

## 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 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 that may be efficiently used on a cooperative basis. Other activities that 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/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: January 9, 1989]

[Re-adoption date: July 23, 2001]

## RELATIONS WITH OTHER SCHOOLS AND EDUCATIONAL INSTITUTIONS

The Board 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 are served; therefore, the Superintendent suggests cooperative ventures only after investigating them thoroughly. The Superintendent provides the Board with supportive documentation prior to the time the Board is asked to act.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

LEGAL REFS.: ORC 3311.19  
3313.841  
3314.03; 3314.05  
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 Vanguard-Sentinel Joint Vocational School District.

The Vanguard-Sentinel Joint Vocational School District is governed by a Board of Education composed of representatives from the Boards of education of the participating districts. The term of office for each member of the Vanguard-Sentinel Joint Vocational District Board of Education is for one year. The participating board's representatives are appointed by a majority vote of those particular boards.

The Board also participates in various programs of the Seneca County ESC Governing Board that assists this District in providing special services to the children enrolled in our schools.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

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

## CHARTER SCHOOLS

The Board considers applications for charter schools only if the applicant's proposal contains detailed information addressing all of the provisions contained in ORC sections 3314.03 and 3314.05.

A nonrefundable application fee of \$200.00 is required upon the filing of a charter schools proposal.

### REQUIRED CONTENTS OF A CHARTER SCHOOL PROPOSAL TO THE TIFFIN CITY BOARD OF EDUCATION

The Board of Education requires the following provisions to be addressed in any proposal to the Board of Education to sponsor a charter school. The applicant of the proposed charter school will explain in detail in their proposal how they will comply with the following requirements.

#### Nonprofit status

The charter school must be established as a nonprofit corporation as provided in Chapter 1702 of the Ohio Revised Code.

#### Education Program

This section describes the education program of the charter school including a Mission Statement, curriculum, etc.

#### Academic goal/academic evaluation

This section states the academic goals the school will strive for as well as how the school will measure student progress. The required statewide Ohio proficiency tests must be included in whatever process the school selects.

Performance standards by which the success of school will be evaluated by the sponsor

These are standards by which the chartering school board evaluates the school's performance.

#### Admission standards

The governing authority of each charter school shall adopt an admissions procedure that specifies the following:

1. That except as otherwise provided in this section, admission to the school shall be open only to any individual age five to twenty-two entitled to attend school pursuant to section 3313.65 of the Revised Code. In the school district in which the school is located or who was enrolled in the converted school during the school year preceding the year of its conversion to a charter school.
2. That admission to the school may be limited to students who have attained a specific grade level or are within a specific age group; to students who meet a definition of "at-risk" as defined in the contract; or to residents of a specific geographic area as defined in the contract that is within the school district in which the school is located.
3. That there will be no discrimination in the admission of students to the school on the basis of race, creed, color, disabling conditions, or sex; and that upon admission of any disabled student the charter schools will comply with all Federal and State laws regarding the education of disabled students.
4. That the school may not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.
5. That the maximum number of admissions will never exceed the capacity of the school's programs, classes, grade levels, or facilities.
6. That, except as otherwise provided under this section, if the number of applicants exceeds the capacity restrictions of division (E) of this section, students shall be admitted by lot from all those submitting applications, except preference shall be given to students attending the school the previous year and may be given to siblings of students.

Notwithstanding divisions (1) through (6) of this section, in the event the racial composition of the enrollment of the charter school is violation of a federal desegregation order, the charter school shall take any and all corrective measures to comply with the desegregation order.

#### Dismissal procedures

This section describes the school's dismissal procedures.

#### Racial diversity

This section notes the ways by which the charter school will achieve racial and ethnic balance reflective of the community it serves. The charter schools must be an equal opportunity employer.

### Auditing requirements

The charter schools shall undergo program and financial audits including audits by the Auditor of State and the Department of Education. All financial records of the charter schools shall be maintained in the same manner as are the financial records of school districts, pursuant to the rules of the State Auditor.

### Facility

This section must state the facility to be used, its location and how the facility will be obtained (lease, purchase, etc.). For clarity, the description should include not only the name of the building or buildings, but also their physical and geographical location.

