

## **SUGGESTIONS FOR ALTERNATIVE LEARNING OPTIONS**

Disclaimer: These suggestions are based on the State's credit flexibility requirements as well as examples of how other districts have interpreted the requirements. Any feedback will be appreciated.

The Edison Local School District provides educational options to meet specialized student needs and interests. These options allow for high school credit to be issued in a non-traditional manner. Credits earned through alternative education options will be counted toward graduation in the same manner that traditional coursework is counted toward graduation.

Students must let their counselor or principal know of their intention to participate in an educational option when scheduling for the next school year by completing an application available in the Guidance Office. No guarantee of approval can be made unless application is submitted by April 30 of the preceding school year. (example attached)

Details regarding the educational options may be reviewed in the board policy or discussed with the principal or guidance counselor.

There will be continuous communication with parents through the use of the course description book, district website, progress book parent access, and a pamphlet that will be developed.

## **EDUCATIONAL OPTIONS CURRENTLY AVAILABLE**

1. Post Secondary Options
2. Dual Enrollment Course (English, Science, Math, Government, Spanish, Fine Art)
3. Physical Education Waiver (Athletes, Cheerleaders, Marching Band)
4. Algebra I offered in 8<sup>th</sup> grade
5. Credit Recovery (Correspondence School, Course do over/repeat)
6. Alternative School
7. VLA
8. Transitional IEPs
9. There is a policy in place for Early Graduation

## **SUGGESTIONS FOR ADDITIONAL EDUCATIONAL OPTIONS**

1. Travel Opportunities (Boys/Girls State)
2. Independent Study (Correspondence Courses other than credit recovery)
3. Tutoring (We have after school tutoring available)
4. Armed Forces Courses
5. Community Service
6. On the Job Training (Apprenticeships)
7. Testing out of courses
8. Any other innovative options that may become available
9. Students may come with ideas that will need appropriate approval

All methods of earning credit shall be guided by Ohio Academic Content Standards

It may go without saying that any option that would be utilized would have to meet the approval of the Administration and the Board of Education.

Another possible point would be to get teacher referral for the course/courses they are seeking to either test out of or earn credits through another educational option. Teacher participation will be key in the success of these options. The Curriculum Improvement Council (CIC) will need to be involved in any policies regarding testing out of a course, the number of Carnegie units awarded and determining who grades the work and what the grading scale should be. They should also be included in deciding what happens when students do not or cannot complete the requirements.

## **EDUCATIONAL OPTIONS**

The Edison Local School District provides educational options to meet specialized student needs and interests. However, parents of students proposing educational options that include the activities listed below will be required to sign a waiver holding the district harmless for any injuries or damages that occur in the course of a student's participation in an education options activity outside district facilities and without staff supervision as a precondition of the districts approval of the plan.

Such options include:

1. Correspondence courses
2. Educational travel
3. Independent study
4. Mentor program
5. Summer school
6. Armed Forces courses
7. Distance Learning courses
8. Tutorial program
9. Alternative School programs
10. Virtual Learning

11. Any other option that may become available

A. Correspondence courses, summer school, courses, and tutorial programs will not be weighted, will earn credit, and will be included in the GPA.

B. Educational travel, independent study, mentor programs, and armed forces courses will not be weighted, will earn credit, but will not be included in the GPA.

C. Distance Learning courses will not be weighted, will earn credit and will be included in the GPA if taken on a graded basis or will not be included in the GPA if taken on a pass/fail basis. All failed courses increase the divisor by the credit value of failed courses, when determining the GPA.

Credit may be earned in several curricular areas approved by the Superintendent, or his/her designee. Experiences of this type will create opportunities for students to move from the field back to the classroom.

Correspondence School Courses and Tutorial Work

1. All correspondence courses and/or tutorial work taken for credit toward a high school diploma must be approved by the principal of the high school *prior* to the actual beginning of the correspondence and/or tutorial work.

