



**Thursday, January 14, 2021
Programs & Services**

Subcommittee of the Board of Education ~ Appleton Area School District

All members will be participating from remote locations

TIME: 7:45 AM

***A live stream of this meeting will be available on the Appleton Area School District YouTube Channel: <https://www.youtube.com/channel/UCHo-l09YGgt4uKnCWYvt8Pw>**

***For remote attendance via telephone, please dial: 1-312-626-6799**

Meeting ID: 987 4804 2415

1. VIRTUAL MEETING NOTICE

Subject	A. Members of the media or general public may access the meeting via the live stream broadcast on the Appleton Area School District YouTube Channel: https://www.youtube.com/channel/UCHo-l09YGgt4uKnCWYvt8Pw. For remote attendance via telephone, please dial: 1-312-626-6799 Meeting ID: 987 4804 2415
Meeting	Jan 14, 2021 - Programs & Services
Category	1. VIRTUAL MEETING NOTICE
Type	Information, Procedural
Subject	B. This meeting will be conducted as a virtual meeting due to the active COVID-19 public health emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing.
Meeting	Jan 14, 2021 - Programs & Services
Category	1. VIRTUAL MEETING NOTICE
Type	Information, Procedural
Subject	C. Any special needs or any requests for accommodations related to accessing the meeting should be sent to Donna Goetzke, at goetzkedonna@aasd.k12.wi.us or (920) 832-6142, at least 24-hours in advance of the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.
Meeting	Jan 14, 2021 - Programs & Services
Category	1. VIRTUAL MEETING NOTICE

Type Information

Subject **D. With respect to the gravity of the current public health emergency, we have made every effort to streamline this meeting as much as possible while still focusing on items that are essential to the current and future operations of the District. As such, there will be no opportunity for public comments this morning. If you have comments you wish to share with the Committee, you are welcome to submit them in writing. Comments can be submitted to Donna Goetzke at goetzkedonna@aasd.k12.wi.us (preferred) or mailed to 131 E. Washington Street, Suite 1A, Appleton, WI, 54911. All written comments submitted will be distributed to all Programs & Services committee members. We appreciate your understanding during this unprecedented time.**

Meeting Jan 14, 2021 - Programs & Services

Category 1. VIRTUAL MEETING NOTICE

Type Information

2. APPROVAL OF MINUTES

Subject **A. Minutes from Programs & Services Meeting on October 15, 2020 ~ 5 minutes**

Meeting Jan 14, 2021 - Programs & Services

Category 2. APPROVAL OF MINUTES

Type Action, Minutes

Recommended Motion to approve the minutes.
Action

Minutes View Minutes for Oct 15, 2020 - Programs & Services

Minutes are considered draft until approved at the Programs & Services meeting.

Motion & Voting

Motion to approve the minutes.

Motion by Deborah Truymen, second by Kristine Sauter.

Final Resolution: Motion Carried

Aye: Barry O'Connor, Deborah Truymen, Kristine Sauter

3. AGENDA TOPICS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may participate in discussions, they do not vote.)

Subject **A. Update on Hybrid Delivery Model for Grades 5-12 ~ 30 minutes**

Meeting Jan 14, 2021 - Programs & Services

Category 3. AGENDA TOPICS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may participate in discussions, they do not vote.)

Type Information

File Attachments

Subject	B. Space Availability for the 2021-22 Open Enrollment Application Period ~ 20 minutes
Meeting	Jan 14, 2021 - Programs & Services
Category	3. AGENDA TOPICS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may participate in discussions, they do not vote.)
Type	Action

File Attachments

[Item for Consideration ~ Space Availability for the 2021-22 Open Enrollment Application Period.pdf \(82 KB\)](#)
[2021-22 Open Enrollment Application Period.pdf \(150 KB\)](#)

Motion & Voting

Motion to approve the space availability for the 2021-22 open enrollment application period

Motion by Deborah Truyma, second by Kristine Sauter.

Final Resolution: Motion Carried

Aye: Barry O'Connor, Deborah Truyma, Kristine Sauter

Subject	C. Physical Education 9 (0010) and Creating Physical Literacy (0015) Waiver ~ 20 minutes
Meeting	Jan 14, 2021 - Programs & Services
Category	3. AGENDA TOPICS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may participate in discussions, they do not vote.)
Type	Action

File Attachments

[Item for Consideration ~ Physical Education 9 \(0010\) and Creating Physical Literacy \(0015\) Waiver.pdf \(117 KB\)](#)

Motion & Voting

Motion to approve the universal waiver to allow the course Creating Physical Literacy to serve as the 0.5 PE 9 credit towards graduation for all ninth grade students who cannot take PE 9 during the 2020-21 school year.

