

YOUTH OPTIONS POLICY

Introduction. Pupils enrolled in the 11th or 12th grade may enroll in an institution of higher education¹ ("IHE") or a technical college for the purpose of taking one or more courses, up to eighteen (18) total credit hours per student under the Youth Options Program.

The Deerfield Community School District School Board ("School Board") will provide information about this program to all pupils enrolled in the 9th, 10th, and 11th grades. Annually, by September 1 of each year, the School Board shall notify the Department of Public Instruction of the person responsible for administering the Youth Options Program.

The parent or guardian of a pupil who attends an IHE or technical college under this program will be responsible for transportation of the pupil to and from such courses but may seek reimbursement for transportation expenses from the state superintendent. Parents and guardians of pupils participating in this program are also responsible for the pupil's compliance with compulsory school attendance laws. Attendance at an IHE or a technical college is subject to the terms of this policy and the Wisconsin Statutes and implementing regulations.

I. INSTITUTION OF HIGHER EDUCATION

A. Notification of Intent to Enroll

1. Notice. A pupil who intends to enroll in an IHE must notify the Deerfield School District School Board of that intention by March 1 if the pupil intends to enroll in the fall semester, and by October 1 if the pupil intends to enroll in the spring semester.
2. Notice Requirements. The notice must specify:
 - a. Pupil's name, address, date of birth, telephone number, and grade in school;
 - b. Name of the pupil's parent or guardian;
 - c. Name of the IHE the pupil plans to attend;
 - d. Title of the post secondary course or courses in which the pupil intends to enroll;
 - e. Number of post secondary credits for each course;
 - f. A detailed description of the course contents and instructional material used in the course; and
 - g. Whether the post secondary course will be taken for high school or post secondary credit.
3. Notice of Acceptance or Denial. Upon notice of acceptance or denial from the IHE, the pupil must notify the School Board whether or not he or she is admitted to the IHE and post secondary course specified in the notice provided under

¹ An "institution of higher education" is a center of institution within the University of Wisconsin system, a tribally controlled college or a private, nonprofit institution of higher education located in Wisconsin.

paragraph I. A. 2. If a pupil is not admitted to attend the course specified in the notice provided under I. A. 2, but is admitted to attend a different course, the pupil must immediately notify the School Board in writing. The School Board will review the amended notice and inform the pupil of its determinations under para. I. B. 2. as soon as practical.

B. Board Review.

1. Review and Appeal. If a pupil notifies the School Board of his or her intent to take a course at an IHE for high school credit, the School Board shall review such notice and communicate its determinations, in writing and according to the criteria contained in para. I. B. 2., to the pupil by May 15 for courses to be taken in the fall semester and by November 15 for courses to be taken in the spring semester. The pupil may appeal the School Board's determinations to the state superintendent within thirty (30) days of receiving notice of the School Board's decisions.
2. Criteria. The School Board will determine whether:
 - a. The course is comparable to a course offered in the Deerfield School district;
 - b. The course satisfies any of the high school graduation requirements under section 118.33, Wis. Stats.;
 - c. The pupil will be awarded high school credits for the course and , if so, how many; and
 - d. The pupil's timetable for graduation may be negatively affected if the pupil participates in the Youth Options program.

C. Enrollment in and Admission to an Institution of Higher Education.

1. Application. Each pupil who intends to take a course at an IHE must submit an application to the institution in the semester prior to attendance. The application must indicate:
 - a. Whether the pupil will be taking the course for high school or post secondary credit; and
 - b. That if the pupil is admitted, the institution may disclose the pupil's grades, courses, and attendance records to the Deerfield School District.
2. Presumption of Full-Time Enrollment. A pupil participating in the Youth Options program will be enrolled in the Deerfield School District as a full-time student until the School District receives notice that the pupil is actually registered to attend a specific post secondary course.
3. Notice of Enrollment. If an IHE admits a pupil, it must notify the Deerfield School District Board, in writing, within (30) days of the start of classes of each course in which the pupil is enrolled.