### Teacher qualifications

All classroom teachers shall be certificated or licensed in accordance with Sections 3319.22 to 3319.31 of the Ohio Revised Code, except that noncertificated individuals may teach up to 12 hours per week pursuant to Section 3319.301 of the Ohio Revised Code.

A charter school is free to propose any additional qualifications that it deems necessary and proper. Some examples might be teaching experience in a particular area, or work experience relevant to the school's mission.

### Statutory requirements

1. The school will provide learning opportunities to a minimum of 25 students for a minimum of 920 hours per school year;
2. The governing authority will purchase liability insurance, or otherwise provide for the potential liability of the school;
3. The school will be nonsectarian in its programs, admission policies, employment practices, and all other operations, and will not be operated by a sectarian school or religious institution;
4. The school will comply with sections 9.90 (insurance for educational employees), 9.91 (tax-sheltered annuities), 109.65 (missing children clearinghouse; educational program; fund: The clearinghouse is established to coordinate and improve the availability of information regarding missing children. Included in this section is a requirement that if a missing child is found to be attending a school, a member of the Board of Education or principal shall immediately give notice of that fact to the missing children

clearinghouse and to the law enforcement agency), 121.22 (meetings of public bodies to be public; exceptions), 149.43 (availability of public records) 2151.358 [2151.35.81] (sealing, expungement of records; civil disabilities not imposed; use of evidence), 2151.421 [2151.42.1] (report of child abuse or neglect; investigation; plan of cooperation), 2313.18 (prohibited actions of employer of juror), 3301.0710 [3301.07.10] (statewide student proficiency testing), 3301.0711 [3301.07.11] (administration and grading of tests; use of results; intervention services), 3301.0714 [3301.07.141] (guidelines for statewide education management information system), 3313.33 (contracts), 3313.50 (record of tests; statistical data; individual records: this section requires Boards of Education to keep an accurate record of hearing and vision tests given to school children as well as records of measures taken to correct such hearing and visual defects), 3313-643 (3313.64.31) (eye protective devices), 3313.66 (suspension, expulsion or permanent expulsion, removal from curricular or extracurricular activities), 3313.661 (3313.66.11) policy regarding suspension, expulsion, removal and permanent exclusion, community service), 3313.662 (3313-66-21 (adjudication order permanently excluding pupil from public schools; Board of Education resolution requesting permanent exclusion; revocation; probationary admission), 3313.67 (immunization of pupils; records, reports), 3313.672 [3313.67.21] (new pupil to present school records, custody order if applicable and certification of birth; Section (A)(2) requires that within 24 hours of a pupil's entry into a school, a school official shall request the pupil's official records from the school he/she most recently attended. If the school where the pupil claims he/she most recently attended has no record of attendance or the records are not received within 14 days of the date of request, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child), 3313.673 [3313.67.31] (screening of beginning pupils for special learning needs), 3313.69 (hearing and visual tests of school children; (exemptions), 43,13-71 (examinations and diagnoses by school physician), 3313.80 (display of national flag), 3313.96 (informational programs relative to missing children; fingerprinting program), 3319.321 (3319.32.11) (confidentiality of student information; law enforcement and military recruitment use), 3319.39 (criminal records check for applicants responsible for children; employment of certain offenders prohibited), 3321.01 (compulsory school age; admission to kindergarten or first grade; pupils personnel services committee), 3327.10 (transportation/qualifications of drivers), 4111.17 (wage discrimination prohibited; enforcement) and 4113.52 (right of employee to report violation of law by employer or fellow employee) and Chapters 102 (ethics) 117 (auditor of state), 1347 (personal information systems), 2744 (political subdivision tort liability), 4112 (civil rights commission), 4123 (workers' compensation), 4141 (unemployment compensation; employment services) and 4167 (public employment risk reduction program) of the Revised Code as if it were a school district;

5. The school shall comply with Chapter 102 of the Revised Code except that nothing in that chapter shall prohibit a member of the school's governing board from also being an employee of the school and nothing in that chapter or section 2921.42 of the Revised Code shall prohibit a member of the school's governing board from having an interest in a contract into which the governing board enters;
6. The school will comply with sections 3313.61 and 3313.611 (3313.61.11) of the Revised Code, except that the requirement in those sections that a person must successfully complete the curriculum in any high school prior to receiving a high school diploma may be met by completing the curriculum adopted by the governing authority of the charter school rather than the curriculum 'specified in Title XXKIH (331 of the Revised Code) or any rules of the State Board of Education;
7. The school governing authority will submit an annual report of its activities and progress in meeting the goals and standards of division (A)(3) and (4) of this section and its financial status to the sponsor and to the parents for all students enrolled in the school.

