

SECTION L: Education Agency Relations Policies

Section I	Policy Title	Adopted / Revised Date
LA	Education Agency Relations Goals	January 10, 2000
LB	Relations with Other Schools and Educational Institutions	January 10, 2000
LBB	Cooperative Educational Programs	January 10, 2000
LE	Relations with Colleges and Universities	January 10, 2000
LEA	Student Teaching and Internships	January 10, 2000
LEB	Educational Options	January 10, 2000
LEB-R	Educational Options	January 10, 2000
LEC	Post-Secondary Enrollment Options	January 10, 2000
LEC-R	Post-Secondary Enrollment Options	March 13, 2006
LEC-E	Post-Secondary Enrollments Options	March 13, 2006

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;
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 will investigate and suggest cooperative ventures and provide the Board with supportive documentation prior to the time the Board is asked to act.

[Adoption date: January 10, 2000]

LEGAL REFS.: ORC 3311.19
3313.841
3315.09; 3315.091
3323.09

COOPERATIVE EDUCATIONAL PROGRAMS

Ohio law permits the establishment of career and technical schools to provide vocational programs for students from participating districts. The District participates in programs conducted under the auspices of the Eastland Joint Vocational School District.

A board of education composed of representatives from the county and city 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 two years. The participating boards' representatives are appointed by a majority vote of those particular boards.

The Board also participates in various programs of the Fairfield County Educational Service Center which assists this District in providing special services to the students enrolled in our schools.

[Adoption date: January 10, 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 would not delay a student's completion of high school graduation requirements.

[Adoption date: January 10, 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 and 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.

[Adoption date: January 10, 2000]

EDUCATIONAL OPTIONS

The Board recognizes that an effective educational program is one that provides opportunities for student 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 individualized 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, tutoring, travel, mentoring, correspondence courses, college courses, 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 options as needed. Participating students are expected to pay fees upon beginning educational options.

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

[Adoption date: January 10, 2000]

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

CROSS REFS.: IGCB, Experimental 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 student's file. 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 those instructional objectives. This plan includes a written plan for the evaluation of student performance. 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.
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. A maximum of six credits may be applied to those required for graduation for grades nine through twelve. 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.
6. 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.
7. 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.

[Adoption date: January 10, 2000]

File: LEC (Also IGCH)

POSTSECONDARY ENROLLMENT OPTIONS

The law provides for student participation in the post-secondary 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 are 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.

[Adoption date: January 10, 2000]

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

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

POST SECONDARY ENROLLMENT OPTIONACKNOWLEDGEMENT FORM

_____ and _____
 (Student's Name) (Parent's Name)

As specified in Ohio Revised Code 3365.02; Section 10, have been provided counseling services concerning the advantages, possible risks, and consequences of participating in the Post Secondary Enrollment Option Program:

1. Program eligibility (Local, State, and the College/University)
2. Availability of Option A and Option B
3. Financial arrangements and obligations
4. The process of granting academic credit for Option A and Option B (Attached chart)
5. The consequences of failing or not completing a course for Option A and Option B
6. The effect of the grade obtained and the credit earned in Option B on your high school transcript:
 - a. G.P.A.
 - b. Total credit count
 - c. Class ranking
7. For Option B: A course must be identified on your transcript as it is identified at the college level:
 - a. Name of class
 - b. Credit value of class as converted to high school credit
 - c. Grade received
8. The effects participating in Option B may have on high school graduation:
 - a. Total credit count
 - b. Required classes; if you choose to meet a class requirement in the Option B Program
9. The academic and social responsibilities of students and parents
10. Scheduling arrangements and possible difficulties
11. Athletic eligibility
12. Support services at the high school and the college
13. Transportation
14. Encouragement to truly consider the following in deciding if the postsecondary enrollment option is right for me:
 - a. Year in high school
 - b. My future plans
 - c. Impact on my academic standing
 - d. My personal motivation
 - e. Athletic eligibility credit count

- f. My participation in high school activities and athletics
- g. My academic ability

15. Before making my/our decision to participate in the Post Secondary Option Program I/we understand that I/we may contact the high school guidance counselor with any unanswered questions and concerns.

I/We understand the personal responsibilities of participating in the Post Secondary Enrollment Option Program.

Student's Signature

Date

Parent's Signature

Date

POST SECONDARY ENROLLMENT OPTION
PARTICIPATION FORM

INTENT TO PARTICIPATE:

_____ Plans to participate in the designed Post Secondary Enrollment

Option at _____.

OPTION A: _____ I plan to receive college credit only.

OPTION B: _____ I plan to receive both high school and college credit.

Student's Signature

Date

Parent's Signature

Date

POST SECONDARY ENROLLMENT
OPTION

CREDIT CONVERSION CHART

College Semester Hours

5.00 = 1.000 H S Hour

4.00 = 0.800 H S Hour

3.00 = 0.600 H S Hour

2.00 = 0.400 H S Hour

1.00 = 0.200 H S Hour

College Quarter Hours

7.50 = 1.000 H S Hour

5.00 = 0.670 H S Hour

4.00 = 0.530 H S Hour

3.00 = 0.400 H S Hour

2.00 = 0.270 H S Hour

1.00 = 0.130 H S Hour

[Adoption date: January 10, 2000]

[Revised: March 13, 2006]

POSTSECONDARY ENROLLMENT OPTIONS

The District is required to notify all 8th through 11th grade students and their parents about the post-secondary 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 or designee 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 or designee of intent to participate shall result in the Superintendent 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. grade 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 and encouragement of college counseling services;
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 elected 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 related 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 post-secondary 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 receive credit toward high school graduation 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. Students must attend school on a fulltime basis. This may include a combination of high school courses and post-secondary courses. Fulltime status is the equivalency of five or more Carnegie Units.
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.
9. Student schedules must be approved by the high school guidance department; to insure that the student is meeting yearly requirements that will lead to a high school diploma.

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 transportation 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 five courses during the prior grading period. The five courses may be a combination of high school and college courses.

[Adopted: January 10, 2000]

[Revised: March 13, 2006]