D. Payment.

1. Method. Within thirty (30) days after the end of the semester, the School Board will pay the IHE attended pursuant to this policy, on behalf of the pupil, the amount specified in para. I.D.2. for each course taken for high school credit that is not comparable to a course offered in the School District, as determined by the School Board. The pupil is responsible for the tuition and fees for any course which the pupil takes for post secondary credit which is comparable to a course offered in the School District.
2. Amount. The School Board will pay the following amounts on behalf of the pupil:
 - a. If the pupil attended a center or institution within the University of Wisconsin system, the actual cost of tuition, fees, books, and necessary materials directly related to the course.
 - b. If the pupil attended a private IHE, the lesser of: (i) the actual cost of tuition, fees, books, and necessary materials directly related to the course; or (ii) an amount equal to, as determined by data from the previous school year, the state total net costs of the general fund divided by the state total membership, that quotient divided by the statewide average number of high school credits taken by full-time pupils, as determined by the Department of Public Instruction (DPI) , and multiplying that quotient by the number of high school credits taken by the pupil at the private institution.
3. Incomplete Courses. Any pupil enrolled in an IHE who fails to complete any course for which he or she is enrolled shall be responsible for the tuition, fees, and associated costs of such course. This section shall apply irrespective of whether or not the pupil completes another course during the same semester.

E. Books and Materials

Prior to beginning any course, a pupil must pay for any equipment associated with the course which shall become the pupil's property upon completion of the course. This includes, without limitation, calculators, computers, tools, and other equipment and instruments.

Any books and materials which are necessary for a course taken under this section and for which the School District has paid remain the property of the School District. All such books and materials must be returned to the School District upon the completion of the course in substantially the same condition as when purchased. The pupil shall be responsible for any books or materials which the pupil fails to return or which are damaged prior to return.

II. TECHNICAL COLLEGE

A. Notification of Intent to Enroll.

1. Notice. A pupil who intends to enroll in a technical college must notify the Deerfield School District Board of that intention by March 1 if the pupil intends to enroll in the fall semester, and by October 1 if the pupil intends to enroll in the spring semester.

2. Notice Requirements. The notice must specify:
 - a. Pupil's name, address, date of birth, telephone number and grade in school;
 - b. Name of the pupil's parent or guardian;
 - c. Name of the technical college the pupil plans to attend;
 - d. Title of the post secondary course or courses in which the pupil intends to enroll;
 - e. Number of post secondary credits for each course;
 - f. A detailed description of the course contents and instructional material used in the course; and
 - g. Whether the post secondary course will be taken for high school or post secondary credit.

3. Notice of Acceptance or Denial. Upon notice of acceptance or denial from the technical college, the pupil must notify the School Board if he or she is admitted to the technical college and post secondary course specified in the notice provided under paragraph II. A. 2. If a pupil is not admitted to attend a course other than the one the pupil specified in the notice provided under II. A. 2, but is admitted to attend a different course, the pupil must immediately notify the School Board in writing. The School Board will review the amended notice and inform the pupil of its determinations under para. II. B. 2. as soon as practicable.

B. Board Review

1. Review and Appeal. If a pupil notifies the School Board of his or her intent to take a course at a technical college for high school credit, the School Board shall review such notice and communicate its determinations, in writing and according to the criteria specified in para. II. B. 2., to the pupil by May 15 for courses to be taken in the fall semester and by November 15 for courses to be taken in the spring semester. The pupil may appeal the
 - a. School Board's determinations to the state superintendent within thirty (30) days of receiving notice of the School Board's intentions.

2. Criteria. The School Board will determine whether the pupil:
 - a. Has a record of disciplinary problems;
 - b. Has completed the 10th grade;
 - c. In good academic standing (*no failing grade the prior semester and GPA of at least 2.0*);
 - d. Is a child at risk, as defined in sec. 118.153(1), Wis. Stats;
 - e. Is a child with exceptional educational needs, as defined in sec. 115.76(3), Wis. Stats.; and
 - f. Has received the written approval of his or her parent or guardian.

The School Board also will determine whether the course to be taken:

- a. Is comparable to a course offered in the Deerfield School District;
- b. Is to be awarded high school credits for the course and, if so, how many.

The School Board also will notify the pupil whether the pupil's timetable for graduation may be negatively affected if the pupil participates in the Youth Options program.

C. Enrollment in and Admission to a Technical College.

1. Application. Each pupil who intends to take a course at a technical college must submit an application in accordance with the college's application procedures. The application must indicate:
 - a. Whether the pupil will be taking course for high school or post secondary credit; and
 - b. That if the pupil is admitted, the institution may disclose the pupil's grades, courses, and attendance records to the Deerfield School District.
2. Denial for Disciplinary Problems. The college may reject a pupil's application if he or she has a record of disciplinary problems, as determined by the college.
3. Notice of Admission. If a technical college admits a pupil, it must notify the Deerfield School District School Board, in writing, within thirty (30) days after the start of classes of each course in which the pupil is enrolled.
4. Courses Satisfying Graduation Requirements. The technical college shall ensure that the pupil's educational program meets the high school graduation requirements under sec. 118.33, Wis. Stats. Only regular occupational or technical courses or general education course that satisfy the requirements of an associate degree or vocational diploma program may be taken. Technical college remedial programs and courses may not be taken to meet high school graduation requirements under the Youth Options Program.

