

Expanded Options Program

Pleasant Hill School District is committed to providing additional options to students enrolled in grades 11 and 12 to continue to complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. The district's Expanded Options Program (EOP) will comply with all requirements of Oregon law and give priority to "at risk" students.

Eligible Students

Eligible students may apply to take courses at an eligible post-secondary institution through the Expanded Options Program.

A student is eligible for the Expanded Options Program if the student: (1) is 16 years or older at the time of enrollment in a course under the EOP; (2) is in grade 11 or 12 or has not yet completed the required credits to be in grade 11 or 12, but the district has allowed the student to participate in the program; (3) has developed an educational learning plan; and (4) has not successfully completed the requirements for a high school diploma. A student who has graduated from high school may not participate and (5) is not a foreign exchange student enrolled in a school under a cultural exchange program.

Student Notification

Prior to February 15 of each year, the district shall notify all high school students and the students' parents of the EOP for the following school year. The district will notify a transfer high school student or a returning dropout of the EOP if the student enrolls after the district has issued the February 15 notice. The district will notify a high school student who has officially expressed an intent to participate in the EOP, and the student's parent or guardian, of the student's eligibility status within 20 business days of the expression of intent.

It is a priority for the district to provide information about the EOP to high school students who have dropped out of school. The district shall establish a process to identify and provide those students with information about the program. The district shall send information about the program to the last-known address of the family of the student.

The notice must include the following:

1. Financial arrangements for tuition, textbooks, equipment, and materials;
2. Available transportation services;
3. The effect of enrolling in the EOP on the student's ability to complete high school graduation requirements;
4. The consequences of failing or not completing a post-secondary course;
5. Notification that participation in the EOP is contingent on acceptance by an eligible post-secondary institution;
6. District timelines affecting student eligibility and duplicate course determinations;

7. Exclusion of duplicate courses as determined by the district;
8. The process for a student to appeal the district's duplicate course determination to the Superintendent of Public Instruction or the Superintendent's designee;
9. Exclusion of post-secondary courses in which a student is enrolled if the student is also enrolled full time in the resident secondary school; and

Enrollment Process

Prior to May 15 of each year, a student who is interested in participating in the EOP shall notify the district of their intent to enroll in post-secondary courses during the following school year. A high school transfer student or returning dropout has 20 business days from the date of enrollment to indicate interest.

The district shall review with the student and the student's parent the student's current status toward meeting all state and district graduation requirements and the applicability of the proposed post-secondary course to the remaining graduation requirements.

A student who intends to participate in the EOP shall develop an educational learning plan in cooperation with an advisory support team. An advisory support team may include the student, the student's parent and a teacher or a counselor. The educational learning plan may include:

1. The student's short-term and long-term learning goals and proposed activities; and
2. The relationship of the post-secondary courses proposed under the EOP and the student's learning goals.

A student who enrolls in the EOP may not enroll in post-secondary courses for more than the equivalent of two academic years. A student who first enrolls in the Expanded Options Program in grade 12 may not enroll in post-secondary courses for more than the equivalent of one academic year. If a student first enrolls in a post-secondary course in the middle of the school year, the time of participation shall be reduced proportionately. If a student is enrolled in a year-round program and begins each grade in the summer session, summer sessions are not counted against the time of participation.

Duplicate Courses

The district will establish a process to determine duplicate course designations. The district will notify an eligible student and the student's parent or guardian of any course the student wishes to take that the district determines is a duplicate course, within 20 business days after the student has submitted a list of intended courses.

A student may appeal a duplicate course determination to the Board based on evidence of the scope of the course. The Board will issue a decision on the appeal within 30 business days of receipt of the appeal. If the appeal is denied by the Board, the student may appeal the district's determination to the Superintendent of Public Instruction.

Expanded Options Program Annual Credit Hour Cap

The number of quarter credit hours that may be awarded by a high school under the EOP is limited to an amount equal to the number of students in grades 9 through 12 enrolled in the high school multiplied by a factor of 0.33. For example, the cap for a high school with 450 students in grades 9 through 12 is 148.5 ($450 \times 0.33 = 148.5$). (The caps must be established separately for each high school.)

At the district's discretion, the district may choose to exceed both the individual high school level cap and the aggregate district level cap. If the district has more eligible credit hour cap the district shall students than are allowed under the establish a process for selecting eligible students for participation in the program. The process will give priority for participation to students who are "at risk". An "at-risk student" means: (1) a student who qualifies for a free or reduced price lunch program; or (2) an at-risk student as defined by rules adopted by the State Board of Education if it has adopted rules to define an at-risk student.