Motion by Kristine Sauter, second by Deborah Truyma.

Final Resolution: Motion Carried

Aye: Barry O'Connor, Deborah Truyma, Kristine Sauter

Subject	D. Updating of Board Policies: 343.45 – Start College Now-Technical College Program; 343.46 – Early College Credit Program ~ 15 minutes
Meeting	Jan 14, 2021 - Programs & Services
Category	3. AGENDA TOPICS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may participate in discussions, they do not vote.)

not vote.)

Type

Action

File Attachments

[Item for Consideration ~ Updating of Board Policies 343.45 – Start College Now-Technical College Program; 343.46 – Early College Credit Program.pdf \(113 KB\).](#)

[Start College Now - Technical College Program Policy 343.45 and 343.45-Rule.pdf \(371 KB\).](#)

[Early College Credit Program Policy 343.46 and 343.46-Rule.pdf \(375 KB\).](#)

Motion & Voting

Motion to approve revised policies 343.45 – Start College Now-Technical College Program and 343.46 – Early College Credit Program

Motion by Deborah Truymen, second by Kristine Sauter.

Final Resolution: Motion Carried

Aye: Barry O'Connor, Deborah Truymen, Kristine Sauter

4. FUTURE MEETINGS & TOPICS ~ VIRTUAL

Subject **A. January 28: No topics at this time**

Meeting Jan 14, 2021 - Programs & Services

Category 4. FUTURE MEETINGS & TOPICS ~ VIRTUAL

Type Information

Subject **B. February 11: No topics at this time**

Meeting Jan 14, 2021 - Programs & Services

Category 4. FUTURE MEETINGS & TOPICS ~ VIRTUAL

Type Information

ITEM OF INFORMATION

Topic: Update on Hybrid Delivery Model for Grades 5-12

Background

Information: During the December 14, 2020, Board of Education meeting, a plan was presented to implement a hybrid model of instruction for grades 5-12 in the AASD with a target date of January 19, 2021. Since this past summer, work groups at the elementary, middle, and high school levels have worked collaboratively to create implementation plans that integrate instructional as well as logistical considerations. Based on established guiding principles and mitigation strategies, each level has developed and refined instructional delivery models in anticipation of the January 19 implementation. An overview of the hybrid model for all three levels is being provided to the Board at this time.

Instructional

Impact: Starting January 19th, students in grades 5-12 will have the opportunity to attend in person learning in a hybrid format. Families will retain the choice of having their child(ren) receive instruction through a fully virtual learning model for the remainder of the 2020-21 school year.

Contact

Persons: Nan Bunnaw, Assistant Superintendent - School Services (EC-6), 832-6301, bunnownanette@aad.k12.wi.us

Steve Harrison, Assistant Superintendent of AC&I, 832-6157 x2177, harrisonstepha@aad.k12.wi.us

James Huggins, Assistant Superintendent - School Services (7-8), 832-6142, hugginsjames@aad.k12.wi.us

Ben Vogel, Assistant Superintendent - School Services (9-12), 832-6301, vogelben@aad.k12.wi.us

ITEM FOR CONSIDERATION

Topic:	Space Availability for the 2021-22 Open Enrollment Application Period
Background Information:	Wisconsin Act 114 requires districts to determine the number of regular and special education spaces at a January Board meeting. Historically, the District has determined space availability in January for the upcoming open enrollment application period. The process of determining space for open enrollment is based on the District's Public School Open Enrollment Policy-423 and 423-Rule. Per Board Policy, space availability for open enrollment purposes is determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board.
Fiscal Note:	The estimated open enrollment aid transfer amount for a full time, full year student is \$8,125. For a full time, full year student with a disability the aid transfer amount is \$12,977.
Instructional Impact:	Students approved to attend through open enrollment become part of the Appleton Area School District community.
Administrative Recommendation:	Based on the Board Policy space availability calculation, which is consistent with Wis. State Statute 118.51 and its implementing Administrative Code regulations, it is recommended that grades K-6 at Huntley Elementary School be closed for open enrollment (no spaces available). All grades at other elementary schools are open. All grades at middle and high schools are open. In addition, based upon the same Board Policy it is recommended that all special education programs and related services are closed (no space available) with the exception of middle school intellectual disabilities and physical therapy. The determination of space availability for regular and special education is based on Board Policy, Wis. State Stats. 118.51 and its implementing Administrative Code regulations. Approve as recommended based on Board Policy.
Contact Person(s):	Polly Vanden Boogaard, Assistant Superintendent of Student Services, 997-1399 ext. 2028, vandenboogaard@aasd.k12.wi.us Greg Hartjes, Chief Financial Officer, 997-1399 ext. 2029, hartjesgreg@aasd.k12.wi.us Nan Bunnnow, Assistant Superintendent of School Services, 997-1399 ext. 2040, bunnownanette@aasd.k12.wi.us

2021-22 OPEN ENROLLMENT APPLICATION PERIOD

SPACE AVAILABILITY (Open Enrollment Policy 423)

Space availability for open enrollment will be determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the School Board. Spaces available for nonresident open enrollment are determined for each building and programs including special education and related services. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling. The space available within the AASD will be determined by February 1.