2. A tutorial program allows students to receive remedial and supplementary instructions to correct deficiencies or expand specific skills. The tutorial program is a form of individualized study that permits students to receive special instruction based on individual needs. The rule requires that a certified teacher provide instruction and evaluate pupil performance in a tutorial program. Tutorial programs may also serve students who cannot attend school on a continuous basis for specified reasons such as parental travel, physical impairment, home responsibilities, or employment. Tutorial programs may also apply to instruction in areas of study that are not part of the School District curriculum.

a. Tutoring work taken for credit in courses being attempted for the initial time shall follow clockhour requirement guidelines listed in the Minimum Standards for Ohio High Schools.

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b. Tutoring work taken in courses that have been previously attempted and failed shall follow clockhour requirement guidelines equal to one-half those listed in the Minimum Standards for Ohio High Schools.

3. Academic work on remedial correspondence or tutorial work for credit toward a high school diploma can be initiated immediately after the failure of the course.

4. Approved schools from which correspondence work can be taken are:

a. The American School

b. International Correspondence School

c. University of Nebraska Correspondence Program and any other correspondence school or program approved by the Ohio Department of Education.

5. A diploma will be awarded by Edison High School following the satisfactory completion of necessary correspondence work, only when all required courses have been passed and the verification of satisfactory completion based upon an official written transcript of grades from the correspondence school are received one week prior to the scheduled date of graduation.

6. A diploma can be earned from Edison High School by following the stated guidelines only if at least the semester immediately prior to the termination of attendance was spent as an enrolled resident or tuition student of the high school.

7. Diplomas awarded will be dated according to the date of commencement immediately following the completion of all graduation requirements regardless of termination of attendance or previous class membership. These students are eligible to participate in the commencement exercise of their high school.

8. When students fall short of meeting graduation requirements by two (2) credits or less, they may complete the necessary requirements on or before December 31<sup>st</sup> of the calendar year during which they were the to

graduate. In these cases, diplomas will be dated according to the date of commencement for that calendar year.

9. Written official evidence in the form of official transcripts should be presented and placed on file in the permanent record of the student much the same as is currently being done with evidence of work completed by correspondence at least one week prior to the date of graduation.

10. Unless the state guidelines are followed and all requirements are met, there will be no awarding of diplomas from Edison High School.

#### Educational Travel

Unique student needs or circumstances may suggest the value and appropriateness of educational travel in achieving specific objectives. Travel should be evaluated for purposes of grade promotion and high school credit in terms of the District philosophy, educational goals, and course of study. The rule requires that a certificated teacher evaluate pupil performance in educational travel.

1. Educational travel may encompass:

a. Travel as part of a group organized and supervised by school staff under the sponsorship of the Board of Education

b. Travel as part of an organized education group independent of Board of Education sponsorship

c. Travel that may be associated with extended family activities and/or employment

2. Education travel is:

a. Appropriate for all grade levels

b. Frequently supplements rather than supplants the instructional program

c. Related to any field of study

Educational travel must be approved by the Superintendent prior to beginning said activity.

#### Independent Study and Mentor Programs

1. Independent study and mentor programs are not restricted to the very bright academic student.

However, participating students should possess ability in the subject field that is selected.

2. The projects should be cooperatively chosen by the student and mentor or teacher, and professional knowledge and judgment as well as anticipated value to the student should be the basis for approval.

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3. Project type, project length, form of the final report, credit and tentative date for completion of the project should be determined by the teacher **prior** to the beginning the project.

4. Arrangement for supervision and evaluation sessions should be tentatively established prior to beginning the project.

5. Supervision of students working on projects should occur at least two times weekly, and is the students' responsibility to initiate arrangements for these sessions.

6. The level of difficulty or intensity of each project should be equal to or exceed the level of the corresponding subject area on the students' grade level.

7. No work on projects is to be completed during scheduled class time. Work should be done during study periods or out of school.

