pay fees upon beginning educational options.

The Superintendent develops regulations for educational options when the options are initiated. Each program option developed is presented to the Board for adoption; its regulations are presented for approval.

[Adoption date: June 15, 2000]

[Revision date: August 15, 2002]

LEGAL REFS.: OAC 3301-35-01(D); 3301-35-02(C)

CROSS REFS.: IGCB, Experimental Programs (Pilot Programs)  
IGCH, Postsecondary Enrollment Options (Also LEC)  
IKE, Promotion and Retention of Students  
IKF, Graduation Requirements  
JN, Student Fees, Fines and Charges

## EDUCATIONAL OPTIONS

When initiated, educational options must adhere to the following criteria.

1. The parent(s) must provide written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit a written request to participate. This request is kept on file.
2. An instructional plan which contains written measurable objectives must be submitted to, and approved by, the Superintendent.
3. The instructional plan includes an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions for students, kindergarten through eighth grade, participating in an option as a substitute instructional plan are based on student performance relative to the objectives of the option.
5. The instructional plan includes a written plan for the evaluation of student performance.
6. A maximum of six credits may be applied to those required for graduation for grades nine through 12. No more than four of the six credits are applied to the credits required for graduation in English, health, mathematics, science, physical education and social studies.
7. In tutorial programs and programs of independent study, a certificated/licensed teacher provides both the instruction and evaluation of students. In all other cases, a certificated/licensed teacher provides only the evaluation of student progress.
8. Such courses and programs do not compete with courses offered within the regular program of studies unless such are not available for the student when needed or are not being taken for credit.
9. The written instructional plan includes a time for the evaluation of the educational option. Continuance of the option is determined by the results of evaluation.

[Approval date: June 15, 2000]

[Revision date: August 15, 2002]

## POSTSECONDARY ENROLLMENT OPTIONS

The law provides for student participation in the postsecondary enrollment option program and permits 9th through 12th grade students to enroll at any participating college/university on a full- or part-time basis and complete nonsectarian courses for high school and/or college credit.

The Board directs the Superintendent or his/her designee to develop and establish procedures and necessary administrative guidelines to ensure that programs are in accordance with State requirements.

The administrative guidelines contain the following.

1. General information about this option is distributed to all 8th through 11th grade students and parent(s) by March 1.
2. Notification to participate by the student to the District is required by March 31.
3. Counseling services are provided to students and parent(s) prior to participation in the program.
4. The college/university must notify the District of those students who have enrolled in the program.
5. Information about enrollment options for students must be provided.
6. Information concerning college and high school graduation credit for students enrolled in the program must be offered.
7. The calculation of full-time enrollment including the maximum number of Carnegie units and conversion of college courses to high school courses is provided.
8. Financial responsibilities of the student and District including tuition, books, materials, fees and transportation reimbursement is discussed.

If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.

The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension.

[Adoption date: June 15, 2000]

Norwood City School District, Norwood, Ohio

LEGAL REFS.: ORC 3365.01-3365.09  
OAC 3301-44-01 thru 3301-44-08

CROSS REF.: IGCD, Educational Options (Also LEB)

## POSTSECONDARY ENROLLMENT OPTIONS

The District is required to notify all 8th through 11th grade students and their parents about the postsecondary enrollment options by March 1 of each school year in which the student wishes to enroll.

Student and/or parent(s) are required to inform the Board of intent to participate by March 31 of the year in which the student wishes to enroll. Failure of the student to inform the Board of intent to participate shall result in the Superintendent's determining the student's participation.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services are to include but not be limited to:

1. class status as locally determined;
2. acceptance by college/university;
3. options required by ORC;
4. financial arrangements for fees related to tuition, books and materials;
5. process of granting academic credits;
6. criteria for transportation aid;
7. available support services;
8. scheduling;
9. consequences of failing or not completing a course;
10. the effect of program participation on student's ability to complete District graduation requirements;
11. academic and social responsibilities of students and parents relative to this program;
12. information/encouragement of college counseling services and
13. encouragement of all students exhibiting the ability to consider this program.

If the District does not receive notification of acceptance from the college within a reasonable time after application is made, the District shall contact the college.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her chosen option at the time of enrollment.

If a student completes a college/university course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

1. High school credit awarded for courses successfully completed counts toward graduation requirements and subject area requirements.
  - A. The Board awards comparable credit for the course/courses completed at the college/university.

- B. If no comparable course is offered, the Board grants an appropriate number of credits in a comparable area.
- C. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed to the State Board of Education by the student.
- D. The student's records must show evidence of successful completion of each course and the high school credits awarded.
- E. Credits earned under the postsecondary enrollment program are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system, the high school principal/designee determines the equivalent District grade for the college grade.

### High School/College Enrollment

1. A 9th grade student may not receive credit toward high school graduation for more than the equivalent of four academic school years.
2. A 10th grade student may not receive credit toward high school graduation for more than the equivalent of three academic school years.
3. An 11th grade student may not receive credit toward high school graduation for more than the equivalent of two academic school years.
4. A 12th grade student may not enroll for more than the equivalent of one academic school year.
5. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
6. A student shall be enrolled for a minimum of three courses/classes per semester in order to be considered a full-time student for program purposes.
7. The maximum number of Carnegie units that may be earned during the academic year is the total of the high school courses and college courses; the total may not exceed the number of courses for full-time status.
8. The conversion of courses for high school graduation credit earned through successful completion of college courses is as follows: college courses for which five semester hours (7.5 quarter hours) are earned shall be awarded one Carnegie unit.

### Financial Responsibilities

1. If a student elects to enroll for college credit only, the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit, the District is responsible for all costs associated with the course.
3. If a student fails to complete the course due to class drop process or nonattendance, the student or parent(s) are responsible for all costs associated with the course.
4. The following process shall be used to collect all course costs.
  - A. The District may determine and accept other reasons, including medical reasons, for failure to complete the course.
  - B. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
  - C. Upon parent application and determination of need according to the provision of The National School Lunch Act, a student enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transporting the student between the secondary school which he/she attends and the college/university in which he/she is enrolled.
  - D. No reimbursement for course costs, transportation costs or District liability are applicable if the student enrolls in a college course while he/she is also a full-time student in the District.

#### Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment; adjustments to individual schedules may be made by the school administration.
3. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed four courses during the prior grading period. The four courses may be a combination of high school and college courses.

(Approval date: June 15, 2000)