Guidelines for accepting and denying open enrollment requests:

1. Closed grades K-6 (deny): Huntley Elementary
2. Applications that request consideration for only a specific school(s) and services/space not available (deny)
3. Tuition waiver, current open enrollment, and current AASD students who moved and applied for open enrollment will be permitted to continue (accept)
4. Special education programs and related services: The chart below indicates various programs and related services that are open and closed.

Special Education Programs and Related Services Space Availability

Working capacity is 95% of maximum suggested enrollment.

Open enrollment ceiling is 90% of the working capacity for ELEMENTARY and MIDDLE SCHOOL.

Open enrollment ceiling is 100% of the working capacity at the HIGH SCHOOL.

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2021-22	SPACE AVAILABLE TO Open Enrollment Applicants 2021-22
ECSE, I4K, ECSE Itinerant (10 max)	133	120	143	Closed
Elementary AUT (10 max)	86	77	144	Closed
Deaf and hard of hearing (12 max)	46	41	63	Closed
Vision (12 max)	32	29	30	Closed
Audiology (50 max)	38	34	45	Closed
Elementary K1, SC, SEBD (7 max/unit)	20	18	18	Closed

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2021-22	SPACE AVAILABLE TO Open Enrollment Applicants 2021-22
Elementary EBD (12 max)	211	190	193	Closed
Elementary ID (10 max)	76	68	68	Closed
Elementary IDS (6 max/unit)	6	5	14	Closed
Physical Therapy (30 max)	80	72	66	6 slots
Occupational Therapy (30 max)	266	240	334	Closed
Special Physical Education (30 max)	211	190	209	Closed
SL Elementary (ELEM 40 max) Middle School (MS 47 max) High School (HS 47 max) SL Itinerant (22 max)	1068 ELEM 152 MS 165 HS 123	961 ELEM 137 MS 165 HS 111	1068 139 227 150	Closed
		1,374	1,584	
Elementary LD (12 max)	340	306	307	
Middle School LD (15 max)	165	149	161	
High School LD (18 max)	325	325	352	Closed
Middle School IDS (6 max/unit)	6	5	5	Closed
Middle School ID (10 max)	29	26	15	11 slots
Middle School EBD (13 max)	79	71	80	Closed
Middle School SC, SEBD (7 max/unit)	13	12	12	Closed
Middle School AUT (10 max/unit)	29	26	43	Closed
High School SC, SEBD (10 max/unit)	19	19	34	Closed

PROGRAM/SERVICE	WORKING CAPACITY	OE CEILING	PROJECTION 2021-22	SPACE AVAILABLE TO Open Enrollment Applicants 2021-22
High School EBD (14 max)	144	144	179	Closed
High School AUT (10 max/unit)	29	29	99	Closed
High School ID (10 max)	76	76	76	Closed
High School IDS (6 max/unit)	6	6	6	Closed
Wisconsin Connection Academy (Home-Instruction Charter School): Special education open enrollment applications will be accepted or denied based on the student's individual educational plan (IEP). If programs and services can be provided without violating state and federal regulations, particularly related to free appropriate public education (FAPE) and least restrictive environment (LRE), then applications will generally be accepted. If space, programs and services are available for those who have a preference for WCA but it is not their only open enrollment choice, the District may consider other sites.				

ITEM FOR CONSIDERATION

Topic: Physical Education 9 (0010) and Creating Physical Literacy (0015) Waiver

Background

Information: *Creating Physical Literacy* was created and Board approved on September 14, 2020 as a physical education (PE) course to meet the needs of virtual instruction and PE outcomes for all 9-12 AASD students due to the ongoing pandemic. This course was offered to all students in grades 9-12 during the 2020-21 school year as a virtual course in place of the regular PE offerings. It was communicated to Board members, District leaders, administrators, teachers, students, and parents that *Creating Physical Literacy* would not satisfy the *Physical Education 9 (PE 9)* requirement for graduation due to the District's required outcomes for aquatic, dance and adventure skills. Thus, students who need *PE 9* will be expected to take it over the course of their remaining high school career.

There are currently 1,106 ninth grade students who will need to take *PE 9* during the 2021-22 school year. In addition, there are currently 1,082 eighth grade students who, as incoming ninth graders, will also need to take *PE 9*. In collaboration with high school administrators, there is a potential for conflicts with student choices, scheduling and facility use to accommodate scheduling for a backlog of students and incoming students.