8. The principal and superintendent will approve all projects prior to their beginning.

9. Grade and credit are to be given by a staff member who is advising the student in the subject area field of the project.

10. If credit is expected, the clock hours spent on the project are to at least equal the minimum hours mandated by the State of Ohio for regular classroom credit.

a. 30 clock hours for  $\frac{1}{4}$  credit or 40 clock hours for  $\frac{1}{4}$  credit (lab)

b. 60 clock hours for  $\frac{1}{2}$  credit or 75 clock hours for  $\frac{1}{2}$  credit (lab)

c. 120 clock hours for 1 credit or 150 clock hours for 1 credit (lab)

11. The issuance of credit and equivalency to a Carnegie unit shall be determined through any of the following:

a. Teacher;

b. Multi-disciplinary team;

c. Professional panel from the community; or

d. State performance –based assessment

12. Upon completion of the project, a brief explanation of that project should be recorded in the student's permanent record folder.

13. All credit shall have equitable value, regardless of how it is earned, and shall be reported on student

transcripts without reference to whether it was acquired through course completion, demonstrated mastery, or educational options.

14. Courses and educational options may be counted for full or partial credit and/or credit in more than one area if partial mastery is demonstrated. Credit from other districts and educational providers may be accepted in accordance with the Operating Standards for Ohio Schools.

Armed Forces Courses and G.E.D.

High school courses offered through the United States Armed Forces Institute by cooperating colleges and universities will be accepted for credits toward graduation as follows:

1. An official transcript must be received from the school offering the course. Credits granted must be in line with State Department Regulations and also North Central Association of Colleges and Secondary School's requirements.

2. Elective credit may be given for classroom work completed in the same standards previously mentioned for correspondence credit.

3. Diplomas will be awarded by the Board of Education for armed forces veterans who complete the G.E.D. while in the military service and meet all of the following criteria:

Said Veteran must have:

1. Achieved a standard score of 35 or better in each Test of the G.E.D and an average score of 45 or better, confirmed by an official transcript from the G.E.D. center where the testing occurred.

2. Successfully completed four (4) units of credit in accredited high schools, two (2) units of credit being successfully completed in the high school awarding the diploma.

3. Successfully completed one (1) unit of credit in World History.

4. Reached his or her eighteenth birthday.

5. Been a member of a class that has already graduated.

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G.E.D

Individuals are permitted to take the G.E.D. Test without waiting until their class has graduated, if there is a written request from a parent, guardian, or court official and if the superintendent or his/her designee approves. In unique situations, both the superintendent and parent may view this as a meaningful educational option. In **all** situations, the superintendent of the School District that the student last attended has the final determination in the approval or disapproval for testing.

Summer School Credits

Summer school credits will not be accepted toward graduation unless approval by the administration has been given **prior** to registration for the course.

1. A student taking new credit units in a summer school program shall take no less than the minimum number of clock hours of instruction required for each unit of credit in the Minimum Standards for Ohio High Schools.

2. Summer school work taken in courses that have been previously taken and failed shall follow clock hour requirements established by the Board of Education

Alternative School Programs

The Board may approve alternative school programs for students who, because of special needs, cannot benefit from the regular school program. Alternative school programs:

1. Provide a setting in which individual guidance and challenge can be provided for each student;

2. Provide an instructional program which assists each student in overcoming academic deficiencies, truancy, and behavioral problems;

3. Provide an accepting environment in which respect and confidence are given to each student and

4. Develop a realistic instructional program, which assists each student in acquiring the skills necessary to become a self-supporting citizen.

The alternative school program is staffed by personnel who are committed to the importance of the program and who recognize that education encompasses more than formal classroom instruction. Staff members must also be able to design a cooperative staff/student individualized education plan which includes long-range goals and measurable objectives for reaching these goals.

Selection of students to participate in the alternative school program is made according to criteria established by the program staff in accordance with State law and approved by the Superintendent. Students in the alternative school program may return to their regular schools when they and the program staff agree that they are ready to do so.

