

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 2000 – Instruction**

POSTSECONDARY ENROLLMENT OPTIONS..... POLICY 2034

The Idaho Legislature has determined that high school students should be encouraged to enroll full-time or part-time in nonsectarian courses or programs in eligible postsecondary institutions in order to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

DEFINITIONS

Postsecondary institution: A public or private postsecondary institution in Idaho accredited by a reputable accrediting association, including two-year trade and technical schools, and residential liberal arts colleges or universities that offer two-year or four-year programs and grant degrees.

Secondary school: A high school within this District.

Course: A course or program of instruction taken at a postsecondary institution.

Postsecondary credit: Credit from courses taken by a student at a postsecondary institution. This credit does not apply towards this District’s graduation requirements.

Secondary credit: Credit from courses taken at a postsecondary institution that is applied towards this District’s graduation requirements.

Dual credit: Credit from courses taken at a postsecondary institution that applies to both the postsecondary institution and to this District’s graduation requirements.

ENROLLMENT

Any 11th or 12th grade student in this District (except a foreign exchange student attending this District under a cultural exchange program) may apply to a postsecondary institution to enroll in nonsectarian courses. If the institution accepts the student, it is required by law to send written notice to the student and this District within ten (10) days of acceptance. The notice will also include information regarding the course and hours of enrollment, and, if the student is taking the course for credit, the institution will provide information about payment.

To assist this District in planning, a student should notify the District by March 30 of the student’s intent to enroll in a postsecondary institution during the next school year. However, failure to notify the District does not preclude a student from enrolling in a postsecondary institution.

This District does not pay for students to attend postsecondary institution courses.

COUNSELING

Prior to a student enrolling in courses at a postsecondary institution, this District, to the extent possible, will provide counseling services to students and their parent/guardian to ensure that they are fully aware of the risks and possible consequences of such enrollment. The person providing the counseling will encourage students and their parent/guardian to also use available counseling services at the postsecondary institution prior to the semester of enrollment to ensure that the student's anticipated plans are appropriate and adequate.

STUDENT INFORMATION

By March 1 of each school year, this District will provide general information regarding postsecondary enrollment options to all 10th and 11th grade students.

This District will provide the following information to interested students during a counseling session prior to enrollment at a postsecondary institution:

1. Who may enroll;
2. What institutions and sources are available under this program;
3. The decision-making process for granting academic credits;
4. Financial arrangements for tuition, books, and materials;
5. Eligibility criteria for transportation aid;
6. Available support services;
7. The need to arrange an appropriate schedule;
8. Consequences of failing or not completing a course in which the student enrolls;
9. The effect of enrolling in this program on the student's ability to complete the required high school graduation requirements;
10. The academic and social requirements that must be assumed by the student and the parent/guardian.

Prior to enrolling, the student and his or her parent/guardian must sign a form stating that they have received the information set forth above and that they understand the responsibilities that must be assumed in enrolling in this program.

CREDIT CRITERIA

A student may enroll in a postsecondary course for secondary credit, for postsecondary credit, or for dual credit. At the time a student enrolls in a course, he or she must designate the type of credit desired. This District will grant academic credit to a student enrolled in a course for secondary credit if the student successfully completes the course. The following credit limitations apply:

1. An 11th grade student may enroll in postsecondary courses for secondary credit for a maximum of two (2) academic years.
2. A 12th grade student who enrolls for the first time in postsecondary courses may receive secondary credit for a maximum of one (1) academic year.
3. A student may enroll in courses at a postsecondary institution for secondary credits approved by this District. If the student's enrollment decreases his or her instructional time in this school District to less than four (4) hours a day, the student will nevertheless be counted as participating in school District instructional time for four (4) hours a day for purposes of average daily attendance (ADA).
4. A student who has completed course requirements for graduation, but who has not received a diploma, may participate in postsecondary enrollment options.
5. In no event may a student who has graduated from this District participate in postsecondary enrollment options.
6. Secondary credits received at a postsecondary institution will be counted toward the graduation requirements.
7. Each student is required to provide the secondary school with a copy of the student's grade in each course taken for secondary credit at a postsecondary institution.
8. When a course taken for secondary credit is successfully completed, a student's secondary school record will reflect such success and will also reflect that the credits were received from a postsecondary institution.
9. A student may request that his or her secondary school record include evidence of successful completion and credits granted for a course taken for postsecondary credit. In this case, the secondary school record will reflect that postsecondary credits were received from a postsecondary institution.
10. Three (3) or Four (4) semester college credits equal one (1) semester credit of high school credit. Fewer college credits may be prorated at the discretion of the building principal.

11. If a student enrolls in the same postsecondary institution from which he or she received secondary credits, the institution will award, without charge, postsecondary credit for any course successfully completed. Other postsecondary institutions may award such credits, without charge, at their discretion.

At its discretion, this District may enter into an agreement with a public or private postsecondary institution to provide nonsectarian courses, taught by a secondary teacher or postsecondary faculty member. Such courses may be offered at a secondary school or other location and may be offered for secondary credit, postsecondary credit, or dual credit.

Postsecondary faculty instructing a course for postsecondary, secondary, or dual credit will not be required to obtain a teaching certificate, nor will the postsecondary faculty be deemed an employee of this District for any purpose under law.

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LEGAL REFERENCE:

Idaho Code Section 33-5101, *et seq.*

ADOPTED: 02/11/03 (Implementation July 2003)

PROCEDURE ATTACHMENT: Postsecondary Enrollment Option Form Procedure #634-P1