The request is for the adoption of a universal waiver to allow the course *Creating Physical Literacy* to serve as the 0.5 *PE 9* credit towards graduation for all ninth grade students who cannot take *PE 9* during the 2020-21 school year.

The waiver will not require students to take *PE 9* over the next 3 years, but if interested, students may take *PE 9* for a PE credit to satisfy the 1.5 PE graduation credits. Site administrators will encourage current 9th grade students to enroll in the *PE 9* course as a 10th, 11th, or 12th grader and will make accommodations to schedule students into *PE 9* based on student choice. While the waiver will allow *Creating Physical Literacy* to count as the 0.5 *PE 9* credit, all students will still need to complete two additional PE courses to satisfy the 1.5 PE graduation credits.

Fiscal

Note: There is no fiscal commitment for the waiver.

Instructional

Impact: This waiver provides site administrators with the flexibility to schedule students who are interested in taking *PE 9* over the next 3 years without any impact to graduation requirements and allow students the opportunity to experience the learning outcomes in *PE 9*. This waiver is only a one time exception for students who were impacted by the pandemic during the 2020-21 school year.

Administrative

Recommendation: Approve as submitted.

Contact

Persons: Mikki Duran, 997-1399 x-2190 duranmikki@aasd.k12.wi.us
Thai Xiong, 832-6157 x-2177, xionghai@aasd.k12.wi.us
Steve Harrison, 832-6157 x-2177, harrisonstepha@aasd.k12.wi.us

ITEM FOR CONSIDERATION

Topic: Updating of Board Policies: 343.45 – Start College Now-Technical College Program; 343.46 – Early College Credit Program

Background Information: During the 2019-20 school year, the AASD Board of Education approved revisions following the passing of Act 59 in which Youth Options and Course Options were replaced by Policy 343.45 – Start College Now-Technical College Program and 343.46 – Early College Credit Program. Since the implementation of the updates made in 2020, additional clarity to language and practices listed within the two policies are being requested at this time.

Fiscal Note: None

Instructional Impact: Proposed updates to Board policies 343.45 and 343.46 will ensure that district practices and Board policy are aligned.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Steve Harrison, Assistant Superintendent of Assessment, Curriculum and Instruction, 832-6157 x2177, harrisonstepha@asd.k12.wi.us

START COLLEGE NOW TECHNICAL COLLEGE PROGRAM

Appleton Area School District high school students in 11th or 12th grade who meet the eligibility requirements defined in applicable State Statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a Wisconsin Technical College through the Start College Now technical college course program.

The Assistant Superintendent of Assessment, Curriculum and Instruction (ACI) or administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Start College Now technical college course program; and (2) except for refusal of permission to take a course that is based on an undue financial burden, determine whether the District will approve individual applications, and pay for specific courses based on the criteria established in State law, any applicable State regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in State law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course; and
4. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

The District may refuse to allow a student with a disability to attend a technical college through the Start College Now technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the District. The determination of an undue financial burden shall be made by the Assistant Superintendent of Pupil/Student Services.

RESPONSIBILITY FOR COSTS; LIMITATIONS ON DISTRICT PAYMENTS

To the extent required by State law, the District shall pay the costs associated with students' enrollment in a technical college under this policy if the course is taken for high school credit and the course is not comparable to a course offered in the District. Limitations on the District's responsibility for payment include the following:

1. The District shall pay only such tuition, fees and course material costs as are required by law. If the District is required to pay the technical college for the cost of book(s) or similar resource(s) that is not a one-time use item(s), the student shall be required to return the resource(s) to the District upon completion of the course.

2. The District shall pay for no more than the equivalent of a combined total of 18 post-secondary semester credits per student for any courses that are taken through the Start College Now technical college course Program. Courses that the District paid for under the former Youth or Course Options Programs count toward this credit limit. However, the limitation on 18 District paid credits does not prohibit a student from (1) taking other courses through a technical college where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other high school courses offered by the District that may result in eligibility for post-secondary credit(s).
3. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the tuition, fees, and other costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Start College Now technical college course program.
4. Unless otherwise required by law, the District is not responsible for providing transportation to technical college courses taken under this policy nor paying for transportation-related costs.

GOOD ACADEMIC STANDING

Solely for purposes of determining a student's eligibility to enroll in a course at a technical college under this policy, "good academic standing" in the District means that the student has a cumulative high school grade point average of at least 2.0 at the time of the determination.

