

## SECTION L: EDUCATION AGENCY RELATIONS

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## EDUCATION AGENCY RELATIONS GOALS

The Board will cooperate with other school districts and with other local, State and regional agencies and organizations in the solution of educational problems of common concern. This cooperation may extend 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. Other activities which may be advantageous to serve a broader area than one district may also be considered.

In carrying out this policy, the Superintendent may include in his or 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 9, 1994]

## RELATIONS WITH OTHER SCHOOLS AND EDUCATIONAL INSTITUTIONS

The Board will cooperate 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 the Board needs to be certain that the best interests of the District's students will be served; therefore, the Superintendent will suggest cooperative ventures only after investigating them thoroughly. The Superintendent will provide the Board with supportive documentation prior to the time the Board will be asked to act.

[Adoption date: May 9, 1994]

LEGAL REFS.: ORC 3311.19  
3313.841  
3315.09; 3315.091  
3323.09

## COOPERATIVE EDUCATIONAL PROGRAMS

State 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 Wayne County Schools' Career Center.

The Wayne County Schools' Career Center is governed by a board of education composed of representatives from the Boards of the participating districts. The term of office for each member of the Wayne County Schools' Career Center is for one year. The participating boards' representatives will be appointed by a majority vote of those particular boards.

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

[Adoption date: May 9, 1994]

[Re-adoption date: November 11, 1999]

LEGAL REFS.: Ohio CONST. art. II, § 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 feasible, 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 9, 1994]

## 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 is therefore authorized to arrange for the supervision and training of such teachers and interns in the schools 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 requires student teachers to be placed with experienced teachers of demonstrated competence. While no staff members will be required to supervise student teachers, it is expected that professionally interested teachers will volunteer for such duties.

The Board recognizes the additional responsibilities teachers take in agreeing to supervise a student teacher and train future teachers to educate Ohio students. The District further recognizes the importance of this connection with the colleges and universities, as well as the first-hand knowledge of young student teachers as prospective teachers for Northwestern. As a result, when colleges and universities provide stipends, tuition vouchers or other compensation for the supervising of a student teacher or supervising field experience students to the District, it will be forwarded to the supervising teacher, in accordance with ORC and State law.

This is in acknowledgement of the importance in training our future teachers, as well as the additional responsibilities, time, and effort involved with supervising teachers. These responsibilities include collaboration in the creation of lesson plans, setting up of labs, homework, after school discussions, ongoing monitoring of student teacher and grading practices. It also involves activities such as supporting and guiding student teachers in matters of student discipline, classroom control, student active engagement, parent communications, student interaction, colleague interaction and overall professionalism.

Recognizing the special skills and expertise of the teacher training institutions and their staffs, the Board authorizes the Superintendent to honor those reasonable regulations and training guidelines of the teacher training institutions.

The teacher training institutions should provide liaison personnel who will 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 will arrange 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: May 9, 1994]  
[Re-adoption date: February 27, 2012]  
[Re-adoption date: March 18, 2013]  
[Re-adoption date: July 21, 2014]

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.  
ORC 109.57; 109.572  
2953.32  
3319.39  
Chapter 2944  
OAC 3301-83-06

CROSS REF.: GBQ, Criminal Records Check

CONTRACT REF.: Teachers' Negotiated Agreement

## 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 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, tutoring, travel, mentoring, correspondence courses and college courses are representative of experiences which the Board views as educational options supplementing the regular school program.

Fees will be established for educational options as needed. Participating students will be expected to pay fees upon beginning educational options.

The Superintendent will develop regulations for educational options when the options are initiated. Each program option developed will be presented to the Board for adoption; its regulation will be presented for approval.

[Adoption date: May 9, 1994]

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

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

## EDUCATIONAL OPTIONS

When initiated, educational options must adhere to these criteria:

1. The parent(s)/guardian(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 will be 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 will include an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions for kindergarten through eighth grade students participating in an option as a substitute instructional plan, will be based in part upon student performance relative to the objectives of the option.
5. The instructional plan will include 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 will be applied to the credits required for graduation in English, health, mathematics, science, physical education and social studies.
7. A certificated teacher or a person with verified skills or knowledge in that specific area, may provide the required instruction and evaluation of students.
8. The instructional plan will be written, specifying a time for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.