Virtual Learning

There shall be no limit on the number of courses a student may take through the Virtual Learning Program. The

credits will be based on the established Carnegie units. However, there will be a fee (based on Virtual Learning's fee schedule) for any courses taken above and beyond the school day.

Students will have ten calendar days, from the start of any credit flex class, to inform the Principal of his/her intentions of dropping the class. This request must be in writing. Failure to inform the Principal, in writing, within the stated amount of time, will result in a failing grade for the class and no credit will be given.

#### Appeal Process

Students may appeal decisions regarding access to an educational option and/or standards established for awarding grades and credit for educational options by submitting an appeal to his or her principal or guidance counselor.

- a. Appeals will be reviewed by a committee comprised of a building principal or assistant principal, a teacher in the relevant subject area not involved in the original decision, and a guidance counselor.
- b. The student filing the appeal and his or her parent(s) shall be given an opportunity to present concerns and recommendations to the committee.

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c. Appeals shall be reviewed by the committee within fourteen (14) days from the date the appeal was submitted in writing. The decision of the committee shall be final unless overturned by the Superintendent or a directive resulting from an appeal filed with the Ohio Department of Education.

#### POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

The Edison Local Board of Education allows high school students in grades nine through twelve who meet certain criteria to enroll in approved post-secondary options programs at participating colleges and universities while still enrolled in high school. Students may be able to receive credit for completing courses once they meet the established requirements.

Students and parents are annually informed about the program by the high school principal on or before March 1. No student may participate without the written consent of parents and the respective high school principal, or if participation would jeopardize graduation from high school.

Counselors will provide counseling services to students in grades eight through eleven and their parents prior to participation in the program. The counselors will:

1. Stress that students can take college courses.
2. Encourage capable students to undertake college work.
3. Ask students to use the counseling services of the college.
4. Explain the risks and consequences of the program.

#### Student Eligibility

1. The student meets freshman status as defined by the Edison Local School District requirements.
2. The student may not enroll in any specific college course through the program if the student has taken high school courses in the same subject area as that college course and has failed to attain a cumulative grade point average of at least 2.0 on a 4.0 scale, or the equivalent, in such completed high school courses.
3. The student must be accepted by a participating college and meet the college post-secondary enrollment options criteria.
4. The student or their parent must notify the Board of Education of intention to participate in the postsecondary enrollment program. This notification must be through the high school guidance counselors who will forward information to the high school principal and Superintendent.

#### Options

**OPTION A** – Students may choose to receive college credit only from the college for the courses taken at the college. UNDER THIS OPTION, THE STUDENT MUST PAY TUITION AND FEES AS ESTABLISHED BY THE COLLEGE OR UNIVERSITY AND MUST PAY FOR TEXTBOOKS AND MATERIALS.

**OPTION B** – Students may choose to receive high school graduation credit and college credit. Colleges and universities enrolling students under Option B will be reimbursed each July as determined by an established formula for tuition, fees, textbooks, and materials.

#### College and High School Graduation Credit

1. If, after graduating from high school, a student enrolls in a college, the college shall award full credit for any course the student successfully completed under the Post-Secondary Enrollment Program.
2. The Board will not award a student credit towards graduation that, at the time of enrollment, elected Option A.
3. If a student successfully completes a course in which he/she was enrolled as an Option B student, the Board of Education shall award him/her appropriate credit and quality points toward high school graduation.

4. Students who elect to receive high school graduation credit shall receive high school graduation credit.
  - a. If a course comparable to one a student completed at a college is offered by the District, the Board shall award comparable credit for the course completed at the college.
  - b. If no comparable course is offered by the District, the Board shall grant an appropriate number of credits in a similar subject area to the student.
  - c. Conversion of units for high school graduation credit earned through successful completion of college courses elected to Carnegie units required for high school graduation shall be accomplished as follows:
    - a. College courses for which five (5) semester hours or seven and one-half (7.5) quarter hours of credit are earned shall be awarded on Carnegie unit toward high school graduation; fractional Carnegie units shall be awarded proportionately.