COURSE COMPARABILITY

For purposes of determining whether a course that a student wishes to take through the Start College Now technical college course program is comparable to a course offered by the District, and pending the development of any new State regulations applicable to the Start College Now technical college course program or the adoption of other specific local standards for determining course comparability, the District shall apply the standards found in [Pl 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

RECONSIDERATION AND APPEALS

A student or his/her parent or guardian may submit a written request to the District Superintendent to reconsider a District decision related to a student's participation in the Start College Now technical college course program, except for any decisions made directly by the Board. In addition, if an applicant for the program disagrees with a District decision regarding comparability of courses or the satisfaction of high school graduation requirements, State law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

Cross References: Equal Opportunity, 411
Student Nondiscrimination, 411.2
School Entrance Ages and Early Admission, 421 and
421-Rule Student Attendance, 430 and 430-Rule
Early College Credit Program 343.46 and
343.46-Rule WIAA Transfer Rules and
Regulations

Legal References: Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1) (b) and
(d); 118.153(a); 118.33; 118.55; 118.57
Administrative Rule PI40

Adoption Date: February 27, 2018

Amended Dates: February 24, 2020

**START COLLEGE NOW
TECHNICAL COLLEGE PROGRAM**

Procedures

A. STUDENT ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT TECHNICAL COLLEGES

1. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through a Wisconsin technical college under the Start College Now technical college course program must:
 - a. Submit all required notices, parent permissions (if under 18), and college applications on a timely basis;
 - b. Have completed 10th grade, have all requirements met, including a minimum of 12 high school credits completed toward graduation by the end of the high school semester in which the student gives notice of his/her intent to take a technical college course;
 - 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 within the District. For purposes of this requirement, "good academic standing" in the District means that the student has a cumulative high school grade point average of at least 2.0 at the time of the determination.
2. A technical college district board may deny a high school student admission to the technical college, or registration in a specific course, for any of the reasons provided in State law, including the technical college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and with the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Start College Now technical college course program.
3. A student participating in the Start College Now technical college course program may attend only one technical college in any semester.
4. A student who is participating in the Start College Now technical college course program in any semester may not simultaneously participate in the Early College Credit Program.
5. The District may refuse to allow a student with a disability to attend a technical college through the Start College Now technical college course program if the costs related to any special services required for the student would impose an undue financial burden on the District.

343.45-RULE (cont.)

6. Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the Start College Now technical college course program through the District, even if they are taking or have taken individual courses in a District high school.
7. Students attending classes at a technical college under this program shall be responsible for their own transportation, except as otherwise required by law.

B. COURSE APPLICATION PROCESS

1. Students interested in attending individual courses at a Wisconsin technical college under the Start College Now technical college course program must do all of the following to start the application process:
 - a. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more technical college courses under the Start College Now technical college course program. The student shall use the Wisconsin Technical College System (WTCS)-approved form when providing this written notice. A separate notification form must be completed and processed for each semester that a student applies to participate in the Start College Now technical college course program.
 - The initial notification form must be submitted to the student's high school counseling office prior to March 1 if the student intends to enroll at the technical college in the subsequent fall semester, and prior to October 1 if the student intends to enroll in the subsequent spring semester.
 - If the student who intends to take a technical college course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
 - Submit course descriptions and official high school transcript.
 - b. To the extent required by the applicable technical college, submit a timely and complete application directly to the technical college, under any procedures and deadlines established by the technical college.
2. As soon as such information is available, the student shall further notify the student's high school counseling office and the ACI department:
 - a. That the student has been admitted to the technical college to which the student applied;
 - b. That the student has successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.
3. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program and process individual course requests.

343.45-RULE (cont.)

4. Upon receiving a student's written notification of intent to participate in the Start College Now technical college course program, the Assistant Superintendent of ACI or administrative-level designee shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether a proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.
5. The Assistant Superintendent of ACI or administrative-level designee shall notify the student, in writing, of the District's determinations regarding awarding of high school credit (including the amount of credit), course comparability, and satisfaction of high school graduation requirements. The District shall also notify the student of his/her right to appeal any negative determinations on these issues to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for fall courses, and by November 15 for initial notices that were received by October 1 for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the technical college semester in which the student will be enrolled for the course(s).
6. Appeals of District Decisions. If an applicant for the program disagrees with a District decision regarding course comparability or the satisfaction of high school graduation requirements, State law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

C. SATISFACTION OF GRADUATION REQUIREMENTS; AWARDING HIGH SCHOOL CREDIT FOR TECHNICAL COLLEGE COURSES

1. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.
2. Pending the development of any new State regulations applicable to the Start College Now technical college course program that address the granting of high school credit for a course taken at a technical college under this policy, or the adoption of other specific local standards for such credit determinations, the

343.45-RULE (cont.)

