

Instruction at a Post-Secondary Educational Institution Regulations
(To Be Included in Student Handbook)

General Information

Students in grades nine and ten who the district has identified as talented and gifted students and any students in grades eleven and twelve are eligible to take post-secondary educational courses. Students are eligible to take post-secondary educational courses if they meet all of the requirements outlined in the board's policy on instruction at post-secondary educational institutions and as required by the post-secondary educational institution, and if the student has obtained the approval of the superintendent.

Guidelines

The following is a simplified guideline to assist parents and students in utilizing the postsecondary enrollment option. The entirety of the Iowa law regarding the postsecondary enrollment option and the board's policy regarding the postsecondary enrollment option still controls all situations involving postsecondary enrollment option.

1. You must notify the district of your intent to enroll in a postsecondary enrollment course at registration time. You may do this by indicating your intent to enroll in these courses on the registration forms distributed each year.
2. You must first complete the district's Application Form, including obtaining the required signatures, and return it to the guidance office.
3. All requests for post-secondary enrollment must be approved by the superintendent and/or building principal PRIOR to enrollment.
4. Upon receiving approval on the district's Application Form, you should fill out the Notice of Student Registration Form.
5. To be eligible for post-secondary enrollment, a course must;
 - a. Be non-sectarian;
 - b. Not be comparable to courses offered here at the district (comparable courses are as determined at the discretion of administration and generally mean that the content of a course provided to a high school student for post-secondary credit consists of substantially the same concepts and skills as the content of a course provided by the district);
 - c. Be credit-bearing course that leads to an educational degree;
 - d. Be in the disciplines of mathematics, science, social sciences, humanities and vocational-technical education; and

- e. Not disrupt the normal student schedule at the high school, which shall mean not missing all or part of a scheduled class, including PE, or causing the need for an independent study course, or any other special arrangements, etc.
6. If a course is approved, the district will pay a maximum of \$250 per course, and you will not pay for tuition unless you fail to successfully complete the course, as outlined in Board policy. If a course is not approved, it may be possible for you to take the course at your own expense. These situations will be handled on a case-by-case basis.
7. If a student fails any course at a post-secondary educational institution and fails to receive credit for any course at a post-secondary educational institution, the district is not required to pay for and/or reimburse the student/family for any costs associated with the post-secondary educational course, except as outlined in the district's policy regarding the post-secondary enrollment option. If the student fails any course at a post-secondary educational institution and fails to receive credit for any course at a post-secondary educational institution, the student/family may be required to reimburse the district for any costs associated with the post-secondary educational course.
8. A student may take a course in the summer, but the district is not required to pay for and/or reimburse the student/family for any costs associated with the post-secondary educational course.
9. Transportation costs for attending a post-secondary educational course are the sole responsibility of the student/family.
10. All courses approved and paid for by the district, and those courses approved by the district and paid for by the student/family will:
 - a. Be recorded on the official student transcript, including the letter grade granted by the post-secondary educational institution or the pass-fail indication granted by the post-secondary educational institution.
 - b. Be included in figuring class rank, including valedictorian and salutatorian status, and GPA at the high school.
 - c. Be given graduation credit, as determined by the board. Typically, a three (3) or four (4) semester hour postsecondary course will be awarded one (1) graduation credit at the high school.

If you have any questions, contact the guidance or principal's office.

Approved: September 29, 2015