(Approval date: June 12, 1995)

NORTHWESTERN HIGH SCHOOL  
INSTRUCTIONAL PLAN FOR EDUCATIONAL OPTION  
(Physical Education)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher/Instruction/Athletic Director

\_\_\_\_\_  
Initiation Date

\_\_\_\_\_  
Teacher/Instruction/Athletic Director

\_\_\_\_\_  
Suggested Completion Date

\_\_\_\_\_  
Sport Participating In

We have read and understand the Standards for the Educational Options Alternative to physical education.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Standards for the Educational Options Alternative  
to Physical Education at Northwestern High School

1. Complete participation in any level of the scholastic sports offered at Northwestern High School (including cheerleading) for one complete season, may be used as an educational option for meeting one-half of the physical education graduation requirement. Two separate participation's are required to fulfill all physical educational requirements.
2. The student must start his/her participation on the first day of conditioning as determined by the Ohio High School Athletic Association and finish the entire season.
3. If the student is injured during participation, he/she will be given an alternative assignment.
4. No grade will be issued for using this educational option. The student will receive credit only for fulfilling the physical education requirement.

5. If a student is “cut” from those teams which have limited roster sizes, he/she must still fulfill the physical education requirements of Northwestern High School.
6. If a student becomes ineligible, violates any of the rules of the athletic policy of Northwestern High School or the head coach and/or is removed from the team, the student’s use of the educational option is forfeited.

1 of 2

7. At the completion of the season the head coach will sign a form authorizing the student's successful completion of the educational option.

Instructional Objectives:

1. The student will achieve a degree of physical fitness.
2. The student will be provided the opportunity to lead a group in a positive manner.
3. The student will develop a positive attitude toward winning and losing.
4. The student will develop a sense of cooperation with both teammates, opponents and officials.
5. The student will develop a responsibility concerning fair play.
6. The student will recognize, understand and assume responsibility for terms and rules which govern play.
7. The student will understand the advantages of teamwork.
8. The student will understand the principles of offensive and defensive play.
9. The student will recognize, understand and assume responsibility for safety rules involved in play.
10. The student will develop fine and gross motor skills appropriate to grade level.
11. The student will develop the willingness to follow group decisions.
12. The student will develop the ability to evaluate and accept suggestions.
13. The student will develop an awareness of and respect for the differences and similarities of his/her classmates.
14. The student will learn to use appropriate physical activity as an acceptable emotional outlet.

Activities/Materials/Equipment:

1. Participation on the selected athletic team according to the standards listed.
2. Appropriate required materials and equipment for the specific athletic activity.

Evaluation/Documentation:

1. Completion participation according to the standards of the head coach, the athletic policy of Northwestern High School and the Ohio High School Athletic Association. All evaluation and/or documentation to be done by the head coach or advisor, if a certified teacher, under the supervision of the high school Athletic Director.

Time-Line:

1. Begin with the first day of conditioning and is completed five school days after the end of the entire athletic season.

AMOUNT OF CREDIT POSSIBLE: .25 CREDIT ISSUED UPON RECOMMENDATION OF

Date completed: \_\_\_\_\_

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Principal Signature

## POSTSECONDARY ENROLLMENT OPTIONS

The Board of Education recognizes the value of student participation in the postsecondary enrollment option program and shall permit 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 college credit.

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

The administrative guidelines will contain the following:

1. general information about this option to all 8th through 11th grade students and parents and/or guardians;
2. notification to participate by student to the District;
3. provide counseling services to students and parents and/or guardians prior to participation in the program;
4. notification of accepted students by college to the District;
5. enrollment options for students;
6. college and high school graduation credit for students;
7. calculation of full-time enrollment including maximum number of Carnegie units and conversion of college courses to high school courses and/or
8. financial responsibilities of the student and District including tuition, books, materials, fees and transportation reimbursement.

