

**Oregon School Boards Association
Selected Sample Policy**

Code: IGBHE-AR(1)
Revised/Reviewed:

Expanded Options Program Notification

[DISTRICT NAME] District
[Street]
[CITY], Oregon [ZIP]
Phone: [NUMBER]

Annual Expanded Options Program Notification

Date: _____

Student/Parent(s): _____

Address: _____

Dear _____,
(Student/Parent(s))

We are sending you this notice as required by law to notify you of potential opportunities under the Expanded Options Program (EOP). Your child may qualify as an eligible student participate in EOP if your child meets the criteria below and has not already completed course requirements for a high school diploma. If you are hosting a foreign exchange student, foreign exchange students are not permitted to participate in EOP.

Definitions

You may be permitted to participate if you are an eligible student applying to an eligible post-secondary institution for an eligible post-secondary course. An “eligible student” means a student enrolled in a public school and who is:

1. ~~Is Sixteen~~ **16** years or older at the time of enrollment in a course under the Expanded Options Program;
2. ~~Is in~~ **in** grade 11 or 12 or has not yet completed the required credits for grade 11 or 12, but the district has allowed the student to participate in the program;
3. Has developed an educational learning plan as described in this policy;

4. Has not successfully completed the requirements for a high school diploma; and
5. Is not a foreign exchange student.

An eligible student who has completed course requirements for graduation but has not received a diploma may participate.

An eligible post-secondary institution means:

1. A community college;
2. A state institution of higher education in the Oregon University System; and
3. The Oregon Health and Sciences University.

An eligible post-secondary course means:

1. Any nonsectarian course or program offered through an eligible post-secondary institution if the course or program may lead to high school completion, a certificate, professional certification, associate degree or baccalaureate degree;
2. It includes academic and professional technical courses and distance education courses;
3. It does not include a duplicate course, which is defined as course with a scope that is identical to the scope of another course.

Purpose

The purpose of this program is to:

1. Create a seamless education system for students enrolled in grades 11 and 12 to:
 - a. Have additional options to continue or complete their education;
 - b. Earn concurrent high school and college credits; and
 - c. Gain early entrance into post-secondary education.
2. Promote and support existing accelerated college credit programs, and support the development of new programs that are unique to a community's secondary and postsecondary relationships and resources.
3. Allow eligible students who participate in the Expanded Options Program to enroll full-time or part-time in an eligible post-secondary institution.
4. Provide public funding to the eligible post-secondary institutions for educational services to eligible students to offset the cost of tuition, fees, textbooks, equipment and materials for students who participate in the Expanded Options Program.

5. To increase the number of at-risk students earning college credits or preparing to enroll in a post-secondary institution.

Graduation and Course Credit

Participating in EOP will not adversely affect your child's ability to graduate because credit received from successfully completing an eligible post-secondary course may be applied towards high school graduation requirements. If, however, your child does not receive a passing grade in the eligible post-secondary course, your student may not receive credit towards high school graduation. Failure to successfully complete an eligible post-secondary course may affect your child's ability to remain in or re-enroll in EOP.

Selection

All eligible students may apply for EOP, but all eligible students who apply may not be accepted because of space limitations. Enrollment in EOP may be limited because of caps on total credit hours that will be awarded by the high school. Unless notified otherwise, the total number of credits awarded under EOP by each high school equals one-third of its enrollment in grades 9 through 12. (For example, if high school enrollment in grades 9-12 is 1,000 students, the high school may award no more than 330 credit hours for all students in EOP.) If qualified applications to EOP exceed space limitations, ~~the district will conduct a lottery to fill slots~~ ~~and will give priority to eligible students in grade 12~~ the district will establish a process that gives priority to at-risk students.

~~When selecting students, the high school will give priority to at-risk students.~~ The definition of an at-risk student is a student who either qualifies for a free or reduced lunch program, or meets state or federal thresholds for poverty which entitles the student for services under certain provisions of the No Child Left Behind Act.

Enrollment and Participation

To be eligible Participation in EOP depends on your child's acceptance by an eligible post-secondary institution to take an eligible post-secondary course. Your student will not be eligible for state financial aid. Your child will have all costs paid for by the district in the same manner as if your child was attending the public high school. The district will pay for textbooks, fees, equipment or materials, and any other cost associated with enrollment. You will be responsible for providing transportation to the eligible post-secondary institution. The district and the eligible post-secondary institution may be able to arrange transportation services, although this service may not always be available, depending on circumstances. If your child receives special education services, the district will continue to provide special education services under an IEP.

Your child is expected to comply with the same behavior and attendance standards if the child was attending the public high school. Failure to successfully complete an eligible post-secondary course or make satisfactory progress in the course may result in no credit receive toward graduation, removal from EOP, disciplinary action or referral to law enforcement.

Your child may participate in EOP for no more than two years. After two years, your child is no longer eligible. If your child is in grade 12 when he or she first enrolls, she may participate no more than the

equivalent of one academic year in EOP. If you are enrolled in high school full time and you are taking a post-secondary course, you will not be awarded credit for that course under EOP.

If your child intends to enroll in a course that is already offered by the district, *i.e.*, a duplicate course, your child will not be eligible to participate in EOP. A duplicate course is one that is similar in content and scope to another course already offered by or through the district. Your child should consider district-provided, educational alternative programs that offer post-secondary level courses. [They include: [List programs, e.g., advanced placement, two-plus-two, and International Baccalaureate programs.]]

If you disagree with the district's assessment that a course is a duplicate course as determined by the district, you may appeal the decision under the procedures outlined below.

Contested Decisions/Appeal

If you disagree with the district's determination that a course is a duplicate course, you may appeal first to the superintendent. Your appeal must be in writing and contain at a minimum the following information: (1) name of student; (2) name of post-secondary course; (3) detailed description of post-secondary course; (4) name of duplicate course offered by high school; (5) detailed description of duplicate course offered by high school; and (6) reasons why you believe course is not a duplicate. You must initiate your appeal within 5 days of receiving notification that the post-secondary course is a duplicate. The superintendent will issue a written decision within 10 days.

If dissatisfied with the superintendent's decision, you may appeal next to the district board. Your appeal must be in writing. You must initiate your appeal within 10 days of receiving the superintendent's determination that the post-secondary course is a duplicate. The board will issue a written decision within 30 days.

If dissatisfied with the board's decision, you may appeal to the Superintendent of Public Instruction or designee after exhausting local procedures or after 45 days from filing a written complaint with the district, whichever occurs first. If you appeal to the Superintendent of Public Instruction or designee, you must comply with all requirements under OAR 581-022-1940.

Student Notification to District

If you have questions, please call the district office. Please respond to this notice before May 15 of your intent to enroll in an eligible post-secondary course during the following school year. If you decide to enroll in an eligible post-secondary course, we will schedule a meeting with your advisory support team to develop an educational learning plan that addresses your short- and long-term academic and career goals. Thank you for your cooperation.

Sincerely,

[Superintendent or designee] [Principal]

9/29/11 | RS