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5. A student in grade nine may not enroll in college courses for which the student elects to receive credit toward high school graduation for more than the equivalent of four academic school years.
6. A student in grade ten enrolling for the first time in college courses for which the student elects to receive credit toward high school graduation may not enroll for more than the equivalent of three academic school years.
7. A student in grade eleven enrolling for the first time in college courses for which the student elects to receive credit toward high school graduation may not enroll for more than the equivalent of two academic school years.
8. A student in grade twelve enrolling for the first time in college courses for which the student elects to receive credit toward high school graduation may not enroll for more than the equivalent of one academic school year.
9. The restrictions specified in paragraphs (a), (b), and (c) of this rule shall be reduced proportionately for any such student who enrolls in the program during the course of a school year.
10. Evidence of successful completion of each course and the high school credits awarded by the District shall be included in the student's record. The record shall indicate that the credits were earned as a participant of the post-secondary enrollment options program and shall include the name of the college at which the credits were earned.
11. Each letter grade received by a student participating in the post-secondary options program shall have those credits and grades recorded and counted in the student's cumulative grade point average unless the student is taking courses for college credit only. Students who earn high school credit under Option B will have their credits counted toward grade point average and rank in class. Courses taken for college credit only under Option A will not have their credits included in calculation of grade point average nor rank in class.
12. If a student elects to take courses under Option B during the final term of the student's senior year, the college courses must be completed before the day scheduled for high school graduation. This will permit the student to obtain a final grade point average for class rank and possible awards. However, if the college courses and grades are not available according to this guideline, the student will not have a final grade point average for class rank and therefore will not qualify for any awards given at the honors banquet. If the student selects Option A in this situation, final grade point average and class rank will be based upon the completion of all work in the previous term, provided all required courses and credits for graduation have been fulfilled. In this situation the student will qualify for awards given at the honors banquet.
13. Any dispute between students and the Board of Education regarding high school credits granted for college work may be appealed to the State Board of Education whose decision is final.

#### Calculation Full-Time Enrollment

1. The method for determining whether a student is enrolled full-time in his/her high school shall be that he/she be scheduled at the vocational and/or high school for the total number of courses that might be scheduled using the total number of periods available during an official school day, less the standard lunch period.
2. **College courses shall be substituted for courses required for high school graduation based upon comparability of content and without regard to instruction time.** The maximum number of Carnegie units that might be earned during an academic school year shall be the sum of the Carnegie units scheduled at the high school and college, and shall not exceed the number of Carnegie units that might be scheduled using the total number of periods available at the high school during an official

school day, less the student lunch period.

3. The method for calculating the percentage of a full unit of average daily membership that the participant represents for the District shall be the number of equivalent Carnegie units scheduled in college as calculated in this policy, divided by the sum of the Carnegie units scheduled by the student at the high school and taken at the college for high school graduation credit during a academic school year.

4. The School District shall confirm, with the Ohio Department of Education, the joint vocational school, and with each college in which a student from the **home** School District enrolls, the percentage of a full-time equivalency the student represents as calculated in O.A.C. 3301-44-08.

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#### Financial Responsibilities

1. If the student enrolls under Option B, such reimbursement is contingent upon the student completing each course for which credit is applied toward fulfilling the graduation requirements of his/her School District. Failure to complete the course, due to withdrawal, failing, nonattendance, or not completing course requirements will result in all financial obligations to be paid by the parents or student to the amount charged by the college to the School District. Any disputes may be appealed to the Edison Local Board of Education, whose decision is final. Students participating in the Post-Secondary Enrollment Options Program may participate for a maximum of four academic years. No student may earn more than the total number of Carnegie Units that might be earned using every period available during the school day (excluding the standard lunch period). Eligibility for participation will be determined each academic year.

