

INFORMATION ON POSTSECONDARY ENROLLMENT PROGRAMS

The following information on the postsecondary enrollment options program has been prepared for your review. After reading this information, if you have any questions, please contact _____ at _____.

Eligibility

A student must be bona fide junior or senior for the year in which participation is sought. A senior student must have completed the requirements for a State-endorsed diploma or his/her eligibility is limited to enrollment in a subject area in which s/he has met the endorsed-diploma requirement, computer science, a foreign language not offered by the District, or () fine arts. A junior student must have met the requirements for a State-endorsed diploma in mathematics, reading, and science. In addition, your child must meet the eligibility requirements of the postsecondary institution of choice and be accepted by that institution.

In order to become eligible for full participation in this postsecondary options program, you may request that your child be allowed to take the assessment associated with a course required for a State-endorsed diploma. Such an assessment will be done in accordance with District guideline 5460A - Testing Out of a Course. Information concerning such early assessment is available by calling the high school office at _____.

Eligible Institutions and Courses

A list of the postsecondary institutions at which your child may enroll and the courses which can be selected may be obtained from the high school counseling office.

Program Eligibility and Credit Options

- A. An eligible course is any course offered by the postsecondary institution other than one considered to be a hobby craft; recreation or physical education; theology, divinity, or religious education and that is not offered by the school, or is offered but determined by the school not available to your child.
- B. Your child may opt to receive high school credit, college credit, or both at the time of enrollment in each course.
- C. High school credit may be counted toward graduation and subject area requirements.
- D. In order to be eligible for one (1) or more postsecondary courses, if your child is in grade 10, you may request that s/he take applicable High School Proficiency Tests at the regularly-scheduled time in the Spring or the retest time in the Fall.

Credit Options

Students will be able to elect to take courses for college credit only, for high school credit only, or for both high school and college credit.

Enrollment

By _____ of each year, you and your child must complete and submit the Intent To Participate Form (2271 F1) to the high school administration which signifies your child's intent to participate in the program during the following school year.

Prior to completing this form, you and your child must participate in the special counseling sessions described below and confirm receipt of these counseling services by signing at the prescribed place on the Intent Form.

Failure to meet this deadline shall exclude your child from the program for that school year unless a waiver is granted by the Superintendent. You may withdraw from participation at any time upon written notification to the high school administration.

You and your child are to identify the appropriate postsecondary course(s) prior to the start of the first class session of the Fall quarter or semester at the postsecondary institution. Once the first class session of the Fall term has been held, your child may not change the selected course(s) during the period of that school year, regardless of the number of courses taken.

Counseling Services

You and your child must participate in the following counseling services provided by the high school counselors:

- A. Program Eligibility and Credit Options
- B. Potential Risks and Consequences

Among the potential risks of participation your child must be willing to accept are:

1. increased responsibility for learning because of less instructional guidance;
2. reduced opportunities to participate in high school co-curricular and extra-curricular activities;
3. increased financial obligations for tuition, books, materials, and fees;
4. potential loss of after-school employment opportunities;
5. possible delay of graduation;
6. increased time for travel, study, etc.

- C. Potential benefits are:

1. expanded curriculum offerings;
2. opportunities to study in more depth those areas of special interest or need;
3. opportunities to earn college credits while still in high school;

4. opportunities for financial support for taking college courses while still in high school;
5. opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college.

Please call the high school counseling office at _____ to find out when the counseling sessions are scheduled.

College Acceptance and Scheduling

Participation is contingent upon admission to the postsecondary institution. The District will assist your child in gaining admission by providing transcripts and other related documents but will accept no responsibility if your child is not accepted by the postsecondary institution. Students who are awaiting acceptance should register for high school classes as if they were not participating in the program. Schedule changes will then be made prior to the start of each semester for those students who receive notice of admission which must be provided by the postsecondary institution, in writing, to your child and the District within ___ days of acceptance.

In the event that your child withdraws from the postsecondary institution class for high school credit within the first two (2) weeks of the course, your child will be re-enrolled in the high school classes which were previously dropped.

Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the high school campus in order to participate in this program. However, if a schedule conflict cannot be resolved, your child may enroll at the postsecondary institution. The school will not revise the master schedule and/or unduly overloading classes in order to accommodate schedule requests.

Financial Arrangements

The District will pay the charges submitted by the postsecondary institution or the prorated percentage of the State foundation allowance paid on behalf of the particular student, whichever is the lessor.

- The District shall pay any excess charges if your child is taking the course for high school credit.
- Charges in excess of the payment will be billed by the postsecondary institution to the student and his/her parents.

