

## SECTION L: EDUCATION AGENCY RELATIONS

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## 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: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3313.20; 3313.47  
OAC 3301-35-07

## 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. This cooperation may also extend to charter schools.

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: May 23, 1995]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: ORC 3311.19  
3313.6010; 3313.841  
3314.03; 3314.05; 3314.07  
3315.09; 3315.091  
3323.09

## COOPERATIVE EDUCATIONAL PROGRAMS

State law permits the establishment of joint career-technical districts to provide career-technical programs for students from participating districts. The District participates in programs conducted under the auspices of the Pickaway-Ross County 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 as determined in the JVS plan. The participating boards' representatives are appointed by a majority vote of those particular boards.

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

[Adoption date: May 23, 1995]

[Re-adoption date: May 11, 1998]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: Ohio Const. Art. VI, Section 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; therefore, the Board directs the Superintendent and staff to pursue opportunities for the students of the District 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; however, such endeavors should not delay a student's completion of high school graduation requirements.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

## STUDENT TEACHING AND INTERNSHIPS

The Board recognizes the contributions student teachers and/or interns can make to the District and its responsibility to ensure high quality teacher training. Therefore, the Board authorizes the Superintendent/designee to arrange for the annual supervision and training of student teachers and interns.

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 interested teachers volunteer for such duties.

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

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 District students is ensured.

[Adoption date: May 23, 1995]

[Re-adoption date: March 25, 2008]

[Re-adoption date: June 10, 2013]

[Re-adoption date: August 13, 2018]

LEGAL REFS.: ORC 109.57; 109.572  
2953.32  
3319.39  
Chapter 2944  
OAC 3301-83-06

CROSS REF.: GBQ, Criminal Records Check

## EDUCATIONAL OPTIONS

The Board recognizes that an effective educational program is one that provides opportunities for students to learn 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.

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 is presented to the Board for adoption; its regulations are presented for approval.

[Adoption date: May 23, 1995]

[Re-adoption date: July 10, 1995]

[Re-adoption date: May 11, 1998]

[Re-adoption date: March 25, 2008]

LEGAL REFS.: OAC 3301-35-01(B)(6); 3301-35-06

CROSS REFS.: IGCB, Experimental Programs  
IGCH, College Credit Plus (Also LEC)  
IKE, Promotion and Retention of Students  
IKF, Graduation Requirements  
JN, Student Fees, Fines and Charges

## EDUCATIONAL OPTIONS

The educational options program provides opportunities for students to learn in an independent or individual setting and to study or work in specific fields and subjects.

The education options are as follows:

1. Correspondence Courses
2. Educational Travel
3. Independent Study
4. Tutorial Program
5. Mentor Program
6. Student Aides
7. Flexible Programming
8. Virtual Learning Academy
9. Keystone Credit Completion

Additional educational options may be added at the discretion of the Superintendent and with the approval of the Board.

A maximum of six units of credit earned through educational options may be applied toward the units required for graduation with the exception of Virtual Learning Academy. No more than four of the six units may be applied toward meeting the specific state and school requirements for graduation listed below:

- |     |                       |
|-----|-----------------------|
| 4   | English (with Speech) |
| 3   | Social Studies        |
| 3   | Math                  |
| 3   | Science               |
| 1/2 | P.E.                  |
| 1/2 | Health                |



Before participating in any educational option, the student must submit the application for educational options. This application must be signed by the student, parent, teacher, counselor and principal. This application must detail an instructional plan which includes the following: instructional objectives; an outline including major instructional activities, materials and environments; a description of criteria and methods for assessing student performance.

1. Correspondence Courses

Correspondence courses permit continuing education for out-of-school students, for students who travel with parents during the school year because of the demands of the parents' occupations or for students who cannot regularly attend school for a variety of approved reasons; additionally, a school may find that a subject not included in its curriculum can be offered through a correspondence program.

Also, correspondence courses may serve as remedial or make-up courses for students. All correspondence coursework must have prior approval by the principal.

Correspondence courses follow a program of predetermined instructional activities as outlined in the study guide supplied when a student registers. Assessment for correspondence courses combine a written examination supervised by a certificated teacher and/or administrator plus grading of the required written lessons. Correspondence courses are designed to provide appropriate course content to meet the student's needs and contribute to goals of grade promotion and credit for graduation.

2. Educational Travel

Trips which in the opinion of the school provide an educational experience for students may be considered an educational option and may result in granting of credit to student participants, providing they complete the requirements of the instructional plan listed on their educational options application.

3. Independent Study

The educational options program is designed to provide opportunities for independent study, individual research and course enrichment. It is a cooperative effort among students, parents, teachers and administrators to encourage creative thinking and educational excellence. Though participation will be limited, students with high motivation and strong ability will have an opportunity to expand their intellectual pursuits and earn extra credit.

A. Teacher Components:

- 1) A staff member coordinates the educational options program.

- 2) Any teacher may supervise students in their area of certification. Teachers must give the time necessary to properly guide a student's independent study or research.

Teachers meet with their students at least twice a week.

- 3) Teachers follow program guidelines in the awarding of credit and are the final judge on grades.

B. Student Components:

- 1) Students interested in participating shall have at least a 3.00 grade point average. (Honors program students have automatic acceptance.)
- 2) Students must be willing to put in the time necessary to complete projects to receive credit.
- 3) Cost of special materials or equipment will be paid for by the student.

4. Tutorial Program

The tutorial program allows specific assistance for students in meeting course requirements and attaining grade promotion. This assistance may accommodate needs for remedial instruction, supplementary work to expand skills or additional instruction deemed necessary and appropriate for an individual student's educational welfare.