2. If, at the time of enrollment, the student elects to enroll under Option B, the college shall be reimbursed in accordance with O.R.C.3365.07. A college that expects to receive reimbursement shall furnish to a participant all textbooks and materials directly related to a course taken by the participant. No college shall charge such participant for tuition, textbooks, materials, or other fees directly related to any such course.

3. It is the responsibility of any college participating in the post-secondary enrollment options program for high school graduation credit to notify the student, parent, School District, and superintendent of public instruction of a participating student's failure to complete the course (s) as a result of formal "class drop" process, or failure to attend.

#### Credit by Demonstration of Mastery

The process and procedures available to students who want to earn credit through the demonstration of mastery are a local determination. Edison Local School District made the decision that a "test-out" does not mean a single, paperpencil,

high-stakes exam but rather incorporates multiple measures of student learning. The district process includes the completion of applicable quarter or semester exams and one of the following:

- Research paper
- Project-based learning assignment
- Portfolio of work
- Performance (when applicable for courses such as band)
- Internship
- Other demonstration or performance-based task

These options will be reviewed and graded on a continuous basis.

#### Test-Out Option

The test-out procedure Edison Local Schools developed begins with the written notification of a student's intent to test-out of a class. The student, parent(s), or guardian(s) and school staff then meet to discuss expectations and develop the student's specific plan for meeting the requirements of the district's test-out policy. The school provides a course syllabus, textbook, and applicable workbook for the student and schedules the date, time, and testing location for the student to complete the quarter or semester exam.

The student has sixty (60) days to complete the test-out process (exam plus additional project), unless otherwise determined by the student's approved test-out plan. Edison Local's test-out procedure also addresses how this option is translated into letter grades, how full or partial credit is awarded, and how the district will communicate these options to students, among other topics. Students who don't succeed in the test-out process are not negatively

impacted, there is no denotation on their transcript, and they have the option of trying again

Limitations

The Edison Local School District will not prohibit access or limit the number of courses earned through online education, postsecondary options or services from other districts as approved by the School Board. In addition, the district will allow for both simultaneous credit and/or partial credit to be earned.



#### NCAA Interpretation of “nontraditional coursework”

Schools are advised to counsel prospective Division I student-athletes not to use the “test-out option” of credit flexibility. They also should advise students that any coursework earned via credit flexibility needs to be comparable in length, content and rigor to credits earned in a traditional classroom setting. The course also must be four-year college-preparatory in nature and have a defined time period for completion. Although, in general, ODE recommends that districts list “credit flexibility” credits on student transcripts in the same manner as credits earned via traditional classroom settings, the NCAA requires that any credits earned through nontraditional ways (e.g., distance learning, online, credit recovery) must be designated on the transcripts of potential Division I student athletes. Schools should note on student transcripts submitted to the NCAA for review which course credits were earned through nontraditional ways, or attach an addendum with the explanation. The designation of credits on the transcript applies only for NCAA purposes. If in doubt, contact the NCAA Eligibility center for specific advice on this issue.

EDISON LOCAL SCHOOL DISTRICT  
APPLICATION FOR EDUCATIONAL OPTION

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_

Name of Parent(s)/Guardian: \_\_\_\_\_

Options Desired:

Correspondence Course ( ) Mentor Program ( )

Educational Travel ( ) Tutorial Program ( )

Independent Study ( )

I. OBJECTIVES:

II. OUTLINE OF MAJOR INSTRUCTIONAL ACTIVITIES, MATERIALS, AND ENVIRONMENTS:

III. A DESCRIPTION OF CRITERIA AND METHODS FOR ASSESSING PUPIL PERFORMANCE:

Anticipated credit to be earned: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved ( ) Not Approved ( ) \_\_\_\_\_

Superintendent's Signature

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## SUMMER COURSES

Students who wish to take college or VLA courses in the summer must pay for these courses on their own, but EHS will accept the credit for them. **The deadline to sign up for these courses is April 30.** EHS **does** have the right to deny participation if the student does not meet the deadline for these courses.