

# Youth Options Program Procedures

## Policy #343.42 - Rule

### A. Student Eligibility for Participation in the Youth Options Program

1. To be eligible for participation in the Youth Options Program, a student must be a junior or senior in high school and continuously meet the enrollment and district program participation requirements applicable to the awarding of a high school diploma by the District.
  - a. The Youth Options Program does not authorize part-time enrollment in high school.
  - b. Private school students, students in home-based private educational programs, and students who are enrolled in the high school under part-time open enrollment are not eligible to participate in the Youth Options Program, even if they are taking or have taken District high school courses.
2. A post-secondary institution may deny a high school student's enrollment application or the student's request for registration in a specific course if the post-secondary institution determines that the student fails to meet any applicable admission requirements (including course prerequisites), or if the institution determines that there is no space available in the course.
3. A student participating in the Youth Options Program may attend only one post-secondary institution in any semester. In addition, no student who has been identified as an at-risk student and who is enrolled in a technical college program leading to high school graduation may participate in the Youth Options Program.
4. All students participating in the Youth Options Program who will not be in school for all or a portion of any school day due to such participation shall coordinate their school attendance and class schedule through the High School Principal and/or the Middle/High School Counselor.
5. Students attending classes at a technical college or institution of higher education under the Youth Options Program shall be responsible for their own transportation and for the payment of related costs, except as otherwise required by law. The Department of Public Instruction may provide limited financial assistance to students for such transportation costs.
6. Courses Taken at Technical Colleges – In addition to other applicable eligibility requirements, students wishing to enroll in Youth Options Program courses through a technical college must:
  - a. have the written approval of a parent or guardian, if a minor;
  - b. have completed 10<sup>th</sup> grade (all requirements met, with at least 14 total credits);
  - c. not be a child at risk of not graduating from high school as defined by state law; and
  - d. be in good academic standing.

For purposes of the Youth Options Program, “good academic standing” means the student has no failing grade in the semester immediately prior to applying to take a Youth Options Program course and has a cumulative grade point average of at least 2.0, and the student is making satisfactory progress toward graduation.

If the student attending courses at a technical college under this program is a student with a disability, the Board shall, in addition to other fees and costs as required by law, also pay the costs of any special services required for the student as determined jointly by the District and the technical college, subject to limitation that such costs may not impose an undue financial burden on the District.

A technical college may deny a high school student's admission to the technical college or his/her registration in a specific course for any of the reasons provided in state law, including the

technical college's determination, following verification of the student's records by the District, that the student has an unacceptable record of disciplinary problems.

7. Courses Taken at Institutions of Higher Education – For purposes of the Youth Options Program, an institution of higher education includes any University of Wisconsin System institution, as well as any tribally controlled college or any private college or university that participates in the program. All courses taken at an institution of higher education under the Youth Options Program must be nonsectarian.

## **B. Youth Options Program Application Process**

Students interested in participating in the Youth Options Program must submit a timely application directly to the applicable post-secondary institution, and, separately, provide the District with timely notification of (1) their intention to take post-secondary courses under this program; (2) their confirmed admission to the institution of higher education or technical college; and (3) their confirmed registration in particular courses.

1. The student's initial notification of his/her intent to attend a technical college or institution of higher education under the Youth Options Program shall be submitted in writing to the District Administrator or designee. This notification must be made by March 1<sup>st</sup> of the previous school year for first semester courses and by October 1<sup>st</sup> for second semester courses. This notification must include the following information:
  - a. Student's name, address, date of birth, telephone number and grade in school;
  - b. The name of the student's parent/guardian;
  - c. The name of the technical college or institution of higher education the student plans to attend;
  - d. The title of the post-secondary course(s) in which the student intends to enroll;
  - e. The number of post-secondary credits for each course; and
  - f. Whether the post-secondary course will be taken for high school or post-secondary credit, or both.
2. If Youth Options Program courses are to be taken at a technical college and the student is a minor, the student's parent/guardian shall submit written permission for the student's participation to the District Administrator or designee at the same time that the student submits his/her initial notification of intent and application.
3. Youth Options Program request forms may be obtained in the Student Development Center. The completed program request form must be submitted to the Middle/High School Counselor by the deadline dates. No exceptions to the application deadline dates shall be granted. A separate request form must be processed for each semester that a student applies to participate in the Youth Options Program.

## **C. Awarding High School Credit for Youth Options Program Courses**

1. Upon receiving a student's Youth Options Program request form, the District Administrator or designee shall determine whether the post-secondary course(s) selected by the student will be awarded high school credit and how much credit will be awarded. High school credit will be awarded for courses taken through the Youth Options Program if these meet any of the District's graduation requirements and any of the following conditions apply:
  - a. Credit will be awarded for those courses taken that are complementary to, consistent with or expand on a course of study or sequence of courses offered at the high school.

- b. Credit will be awarded for those courses that expand the opportunity for a student to move to another level of academic or vocational course of study.
- c. Credit will be awarded for those courses that meet or exceed the same standards for rigor and content as other courses approved by but not offered by the District for credit toward graduation.
- d. Credit will be awarded for those courses that support rather than prevent a student from completing high school graduation requirements.

High school credit may be denied for a Youth Options Program course (1) that repeats the content of a post-secondary course that the student has already taken and failed; (2) for which the District offers a comparable course; or (3) that repeats the content of a course for which a student has already received a passing grade and high school credit.

- 2. If a Youth Options Program course is approved for high school credit, one-half high school credit shall be granted per one semester post-secondary credit offered by the course.
- 3. In order to receive high school credit for a course taken under the Youth Options Program, a student must successfully complete the course and receive a passing grade.
- 4. The District Administrator or designee shall notify the student regarding credit determinations by May 15<sup>th</sup> of the previous school year for first semester courses and by November 15<sup>th</sup> for second semester courses.
- 5. If a student is not satisfied with the District Administrator's/designee's decision regarding course comparability, high school graduation requirements, or high school credit, he/she may appeal the decision to the State Superintendent of Public Instruction within 30 days of the initial decision.
- 6. Youth Options Program courses taken for high school credit shall be recorded on the student's transcript and the grade earned in such courses shall be incorporated into the student's grade point average for purposes of determining class rank.

Approved:           October 19, 1998  
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