District shall apply the mandatory and discretionary standards for granting credit that are found in [PI 40.07\(1\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

- a. The District may deny high school credit for a technical college course if any of the following apply:
 - The District offers a course that is 80% comparable.
 - The course repeats the course content for which a student has already received a passing grade and high school credit.
 - The course repeats the content of a postsecondary course that the student has already taken and failed.
- b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for a technical college course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:
 - The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by District.
 - The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by, but not offered by, the District for credit toward graduation.
 - The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
3. In order for a student to receive high school credit for a course taken at a technical college under the Start College Now technical college course program, the student must complete the course and receive a passing grade, as determined by the technical college.
4. To the extent required by State regulations a student shall be granted 1/4 high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the technical college course program.
5. Start College Now technical college coursework grades will be documented on the student's official transcript; such transferred grades will **not** be incorporated into the student's high school cumulative high school grade point average for purposes of determining honors, class rank, and scholarship eligibility.

D. COURSE COMPARABILITY

1. For purposes of determining whether a course that a student wishes to take through the Start College Now technical college course program is 80% comparable to a course offered by the District, and pending the development of any new State regulations applicable to the Start College Now technical college course program or the adoption of other specific local standards for determining course comparability, the District shall apply the standards found in [PI 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

343.45-RULE (cont.)

2. Although a student may still elect to take a technical college course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.

Cross References: Equal Opportunity, 411

Student Nondiscrimination, 411.2

School Entrance Ages and Early Admission, 421 and

421-Rule Student Attendance, 430 and 430-Rule

Early College Credit Program 343.46 and 343.46-

Rule WIAA Transfer Rules and Regulations

Legal References: Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1) (b) and (d);
118.153(a); 118.33; 118.55; 118.57
Administrative Rule PI40

Start College Now / Early College Credit

Timeline/Deadlines

March 1st – for Fall Semester/Term
October 1st – for Winter/Spring Semester/Term

STEP	STUDENT	COUNSELOR	ACI DEPARTMENT
1	- Complete the following forms: Start College Now or Early College Credit Program form (found in counseling office or on AASD website) Course Request Form (internal document) Course description for <u>each</u> class requested Official High School transcript - Send all forms <u>PRIOR TO</u> deadlines (above) to assigned counselor	- Meet with student to make sure that course(s) fits within schedule and AASD does not already offer the course(s). - Fill out and sign “School Counselor” section on Course Request Form (internal document) - Run Official High School transcript - Turn in all documents for student to the ACI department in hard copy/original form.	Accept all documents from counselor on behalf of the student.
2			- Notify student of acceptance or denial in the Start College Now Program or Early College Credit Program by deadlines below: May 15 for Fall Semester/Fall Term (Lawrence) November 15 for Spring Semester/Winter and Spring Term (Lawrence)
3	- Once approval is received: - Notify Counselor of acceptance - Send Start College Now or Early College Credit Program application to college/university - Complete application and other necessary documents to apply to college/university - Reach out to ACI department to determine if district textbooks are available	Notify ACI department if any changes are made to student’s originally approved course(s)	

Revised 1-2020

Adoption Date: February 26, 2018

Amended Dates: February 24, 2020

EARLY COLLEGE CREDIT

Appleton Area School District high school students who meet the eligibility requirements defined in applicable statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a University of Wisconsin two- or four-year campus, tribally controlled college, or participating private, nonprofit college/university in Wisconsin through the Early College Credit Program.

The Assistant Superintendent of Assessment, Curriculum and Instruction or administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (2) determining whether the District will approve individual applications and pay for specific courses based on the criteria established in State law, any applicable State regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in State law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements; and
4. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

RESPONSIBILITY FOR COSTS; LIMITATIONS ON DISTRICT PAYMENTS

To the extent required by State law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the college/university and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the amounts (if any) specified as the student's responsibility for each course under State law and District's policy. The following also apply:

1. If a student takes a course at a college/university that is 80% comparable to a course offered in the District, the District will make no payment for the course(s). Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course(s).
2. If a student takes a course at a college/university for postsecondary credit only, and the course is not 80% comparable to a course offered in the District, the student or the student's parent or guardian shall pay the District 25% of the tuition amount that the District is required to pay to the college/university, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction.

343.46 (cont.)