If the district has not exceeded the credit hour cap, the district shall ensure that all eligible at-risk students are allowed to participate in the EOP and may allow eligible students who are not at-risk to participate in the program.

Post-Secondary Institution Credit

Prior to beginning a post-secondary course, the district shall notify the student of the number and type of credits that the student will be granted upon successful completion of the course. If there is a dispute between the district and student regarding the number or type of credits that the district will or has granted to a student for a particular course, the student may appeal the district's decision using an appeals process adopted by the Board.

Credits granted to a student shall be counted toward high school graduation requirements and subject area requirements of the state and the district. Evidence of successful completion of each course and credits granted shall be included in the student's education record. A student shall provide the district with a copy of the student's grade in each course taken for credit under the EOP. The student's education record shall indicate that the credits were earned at a post-secondary institution.

Financial Agreement

The district shall negotiate in good faith a financial agreement with the eligible post-secondary institution for the payment of actual instructional costs associated with the student's enrollment, including tuition and fees and the costs of textbooks, equipment, and materials.

Waiver

A district may request a waiver from the Superintendent of Public Instruction if:

1. Compliance would adversely impact the finances of the district; or
2. Accelerated programs are offered by the district (i.e., Dual Credit, Sponsored-Based Dual Credit, Assessment-Based Dual Credit, Articulated Career Technical Education (CTE) courses, two-plus two programs, Advanced Placement (AP), International Baccalaureate Programs or other locally developed program that offers Accelerated College Credit to their respective high school student).

Student Reimbursement

Students are not eligible for any state student financial aid for college coursework, but students may apply to the district for reimbursement for any textbooks, fees, equipment, or materials purchased by the student that are required for a post-secondary course. All textbooks, fees, equipment, and materials provided to a student and paid for by the district are the property of the district.

Transportation Services

The district may provide transportation services to eligible students who attend post-secondary institutions within the education service district boundaries of which the district is a component district.

Special Education Services

The district of a student participating in the EOP shall be responsible for providing any required special education and related services to the student. If a post-secondary institution intends to provide special education and related services to an EOP participant, the institution shall enter into a written contract with the district of the student. The contract shall include the following at a minimum:

1. Allowance for the student to remain in the program during the pendency of any special education due process hearing unless the parents and district agree otherwise;
2. Immediate notification to the district if the institution suspects that a student participating in the program may have a disability and requires special education or related services;
3. Immediate notification to the district if the student engaged in conduct that may lead to suspension or expulsion; and
4. Immediate notification to the district of any complaint made by the parents of the student regarding the student's participation in the program at the institution.

Pleasant Hill High School Expanded Options Program Eligibility Form

Purpose: This form is used to evaluate student eligibility for the Expanded Options Program, ensuring compliance with ORS Chapter 340 and prioritizing fair, equitable access.

Section 1: Student Information

- **Student Name:** _____
- **Student ID:** _____
- **Grade Level:** _____
- **Date of Birth:** _____
- **School Name:** _____
- **School Counselor:** _____
- **School Administrator:** _____

Section 2: Initial Eligibility Checklist

Please check each criterion met by the student:

1. **Enrollment Status**
 - Student is enrolled full-time at an Oregon public high school or charter school.
 - Student is in grade 11 or 12, or is at least 16 years old.
2. **Credit Deficiency**
 - Student is identified as credit-deficient, with ____ credits earned out of ____ required for graduation.
 - **Notes on Credit Deficiency:** _____
3. **Dropout Risk** (Based on counselor or teacher assessment)
 - Student is identified as at risk of not completing high school.
 - **Notes on Dropout Risk:** _____
4. **Course Availability**
 - The desired course is not offered at the student's home high school.
 - **Course Title(s) and Description:** _____
5. **Academic Performance and Readiness**
 - Student demonstrates college-level readiness in the subject area(s) of the selected course(s).
 - **Supporting Evidence (e.g., GPA, test scores, teacher recommendations):** _____
6. **Underrepresented Student Priority** (Mark if applicable)
 - Student is from an underserved background (e.g., low-income, first-generation college-bound, student of color, or has a disability).
 - **Notes on Equity Priority:** _____

7. Career and Postsecondary Alignment

- Student has a documented postsecondary plan that aligns with the EOP course(s).
- **Plan Summary:** _____

8. Attendance and Behavior

- Student meets attendance and behavioral standards required by the school district.
- **Notes on Attendance/Behavior:**

Section 3: Additional Documentation and Signatures

1. Parental Consent (if under 18): Attach signed parental consent form.

- Consent form attached
- Date of Consent: _____

2. Student Statement: Attach a brief statement from the student (optional) describing their interest in EOP and how it aligns with their educational and career goals.

