

## Parent's Guide to Negotiating with Schools

CTY works closely with schools, and it is our desire that all students receive the appropriate credit or placement for coursework completed through our program. However, CTY is not a credit-granting institution; only your school can grant placement or credit, and this may take some negotiation. Before beginning a course, you should discuss credit and/or placement issues with a school administrator. You may also want to discuss the possibility of substituting an appropriate *CTYOnline* course for the student's current class at school. The school may want to review curricula or discuss course content. Visit the appropriate course page at <http://cty.jhu.edu/ctyonline/courses.html> to print out the course description and the Detailed Course Description linked to each course description.

### **Meet with the school official**

Identify a school official who can help and who understands the needs of academically talented students. In the elementary or middle school, this may be the person who distributes information about our Talent Search. In the high school, this may be a guidance counselor, coordinator of Gifted and Talented programs, or the principal. If your child is in middle school or junior high school, you may need to talk to high school personnel if you are interested in receiving credit. To prepare for your meeting:

- understand your child's educational options
- be knowledgeable about the *CTYOnline* distance education course you have chosen
- gather data about your child's academic strengths

### **Understand your child's educational options**

Be familiar with the courses that are available to your child at the local middle or junior high school and high school and when those courses would normally be taken. Ask your school what options are available for your child. Discuss the possibility of substituting an appropriate *CTYOnline* distance education course for the child's current class at school. This might mean, for example, that the child would work on a *CTYOnline* math course at school instead of attending the scheduled math class. Alternatively, the student might remain in the regularly scheduled math class at school and work on the *CTYOnline* program at home.

### **Be knowledgeable about the *CTYOnline* course you have chosen**

Assure the school that *CTYOnline* courses are rigorous and that a student must attain a score of 85% or higher on a comprehensive final examination to pass the course. If the student is using the course work to replace a course at school, progress reports can be issued upon parent's written request for the student's report card periods.

Students enrolled in *CTYOnline* courses are assigned to an instructor with both subject matter expertise and understanding of the needs of gifted students. They include Doctoral candidates, high school teachers, and graduate students.

### **Gather data about your child's academic strengths**

Keep a portfolio of your student's work. Submit the student's portfolio for review every quarter or semester. All students receive course completion documents after successfully completing coursework through our program, and these should be included in your child's portfolio. Parents and students have found these documents very useful in negotiating with schools for credit and placement.

Schools may wish to know that students are admitted to CTY programs based on their SCAT, ACT, or SAT I results which testify to a youngster's exceptional ability. For example, a SAT-I score that qualifies a child for *CTYOnline* is at least equal to the score of an average college-bound high school senior.

### **Tips for negotiating with schools**

- Let your school officials know that you can request a grade for *CTYOnline* course work. Grades can be issued, upon parent's request, for course work completed. In addition, report card period progress reports can be issued for students who are using a *CTYOnline* course as a replacement for a course at school. To request a grade or progress report, a parent should complete the [School Information Update form](http://cty.jhu.edu/bin/i/l/schoolinfoupdate.pdf) available from our website at <http://cty.jhu.edu/bin/i/l/schoolinfoupdate.pdf>.
- Some schools may require the student to take a final exam to confirm mastery of content. If this is the case, the student should take the examination as soon as possible after completing the *CTYOnline* course.
- Be sensitive to the circumstances at hand. Avoid words that trigger defensiveness such as "My child is bored in your class." Refrain from accusing or complaining that your child's academic program is insufficient. Get involved at a different level where programming and policy decisions are made. Be sensitive to the limitation of the classroom teacher and offer to help with materials, ideas, time, resources, or mentorship. Focus on solutions through shared responsibility.
- Before the *CTYOnline* course begins, please fill out the [School Information Update form](http://cty.jhu.edu/bin/i/l/schoolinfoupdate.pdf) available at <http://cty.jhu.edu/bin/i/l/schoolinfoupdate.pdf> and fax it to *CTYOnline* at 866-646-3816 or attach it to an email addressed to [ctyinschool@jhu.edu](mailto:ctyinschool@jhu.edu).

### **After the successful completion of a CTYOnline Course**

When your child successfully completes a course through CTY, phone the school to reconfirm the date of any placement examination that may be required. Remind the school to arrange your child's schedule before the new school year starts in September. When documentation of your child's successful course completion arrives, make sure copies of the Final Progress Charts are received by school officials and keep copies for yourself. Don't forget to acknowledge the efforts of the school officials who have assisted you. Working together with your school, you can help your own child, and at the same time, pave the way for other highly able students.

Parents or guardians may request a CTY Official Academic Record through MyCTY at [cty.jhu.edu](http://cty.jhu.edu) or by contacting [ctyreg@jhu.edu](mailto:ctyreg@jhu.edu). This document, which lists a student's complete participation with CTY, can be sent to the student's home, school, or college address for a nominal fee. For additional information about earning credit or placement, visit <http://cty.jhu.edu/ctyonline/credit.html>. For additional information about *CTYOnline*'s partnership with schools, visit <http://cty.jhu.edu/ctyonline/ctyinschool.html>.