

DEVELOPING AN EDUCATIONAL OPTION FOR ELEMENTARY/MIDDLE SCHOOL STUDENTS

The purpose of educational options is to allow schools the flexibility to meet the unique needs of individual students.

The Superintendent is empowered by the Board and the State Board of Education to approve educational options. Options can include but are not limited to the following activities:

Grade Acceleration
Correspondence/Online Course
Educational Travel
Independent Study
Mentor Program
Tutorial Program
(see "Tutoring Guidelines" attached)

Steps in Referral Process for Educational Options for Elementary and Middle Schools
(for high school credits, refer to Credit Flexibility Policy)

- *1. The principal is the official chairperson for any educational option. Each professional team considering an educational option must include a principal, teacher and counselor. It may also include others deemed appropriate by the principal, e.g., psychologist, teacher/coordinator of gifted programs, central office supervisor, etc.

Possible topics for discussion could include:

- a. strategies that have been attempted;
- b. appropriate school and community resources available;
- c. possible strategies that could be implemented immediately;
- d. appropriateness of testing;
- e. whether or not the child is a possible candidate for an educational option; and
- f. whether or not permission for additional testing should be obtained.

During this conference at least the following written information must be considered:

- a. work samples;
- b. cumulative folder, any additional test results, and recent grades;
- c. behavioral notes or logs; and
- d. communications from parents.

- *2. Parent is contacted by school personnel and the situation and possible options are discussed.
3. The school psychologist will complete testing if deemed appropriate.
4. If individual testing is warranted, the Director of Student Services form (PPS-1) should be completed and sent directly to the school psychologist.
5. The school psychologist informs the principal one to two weeks before he/she is ready to evaluate a particular child.

6. Principal or counselor (secondary) sends the parent permission form for testing to the school psychologist.
 - *7. A full educational team consisting of building principal(s), teacher, counselor, coordinator of gifted, or appropriate central office supervisor, psychologist and others named by the principal, meet to discuss the option, and to devise a plan according to the "Format" (see attached). One person should be designated in advance to have a draft option ready. In cases involving more than one school, both principals should be represented.
 - *8. The team plan is reviewed by the Superintendent or designee and approved, revised or rejected. An approved plan must be signed by the Superintendent or designee.
 - *9. Parents and student have a conference with selected members of the educational team.
 - *10. If they approve the plan, parents and student sign. Copies of the plan are given to parents, are kept in student's file and files of the professional supervising the option.
 - *11. One person is designated by the Superintendent or designee to follow through on the educational option.
- * Required steps in any educational option.**

Points to be noted

1. Superintendent's (or designee's) signature is required prior to the implementation of any plan, including tutoring.
2. "Educational Option Format" precisely follows state requirements.
3. A certified teacher must provide instruction for tutorials and independent study.
4. A certified teacher must evaluate pupil performance for correspondence courses, educational travel, mentor program and the like.
5. Educational options are usually designed for academically able and ambitious students but they can be useful tools for students with special needs such as ESL (English as a Second Language) or remedial students.

EDUCATIONAL OPTIONS
TUTORING GUIDELINES

1. Format for educational options must be followed, including signature of Superintendent or designee.
2. The pupil will receive tutoring in only one subject unless an exception is made by the principal through the Educational Option.
3. All tutors must possess valid Ohio certificates and must be approved by the Director of Student Services.
4. The tutor is to follow the Findlay City Schools course of study for the subject being taught. An instruction plan should be devised by the professional team writing the Educational Option.
5. It is the Tutor's responsibility to report the student's progress to the principal. The principal makes the final determination as to whether the course has been successfully completed.
6. Arrangements for paying the tutor must be worked out between the tutor and the pupil or his family. The tutor may withhold the final grade until such time as he/she is paid in full.
7. Books and materials must be returned to the school by the pupil and tutor before credit will be issued.

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