[Adoption date: May 9, 1994]

[Re-adoption date: March 9, 1998]

LEGAL REFS.: ORC Chapter 119  
3365.01-3365.09  
OAC 3301-44-01 thru 3301-44-08

ADMINISTRATIVE GUIDELINES  
POSTSECONDARY ENROLLMENT OPTIONS

Procedures for student enrollment and participation:

1. General information including:
  - A. freshman status as locally determined;
  - B. acceptance by college;
  - C. enrollment for college credit or both high school graduation and college credit and
  - D. financial arrangements for tuition, books, materials and fees for each.
2. The District is required to notify all 8th through 11th grade students and parents and/or guardians of this option (including information in # 1) by March 1st of each school year.
3. Student and/or parent are required to inform the Board of intent to participate by March 31st of the year wishing to enroll. Failure of the student to inform the Board of intent to participate shall result in the Superintendent's determining student participation.
4. The District is required to provide counseling services to students prior to participation in the program. Counseling services will include but not limited to:
  - A. freshman status as locally determined;
  - B. acceptance by college;
  - C. options required by SEC. 3365.04 of ORC;
  - D. financial arrangements for tuition, books, materials and fees;
  - E. process of granting academic credits;
  - F. criteria for any transportation aid;
  - G. available support services;
  - H. scheduling;
  - I. consequences of failing or not completing a course;
  - J. the effect of program participation on student's ability to complete District graduation requirements;
  - K. academic and social responsibilities of students and parents under this program;
  - L. information/encouragement of college counseling services and
  - M. encourage all students exhibiting the ability to consider this program.
5. If the District does not receive notification of acceptance from the college within 10 days after acceptance, the District shall contact the college.
6. The student may opt to receive college credit only or both college and high school credit. The student must designate which option at the time of enrollment.

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

- A. High school credit awarded for courses successfully completed shall count toward graduation requirements and subject area requirements.
  - 1) The Board shall award comparable credit for the course/courses completed at the college.
  - 2) If no comparable course is offered by the District than the Board of Education shall grant an appropriate number of credits in a similar area.
  - 3) Any disputes between the student and Board regarding high school credits granted for a course may be appealed to the State Board of Education by the student.
  - 4) Student's records must show evidence of successful completion of each course and the high school credits awarded.
  - 5) Credits earned under the postsecondary enrollment program shall be included in the student's grade point average. A grade awarded by the college shall be counted as the equivalent District grade. If the local District has a weighted grading system, then the high school administration shall make the determination as to the equivalent District grade for the college grade.

8. High School/College Enrollment

- A. A 9th grade student may not receive credit toward high school graduation for more than the equivalent of four academic school years.
- B. A 10th grade student may not receive credit toward high school graduation for more than the equivalent of three academic school years.
- C. An 11th grade student may not receive credit toward high school graduation for more than the equivalent of two academic school years.
- D. A 12th grade student may not enroll for more than the equivalent of one academic school year.
- E. Proportionate reductions will be made for any student who enrolls in the program during the course of a school year.
- F. A student shall be enrolled for a minimum of five courses/classes per semester in order to be considered a full-time student for program purposes.
- G. The maximum number of Carnegie units that may be earned during the academic year shall be the sum of the high school courses and college courses; the sum shall not exceed the number of courses for full-time status.

- H. 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. Financial Responsibilities

- A. If a student elects to enroll for college credit only, the student is responsible for all costs associated with the course.
- B. If a student elects to enroll for the combination high school/college credit, the District is responsible for all costs associated with the course.
- C. If a student fails to complete the course due to class drop process or nonattendance, the student or parent is responsible for all costs associated with the course.
- D. The following locally determined process shall be used to collect all course costs.  
  
Process is: Notification of students and parents and withholding of records until such costs are paid.
- E. The District may determine and accept other reasons including medical, etc. for failure to complete the course.
- F. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
- G. Upon parent application and determination of need according to the provision of the 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 attended and college in which he or she is enrolled.
- H. No reimbursement for course costs, transportation costs or District liability are applicable if the student enrolls in a college course while he or she is also a full-time student in the District.

10. Other Considerations

- A. A student enrolled in the program will follow the District attendance policy as designated in the Student Handbook as well as the District code of conduct for curricular and extracurricular activities as designated in the Student Handbook.  
  
These policies and codes will be applicable during the time the student is attending \_\_\_ high school and is on school property for any class or activity.
- B. The student enrolled in this program must recognize that the master schedule will not be altered or adjusted in order to permit enrollment; adjustments to individual schedules may be done by the school administration.

- C. The District will adhere to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible the student must be passing four courses during the prior grading period. The four courses may be a combination of high school and college courses.

File: LEC-R (Also IGCH-R)

(Approval date: May 9, 1994)

(Re-approval date: March 9, 1998)

(Re-approval date: August 17, 1999)