- Student statement attached

3. Verification and Endorsement

- **School Counselor Signature:** _____ Date: _____
- **School Administrator Signature:** _____ Date: _____

4. Final Determination (For Administrative Use Only)

- Approved
- Deferred (Further documentation or improvement required)
- Denied
- **Reason for Decision:** _____
- **Signature of Reviewing Administrator:** _____

Section 4: Sponsorship Account

1. School (Counselor) sets up Sponsorship Account with College / University.
2. School (Counselor) submits requisition to Accounts Payable (PHSD).

Pleasant Hill High School Expanded Options Program Agreement

As a participant in the Pleasant Hill High School (PHHS) Expanded Options Program, I understand and agree to the following requirements:

Parent/Guardian and Student need to initial each requirement and sign / date.

1. _____ Students will check college email daily and respond to requests promptly.
2. _____ Pleasant Hill High School will pay up to 8 credits per term (based on student requests), **including mandatory fees** (e.g., technology fee, student activity fee, health clinic fee) up to \$300.00 that relate to their educational plan. The student is responsible for any tuition and course fees above the 8 credits per term. Pleasant Hill High School also provides up to \$300.00 toward the purchase of textbooks each term. (Other additional course fees will need approval from the district).
3. _____ Submit 4th and 7th week progress reports (assignments, assessments, midterms, finals) to PHHS Academic Counselor for each course.
4. _____ Student must attend tutoring if progress reports indicate a C or below in any course. Students must submit a completed tutor for to PHHS within w week of tutoring session.
5. _____ Students who earn a D, F or No Pass in a course must meet with PHHS Principal/Academic Counselor to discuss continuing eligibility in the program.
6. _____ The student is responsible for the cost of transportation to and from the college.
7. _____ Student understands that personal information may be tracked by PHHS for reporting purposes. Information tracked by PHHS will be collected individually, but will only be reported in group totals.
8. _____ Student understands that the letter grade they receive from Lane Community College or University of Oregon will be transcribed to high school transcript. P/NP is not an option for high school transcript.
9. _____ Student understands that they will need to return textbooks to the Academic Counselor in usable condition and in a timely manner or they will be required to purchase them from PHHS.
10. _____ Student understands that if they drop or do not pass their classes (D, f, or No Pass grades) after the 100% refund date or without permission from the Academic Counselor or Principal they will be responsible for payment of tuition, fees, and books.
11. _____ Student understands that PHHS, Lane Community College, University of Oregon, or the parent/guardian may, without cause, terminate placement, if it is deemed inappropriate for the student. In such cases the student will be re-enrolled in PHHS classes.
12. _____ Student understands that while placed at the college or university, they will be working with the High School Connections Advisor and a program Academic Advisor.

13. _____ Student understands that they must make satisfactory progress toward PHHS diploma program while enrolled in the program, including senior projects or other diploma requirements.

14. _____ Student understands that this program will change and evolve over time. Students will be expected to keep up to date and follow all future program changes.

15. _____ Student understands that if they receive a 1098T from the college or university that they will only claim on their taxes the amount paid beyond what was paid by the district.

16. _____ Student understands that they will be enrolling into an adult environment and that they are assuming an obligation to conduct themselves in a manner compatible with the functions of the college or university (e.g., colleges and universities do not provide follow-up on nonattendance). Parents/students should also be aware that college and university courses deal with adult issues and content. Such content will not be adjusted due to the presence of a high school aged student.

17. _____ Student understands that they will have a liaison that will serve as their point of contact at the college or university and they will need to work with them on a regular basis.

18. _____ Student understands that they must attend required meetings with their liaison in order to participate in the Expanded Options Program.

19. _____ If student intends to participate in sports or activities through PHHS, they will need to maintain OSAA eligibility requirements.

I understand that if I am not successful in my Expanded Options Program, I may forfeit my opportunity to continue in the program.

Student Signature

Date

Parent Signature

Date