#### Health insurance benefits

This section includes all health and other benefits the employer decides to offer employees. If benefits are carried over or benefits are part of a collective bargaining agreement, they should be referenced here. The parties to this agreement should consult legal counsel to determine what benefit levels are appropriate.

#### Duration

The only restriction as to the length of this agreement is that it cannot exceed three years.

#### Governing authority

This section should recite the specific management entity responsible for carrying out the provisions of a contract for the charter schools.

#### Financial plan

This section must contain an estimated school budget for each year of the period of the contract. This estimated budget must specify the total estimated per pupil expenditure amount for each such year. The plan shall specify for each year the base formula amount that will be used for purposes of funding calculations under Section 3314.08 of the revised code. This based formula amount for any year shall not exceed the dollar formula amount specified for the year under section 3317.022 of the revised code. The plan may also specify for any year percentage figure to

be used for reducing the per-pupil amount of disadvantaged pupil impact aide the school is to receive that year under Section 3314.08 of the Revised Code.

#### Employee disposition

This section must address what becomes of employees in the event that this contract is terminated or nonrenewed for any reason under Section 3314.07 of the Ohio Revised Code.

#### Optional Board-delegated duties

This section includes the recitation of duties or responsibilities of an employer that the board of education that operated the school before conversion would be delegating to the governing board of the charter school with respect to all or any specified group of employees, provided the delegation is not prohibited by collective bargaining agreement applicable to such employees.

#### Comprehensive plan

The charter schools law requires that each governing authority submit to the sponsor a comprehensive plan for the school. The plan must specify the following:

1. The process by which the governing authority of the school will be selected in the future;
2. The management and administration of the school;
3. Alternative arrangements for school students who chose not to attend the school and teachers who chose not to teach in the school after conversion;
4. The instructional program and educational philosophy of the school, which includes mission, student characteristics, ages/grades of students, curriculum focus;
5. Internal financial controls;
6. Nonprofit corporation;
7. Performance standards (including state proficiencies);
8. Admission standards;
9. Dismissal standards;

10. Method for achieving racial/ethnic balance reflective of community served;
11. Purchase Liability Insurance;
12. Requirements/procedures for program and financial audit and
13. Method of acquisition and location of facilities: must meet health/safety requirements, must be leased if district or LCESC owned.

The parties must establish procedures for resolving disputes or differences of opinion between the sponsor and/or governing authority of the charter school. This could include all types of alternative dispute resolution, such as mediation, arbitration and the like.

#### Facility use and standards

The contract between the charter schools and the sponsor shall specify the facility to be used for the charter school and the method for acquisition. Any facility used for a charter school shall meet all health and safety standards established by law for school buildings.

In the case where a charter schools is proposed to be located in a facility owned by a school district or educational service center, the facility may not be used for such charter school unless the district or service center board owning the facility enters into an agreement for the charter school to utilize the facility. Use of the facility may be under any terms and conditions agreed to by the district or service center board and the school.

The Board reserves the right to reject a charter school proposal for any of the following reasons:

1. The proposal did not contain all of the information required by Board policy.
2. The person or group proposing the charter school did not provide additional information requested by the Board or provide adequate responses concerning the proposal.
3. The proposal would have a significant negative impact on the finances of the school district if granted.
4. The proposal impacts facilities that prohibits TCS educational access.
5. The proposal is not a laboratory of innovation, nor contains a specific population/curriculum focus.

6. The proposal does not have at least 25 students for 920 hours per year.
7. The proposal is not nonsectarian in program, policy, practice.
8. The proposal does not comply with applicable Revised Code.
9. The proposal does not include plans for an annual report of activities, goals, progress, and financial status to sponsor and parents.
10. The proposed school lacks a mission, rationale, or methodology sufficiently distinct from that of the Tiffin City Schools.