The postsecondary institution will not charge a late fee provided your child registers during the institution's drop/add period.

Should students fail to complete a course and a refund is available, the School District shall be reimbursed first.

Process for Granting Academic Credits

If your child has elected to receive high school credit for postsecondary institution courses, credit will be awarded for successful completion of courses in accordance with the following guidelines:

- A. The principal shall require your child to submit a course syllabus or detailed description of each postsecondary institution course taken so that a comparison can be made with existing high school courses.
- B. If the principal determines that the postsecondary institution course is comparable to one offered by the high school, the equivalent high school credit shall be granted.

- C. If the principal determines that the postsecondary institution course is not comparable to one offered by the high school, credit shall be granted in a subject area similar to that taken by your child at the postsecondary institution.
- D. In the event that you or your child contest the credit, the Superintendent shall determine the appropriate credit. The Superintendent's decision shall be final and binding.
- E. If your child enrolls in a postsecondary institution course for both high school and postsecondary institution credit, s/he will receive on his/her high school transcript the grade issued by the postsecondary institution. The course will be clearly designated on the transcript as a postsecondary institution course taken for high school credit.

Criteria for Transportation Aid

Option #1

All students participating in the postsecondary enrollment option program will be responsible for their transportation to and from their homes and the postsecondary institution or to and from the high school and the postsecondary institution.

Option #2

Students may be eligible for full or partial reimbursement for transportation between the postsecondary institution and the high school if they meet either of the following two (2) criteria:

- A. students must be taking the postsecondary institution course(s) only for high school credit.
- B. students must be eligible for either free or reduced-price lunches under the provisions of the eligibility scale established by the United States Department of Agriculture, pursuant to 42 U.S.C. 1758

Available Student Services

While enrolled in the postsecondary program, your child will be entitled to all student services provided to any other of the District's high school students (counseling, health, etc.). However, these services will be provided only while the your child is on the high school campus and only upon request. It is also your child's responsibility to keep informed of academic and other requirements for all students who attend the high school.

Consequences of Failing or Not Completing a Course

If your child withdraws from the postsecondary institution course within the first two (2) weeks of the course, s/he will be rescheduled for the appropriate high school courses, and no record of the postsecondary institution course will appear on the transcript. However, if your child withdraws from the postsecondary institution courses after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.

Any course taken for high school credit at a postsecondary institution and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the postsecondary institution where the work was undertaken.

Effect on Completion of Graduation Requirements

Your child may use postsecondary institution courses for credit toward high school graduation. However, it is your child's responsibility to be sure that the courses undertaken will meet the graduation requirements. Upon acceptance by the postsecondary institution, your child should schedule an appointment with a high school counselor to develop a written schedule showing courses to be taken at the high school and at the postsecondary institution as well as all graduation requirements remaining to be met. No high school graduation requirements shall be waived for any student as a result of participation in this program.

Academic and Social Responsibilities of Students and Parents

While participating in this program and attending either regular classes or co-curricular/extra-curricular activities at the high school, your child will be expected to abide by all District policies and the Student Code of Conduct.

Your child is not allowed to participate in intercollegiate athletics while participating in the postsecondary options program.

You and your child assume all responsibility and liability related to attendance at a postsecondary institution and must agree to hold harmless the Board of Education, the administration, and the staff for any incidents arising out of participation in this program.

Your child must meet all requirements and standards established by the postsecondary institution and assume responsibility for attendance and behavior.

Information and Encouragement to Use Postsecondary Institution Counseling Services

The high school counselors, during the individual counseling sessions, shall make available any information provided by the postsecondary institution concerning its counseling services. In addition, you and your child are encouraged to utilize counseling services available at the postsecondary institution to better ensure successful completion of the postsecondary institution courses.

Grade Point Computation and Reporting of Grades

For those postsecondary institution courses taken for high school credit, the grade for that course will be provided at the end of the next regular grading period at the high school following the receipt of an official transcript from the postsecondary institution. All grades to be entered on the high school transcript will be taken from an official transcript from the postsecondary institution. Should there be an urgent need for a letter grade, notification on official letterhead from the postsecondary institution instructor advising of the grade will be accepted to verify the grade.

Eligibility for co-curricular and extra-curricular activities in accordance with Board Policies 2430 and 2431 will be affected if courses are taken for high school credit. Your child will be provided Form 2271 F2 on which the postsecondary institution course instructor indicates that your child is passing the course. This form must be submitted () weekly () biweekly prior to the close of high school classes each Friday. In addition, eligibility will also be checked at the end of each postsecondary institution quarter or semester.