The tutorial program follows the District course of study for its instructional plan and the instruction is provided by a certificated teacher.

Tutors provide 20 hours of instruction plus assign 40 hours of out-of-class work for each one-half credit to be earned.

5. Mentor Program

The high school provides students with an opportunity to be involved in a mentor program. A mentor program represents a form of individualized study and permits students to pursue specific curriculum areas in-depth and beyond the scope of study offered by the school. A mentor program is an educational option that recognizes that students can benefit from individual study with a person within a particular tradition, discipline, profession or craft who may be a noncertificated individual.

Students involved in the mentor program also select a faculty advisor. The mentor, the advisor and the student work together to develop the educational activity.

6. Student Aides

Student aides are assigned to assist the following groups of people: teachers, office, guidance, library, janitors and cafeteria. Student aides help the above groups by assisting and doing various tasks. Students involved in this program may earn one-fourth of a credit but it does not count as part of the total credits required for graduation. Students are graded on a satisfactory-unsatisfactory scale based upon their performance and carrying out of assigned duties.

7. Flexible Programming

The educational options program was created to help students maximize their learning opportunities. Flexible scheduling, alternative or substitute courses and experimental programs are always offered to assist students in achieving their educational goals. Credit may be given for courses or activities taken outside of the normal school day. This opportunity encourages students to utilize their school time more efficiently and productively. It may encourage students to expand their academic pursuits and earn extra credit.

8. Virtual Learning Academy

Virtual Learning Academy (VLA) is an e-learning option that teaches subjects required for graduation from the District. Over 80 courses are offered through the Pickaway County Educational Service Center. Each course is fully aligned to Ohio's Academic Content Standards.

Course selection is approved by the student, student parents/guardian, counselor and principal prior to enrollment. There is no maximum units of VLA credit that can be applied to graduation..

9. Keystone Credit Completion

Keystone Credit Completion is an accredited correspondence course option provided by Keystone National High School to fulfill graduation requirements for students who have failed a course during the regular school year for reasons other than lack of ability.

Keystone credit completion option must be approved by the student, student parents/guardian, counselor and principal. Only four credits toward graduation may be earned through this educational option.

(Approval date: May 23, 1995)  
(Re-approval date: July 10, 1995)  
(Re-approval date: May 11, 1998)  
(Re-approval date: March 25, 2008)

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

CROSS REFS.: IGCB, Experimental Programs  
IKE, Promotion and Retention of Students  
IKF, Graduation Requirements  
JN, Student Fees, Fines and Charges

## COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

[Adoption date: May 23, 1995]  
[Re-adoption date: May 11, 1998]  
[Re-adoption date: March 25, 2008]  
[Re-adoption date: June 10, 2013]  
[Re-adoption date: July 24, 2017]  
[Re-adoption date: November 27, 2017]  
[Re-adoption date: August 13, 2018]

LEGAL REFS.: ORC 3313.5314  
                  Chapter 3365  
                  OAC 3333-1-65 through 3333-1-65-13  
                  3301-83-01(C)

CROSS REFS.: IGBM, Credit Flexibility  
                  IGCD, Educational Options (Also LEB)

## COLLEGE CREDIT PLUS

### District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

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

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;

9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services;
12. information about eligible courses;
13. information on CCP probation, dismissal and appeal procedures and
14. the standard program information packet developed by the Ohio Department of Higher Education (ODHE).

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

### Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

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

Students may enroll only in eligible courses as defined in rules adopted by ODHE. Upon receipt of the notice of pre-term admission the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

If a student completes an eligible college 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.

High school credit awarded for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP 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 CCP courses are treated in the same way as other advanced standing program or honors course.

#### High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
  - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
  - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.



- C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
- D. 12th grade may receive credit for up to the equivalent of one academic school year.
- 2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
- 3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
- 4. College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

#### Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. To be eligible, students must be considered remediation-free on one of the Ohio Revised Code 3345.061(F) assessments. A student scoring within one standard error of measurement below the remediation-free threshold on one of the assessments is considered to have met this eligibility requirement if he/she either has a cumulative high school grade point average (GPA) of at least 3.0 or receives a recommendation from a school counselor, principal or career-technical program advisor.

#### Underperforming Students/CCP Probation

A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

- 1. Cumulative GPA of less than 2.0 in college courses taken through CCP or
- 2. Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student taking a permissible college course after placement on CCP probation and the course grade raises the student's cumulative college course GPA to 2.0 or higher the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade, is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the Superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any extenuating circumstances separate from academic performance that may have affected the student's CCP status the Superintendent will issue a decision within 10 business days after the appeal is made and may:

1. allow the student to participate in the program without restrictions;
2. allow the student to take a course in the subject area in which they received a grade of D or F or for which they received no credit;

3. allow the student to participate in CCP on CCP probation or
4. maintain the student's dismissal from the program.

The Superintendent's decision is final.

If the decision is to continue the student's dismissal and the student is enrolled in a college, the student's college will allow the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses. If the Superintendent fails to issue a decision on the appeal within the required timeframe and the student is enrolled in a college, the college will allow the student to withdraw from all impermissible courses without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault withdrawal date, the student's secondary school shall pay for those courses.

#### Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

#### Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), 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 (Option B), the District is responsible for all costs associated with the eligible course at a public college/ university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, 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 that he/she attends and the college/ university in which he/she is enrolled.

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. 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. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.

3. 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.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. 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 that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

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