The proposal in any other way not specified above would suggest a school that in the judgment of the Board not be in the best interests of its prospective students.

[Adoption date: April 27, 1998]

[Re-adoption date: July 23, 2001]

LEGAL REFS.: ORC 3314.03: 3314.05.

## RELATIONS WITH COLLEGES AND UNIVERSITIES

The Board views education as a lifelong process and believes education is a key element in the pursuit 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 are developed for students to enroll in college and university courses and programs.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

## STUDENT TEACHING AND INTERNSHIPS

The Board, recognizes the contributions student teachers and/or interns can make to the schools and its responsibility to insure the quality of 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 assure 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 practice teachers, it is felt that professionally interested teachers will volunteer for such duties.

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 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 practice 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 practice teacher and the students is assured.

[Adoption date: January 9, 1989]

[Re-adoption date: July 23, 2001]

## 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, 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 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: January 9, 1989]

[Re-adoption date: July 28, 1997]

[Re-adoption date: July 23, 2001]

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 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 is kept on file.
2. An instructional plan that contains written measurable objectives is 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 Kindergarten through eighth grade students participating in an option as a substitute instructional plan considers student performance relative to the objectives of the option.
5. The instructional plan includes a written plan for the evaluation of student performance.
6. In tutorial programs and programs of independent study, a certified teacher provides both the instruction of and evaluation of students. In all other cases, a certified 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.
8. The instructional plan includes a written plan, including a timeline for the evaluation of the educational option. Continuance of the option is determined by the results of evaluation.

(Approval date: January 9, 1989)

(Re-approval date: July 28, 1997)

(Re-approval date: July 23, 2001)

## POSTSECONDARY ENROLLMENT OPTIONS

State law provides for student participation in the postsecondary enrollment options program (PSEOP) for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 9th through 12th grade students may 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 the necessary administrative guidelines to ensure that the PSEOP is operating in accordance with state requirements.

[Adoption date: July 23, 2001]

[Re-adoption date: March 22, 2011]

LEGAL REFS.: ORC Chapter 3365  
OAC Chapter 3301-44  
3301-83-01(C)

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

## POSTSECONDARY ENROLLMENT OPTIONS

The District is required to notify all 8<sup>th</sup> through 11<sup>th</sup> grade students and their parents about the postsecondary enrollment options program by March 1 of each school year.

Students and/or parent(s) are required to inform the high school guidance counselor of intent to participate by March 30 of the year in which the student wishes to enroll. Failure to inform the high school guidance counselor by the March 30 deadline of intent to participate shall result in the student having to secure written permission from the Superintendent in order to participate in the program.

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;
3. enrollment options required by State law;
4. financial arrangements for tuition, books, materials, and fees;
5. process of granting academic credits;
6. criteria for any transportation aid;
7. available support services;
8. scheduling;
9. consequences of failing or not completing a course, and the effect of the grade attained in the course being included in the student's grade point average, if applicable;
10. the effect of program participation on student's ability to complete District graduation requirements, as well as participation in cocurricular and extracurricular activities;
11. academic and social responsibilities of students and parents relative to this program;
12. information about and encouraging the use 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 choice at the time of enrollment.

If a student completes a 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 courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the course/courses completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of credits in a comparable area.
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 State Board of Education.
4. The 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 options 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 9<sup>th</sup> grade student may receive credit toward high school graduation for up to the equivalent of four academic school years.
2. A 10<sup>th</sup> grade student may receive credit toward high school graduation for up to the equivalent of three academic school years.
3. An 11<sup>th</sup> grade student may receive credit toward high school graduation for up to the equivalent of two academic school years.
4. A 12<sup>th</sup> grade student may enroll for no 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. 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.
7. College courses for which five semester hours (7.5 quarter hours) are earned are awarded one Carnegie unit toward high school graduation credit.

#### 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 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 parental 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. Reimbursement for course costs, transportation costs or District liability will not be made 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. 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.
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 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.

(Approval date: March 22, 2011)