D. Payment.

1. Method. For each pupil attending a technical college in accordance with this policy, the School Board will pay the technical college, on behalf of the pupil, the amount specified in para. II. D. 2., in two (2) installments payable upon enrollment and at the end of the semester for each course taken for high school credit that is not comparable to a course offered in the School District, as determined by the School Board. The pupil is responsible for the tuition and fees for any course which the pupil takes for post secondary credit.
2. Amount. The School Board will pay the following amounts:
 - a. If the pupil is attending a technical college for less than seven (7) high school credits, for those courses taken for high school credit, the actual cost of tuition, fees, and books.
 - b. If the pupil is attending a technical college for seven (7) or more high school credits, an amount equal to 50% of the School District's average per pupil cost for regular instruction and instructional support in the previous year, as determined by the DPI, multiplied by the number of credits taken for high school credit and divided by fifteen (15).
 - c. Notwithstanding paras. II. D. 2. a & b., if a pupil is attending a technical college the School Board will not pay for any courses that are comparable to courses offered in the School District.

3. EEN Pupils. The amounts payable under II. D. 2 for a pupil with exceptional educational needs, will be adjusted to reflect the cost of any special services required for the pupil as determined jointly by the School District and the technical college. The School Board, however, may refuse to permit a pupil to attend a technical college if the pupil is a child with exceptional educational needs and the School Board has determined that the cost to the School District, as adjusted to reflect the costs of any special services required for the pupil, would impose an undue financial burden on the District.
4. Incomplete Courses. Any pupil enrolled in a technical college who fails to complete any course for which he or she is enrolled shall be responsible for the tuition, fees, and associated costs of such course. This section shall apply irrespective of whether or not the pupil completes another course during the same semester.

E. Books and Materials

Prior to beginning any course, a pupil must pay for any equipment associated with the course which shall become the pupil's property upon completion of the course. This includes, without limitation, calculators, computers, tools, and other equipment and instruments.

Any books and materials which are necessary for a course taken under this section and for which the School District has paid remain the property of the School District. All such books and materials must be returned to the School District upon the completion of the course in substantially the same condition as when purchased. The pupil shall be responsible for any books or materials which the pupil fails to return or which are damaged prior to return.

III. APPROVAL OF POST SECONDARY COURSE FOR HIGH SCHOOL CREDIT

A. Granting High School Credit.

1. Board's Discretion. The school board may grant high school credit for a course taken at an IHE or technical college under the Youth Options program. The School Board will evaluate a post secondary course taken for high school credit under the Youth Options program using the same criteria which it utilizes to evaluate a course to be offered at the District for credit towards graduation.
2. Courses Satisfying Graduation Requirements. The school board will grant high school credit for a course taken at an IHE or technical college under the Youth Options Program if the post secondary course meets any of the high school graduation requirements under sec. 118.33, Wis. Stats., including any graduation requirements which may be approved under the School Board's high school graduation credit policies and if one or more of the following conditions apply:
 - a. If the post secondary course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by the school district.
 - b. If the post secondary course expands an opportunity for the pupil to move to another level of academic or vocational course of study.

- c. If the post secondary course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the school district for credit toward graduation.
 - d. If the post secondary course supports rather than prevents a pupil from completing the high school graduation requirements under Ch. PI 18.
3. Denial of Credit. The School Board may deny high school credit for a post secondary course taken under the Youth Options Program if:
- a. The District offers a comparable course.
 - b. It repeats the course content for which a pupil has already received a passing grade and high school credit.
 - c. It repeats the post secondary course content for which a pupil has already taken and failed.
4. Condition for receiving high school credit. In order for a pupil to receive high school credit for a course taken at an IHE under the Youth Options program, a pupil shall successfully complete a post secondary course and receive a passing grade.

B. Determination of Comparable Course.

1. The school board shall determine if the post secondary course taken for high school credit is comparable to a course offered in the school district. A comparable course is one which:
- a. Is offered during the period of time after the pupil notifies the school board of his or her intention to participate in the Youth Options program and prior to the pupil's graduation;
 - b. is available for enrollment; or
 - c. is 80% equivalent to the content of the post secondary course as determined by the high school curriculum guides, expectations, goals, scope and sequence, as compared to the post secondary course syllabus, is available, and course description.

C. Number of High School Credits Granted for a Post Secondary Course.

A post secondary course taken under the Youth Options program and approved for high school credit will be granted $\frac{1}{4}$ high school credit per 1 semester credit offered by a post secondary course.

Legal Ref: s.s. 118.33