If applicable to a course and not waived pursuant to State law, the following provisions further govern the timing and method for making such 25% payments to the District:

- a. The student or his/her parent or guardian may make payment for such courses via a personal check or a bank (cashiers) check, made payable to the Appleton Area School District, or a cash payment to the high school business office. If a check is returned as non-payable due to insufficient funds, a stop-payment order, or any other reason, any related fee(s) charged to the District by a financial institution will be added to the amount due.
 - b. Student, parent or guardian payment of the 25% share of tuition costs, such as “unless the District’s Business Office has agreed in writing to a different plan of scheduled payments,” payment is due in full within 30 days of the date on which the District provides the student (or student’s parent or guardian) with an invoice of the specific amount due. Payment is due in full within 30 days of the date on which the District provides the student (or student’s parent or guardian) with an invoice of the specific amount due.
 - c. If the District receives any payment from the student or the student’s parent or guardian as a share of tuition, and it is later determined that the District is not responsible for paying tuition for the course, or if the amount received as payment exceeds the amount of the student’s actual payment obligation, the District will refund the appropriate amount to the student or his/her parent or guardian.
 - d. Any past-due payments for a share of course tuition that are owed by a student may result in the denial of certain school-related privileges in the same manner that applies to other past-due school fees and charges.
3. The District shall pay for no more than the equivalent of a combined total of 18 post-secondary semester credits per student for any courses that are taken through the Early College Credit Program (section 38.12(14) of the State Statutes). Courses that the District paid for under the former Youth Options Program and/or Course Options Program count toward this 18 credit limit. However, the limitation on total paid credits does not prohibit a student from (1) taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other District-approved high school courses, outside of the specific State programs, that may result in eligibility for postsecondary credit(s).
4. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student’s parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Early College Credit Program.
5. In order for a student to avoid a payment obligation (where applicable) for a course taken through the Early College Credit Program, it is the sole responsibility of the student and his/her parent or guardian to ensure that the student withdraws from the course prior to the applicable IHE’s deadline for doing so such that the college/university will not charge the District any tuition for the course.

6. Unless otherwise required by law, the District is not responsible for providing transportation to college/university courses taken under this policy or paying for transportation-related costs.

SATISFACTION OF GRADUATION REQUIREMENTS; AWARDING HIGH SCHOOL CREDIT FOR COLLEGE COURSES; AND COURSE COMPARABILITY DETERMINATIONS

Pending the development of any new State regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at an college/university under this policy, the satisfaction of high school graduation requirements, and/or the determination of whether a course offered by an college/university is comparable to a course offered in the District, or the adoption of other specific local standards for making such determinations within the Early College Credit Program, the District shall apply the mandatory and discretionary standards found in [PI 40.07](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

If a student who intends to take a course through the Early College Credit Program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

Cross References: Equal Opportunity, 411
Student Nondiscrimination, 411.2
School Entrance Ages and Early Admission, 421 Student Attendance, 430 and 430-Rule WIAA Transfer Rules and Regulations

Legal References: Wisconsin Statutes 38.12(14); 115.385(4); 118.15(1)(d); 118.33; 118.55; 118.57; 120.12(17)
Administrative Rule PI40

Adoption Date: February 26, 2018

Amended Dates: February 24, 2020

EARLY COLLEGE CREDIT

Procedures

A. STUDENT ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT ELIGIBLE COLLEGES OR UNIVERSITIES

1. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course at a University of Wisconsin two- or four-year campus, tribally controlled college, or participating private, nonprofit college/university in Wisconsin under the Early College Credit Program college must:
 - a. Submit all required notices, parent permissions (if under 18), and college applications on a timely basis;
 - b. Have completed 8th grade, have all requirements met, including a minimum of six (6) high school credits completed toward graduation by the end of each year of high school enrollment;
 - 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 within the District. For purposes of this requirement, "good academic standing" in the District means that the student has a cumulative high school grade point average of at least 2.0 at the time of the determination.
2. A college or university may deny a high school student admission to the college/university, or registration in a specific course, for any of the reasons provided in State law, including the college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and with the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Early College Credit Program.
3. A student participating in the Early College Credit Program may attend only one college or university in any semester.
4. A student who is participating in the Early College Credit Program in any semester may not simultaneously participate in the Start College Now technical college course Program.
5. The District may refuse to allow a student with a disability to attend a college or university through the Early College Credit Program if the costs related to any special services required for the student would impose an undue financial burden on the District.
6. Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the

343.46-RULE (cont.)

Early College Credit Program through the District, even if they are taking or have taken individual courses in a District high school.

7. Students attending classes at a college/university under this program shall be responsible for their own transportation, except as otherwise required by law.

B. COURSE APPLICATION PROCESS

1. Students interested in attending individual courses at an Early College Credit Program eligible college/university must do all of the following to start the application process:
 - a. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more college courses under the Early College Credit Program. A separate notification form must be completed and processed for each semester that a student applies to participate in the Early College Credit Program. The student shall use the Early College Credit Program (ECCP)-approved form when providing this written notice. A separate notification form must be completed and processed for each semester that a student applies to participate in the Early College Credit Program.
 - The initial notification form must be submitted to the student's high school counseling office prior to March 1 if the student intends to enroll at the college/university in the subsequent summer or fall semester and prior to October 1 if the student intends to enroll in the subsequent spring semester.
 - In addition to any other information required on the form, the initial notice must identify the name of the college/university the student plans to attend, the titles of the course(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both.
 - If the student who intends to take a college/university course is a minor, the student's parent or guardian must provide signed permission for the student to participate in the program on the student's initial notification form.
 - Submit course descriptions and official high school transcript.
 - b. To the extent required by the applicable college/university, submit a timely and complete application directly to the technical college, under any procedures and deadlines established by the technical college.
2. As soon as such information is available, the student shall further notify the student's high school counseling office and the ACI department:
 - a. That the student has been admitted to college/university to which the student applied;
 - b. That the student has been successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.

343.46-RULE (cont.)

3. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the program and process individual course requests.
4. Upon receiving a student's written notification of intent to participate in the Early College Credit course program, the Assistant Superintendent of ACI or administrative-level designee shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether a proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.
5. The Assistant Superintendent of ACI or administrative-level designee shall notify the student, in writing, of the District's determinations regarding awarding of high school credit (including the amount of credit), course comparability, and satisfaction of high school graduation requirements. The District shall also notify the student of his/her right to appeal any negative determinations on these issues to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information provided on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for summer or fall courses, by November 15 for initial notices that were received by October 1 for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the college/university semester in which the student will be enrolled for the course(s).
6. Appeals of District Decisions. If an applicant for the program disagrees with a District decision regarding course comparability or the satisfaction of high school graduation requirements, State law provides that the applicant may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the District's decision.

B. SATISFACTION OF GRADUATION REQUIREMENTS; AWARDING HIGH SCHOOL CREDIT FOR COLLEGE COURSES

1. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.

343.46-RULE (cont.)

2. Pending the development of any new State regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at a postsecondary institute under this policy, or the adoption of other specific local standards for such credit determinations, the District shall apply the mandatory and discretionary standards for granting credit that are found in [PI 40.07\(1\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.
 - a. The District may deny high school credit for postsecondary course if any of the following apply:
 - The District offers a course that is 80% comparable.
 - The course repeats the course content for which a student has already received a passing grade and high school credit.
 - The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for an college/university course if the course meets any of the District's high school graduation requirements, as identified in the Board-approved high school graduation credit policies, and if any of the following conditions apply:
 - The course is complementary to, consistent with, or expands on a course of study or sequence of courses offered by District.
 - The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by but not offered by the District for credit toward graduation.
 - The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
3. In order for a student to receive high school credit for a course taken at an college/university under the Early College Credit Program, the student must complete the course and receive a passing grade, as determined by the college/university.
4. To the extent required by State regulations a student shall be granted 1/4 high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the Early College Credit Program.
5. Early College Credit coursework grades will be documented on the student's official transcript; such transferred grades will **not** be incorporated into the student's high school cumulative high school grade point average for purposes of determining honors, class rank, and scholarship eligibility.

C. COURSE COMPARABILITY

1. For purposes of determining whether a course that a student wishes to take through the Early College Credit Program is 80% comparable to a course offered by the District, and pending the development of any new State regulations applicable to the Early College Credit Program or the adoption of other specific

343.46-RULE (cont.)

local standards for determining course comparability, the District shall apply the standards found in [PI 40.07\(1m\)](#) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.

2. Although a student may still elect to take an college/university course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.

Start College Now / Early College Credit

Timeline/Deadlines

March 1st – for Fall Semester/Term
October 1st – for Winter/Spring Semester/Term

STEP	STUDENT	COUNSELOR	ACI DEPARTMENT
1	- Complete the following forms: Start College Now or Early College Credit Program form (found in counseling office or on AASD website) Course Request Form (internal document) Course description for <u>each</u> class requested Official High School transcript - Send all forms <u>PRIOR TO</u> deadlines (above) to assigned counselor	- Meet with student to make sure that course(s) fits within schedule and AASD does not already offer the course(s). - Fill out and sign “School Counselor” section on Course Request Form (internal document) - Run Official High School transcript - Turn in all documents for student to the ACI department in hard copy/original form.	Accept all documents from counselor on behalf of the student.
2			- Notify student of acceptance or denial in the Start College Now Program or Early College Credit Program by deadlines below: May 15 for Fall Semester/Fall Term (Lawrence) November 15 for Spring Semester/Winter and Spring Term (Lawrence)
3	- Once approval is received: - Notify Counselor of acceptance - Send Start College Now or Early College Credit Program application to college/university - Complete application and other necessary documents to apply to college/university - Reach out to ACI department to determine if district textbooks are available	Notify ACI department if any changes are made to student’s originally approved course(s)	

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