



INDEPENDENT STUDY HIGH SCHOOL

2009-2010 STUDENT HANDBOOK



UNIVERSITY OF NEBRASKA-LINCOLN

STUDENT HANDBOOK

Welcome to the University of Nebraska–Lincoln Independent Study High School! The following information has been prepared to provide students, parents, guardians, or organizations with additional information specific to course enrollment. This handbook can answer questions you may have about completing a course, graduation requirements or transferring credit, and policies at the Independent Study High School. If you should have any questions, please contact Customer Service.

Customer Service

E-mail: extservice@unl.edu

Phone: (866) 700-4747 (toll-free in the U.S. and Canada only)

(402) 472-2175 (local or international)

CONTENTS

| | |
|--|-----------|
| Getting Started | 2 |
| Proctor Information..... | 2 |
| Parent/Guardian Information | 3 |
| Course Management System | 3 |
| Computer Requirements | 3 |
| Diploma Program | 3 |
| Graduation Requirements | 4 |
| College Preparation & Admission | 5 |
| Policies/Information..... | 7 |
| Academic Honesty | 7 |
| Appropriate Use Policies..... | 8 |
| Copyright..... | 8 |
| Electronic Check Re-Presentation Policy..... | 8 |
| Family Education Rights and Privacy Act..... | 8 |
| Financial Holds | 9 |
| Grade Appeal Process..... | 9 |
| NCAA Information | 9 |
| Nebraska Diploma Student Info | 9 |
| <i>Compulsory Attendance</i> | 9 |
| <i>NeSA Assessment</i> | 9 |
| Student Record Release | 9 |
| Transferring Credit..... | 9 |
| Tuition, Costs, and Refunds..... | 10 |
| Student Opportunities..... | 10 |
| Graduation Ceremony | 10 |
| Honor Roll..... | 10 |
| K.O. Broady Scholarship | 10 |
| Transcripts | 10 |

HOW DO I BEGIN MY COURSES?

Accessing Courses & Materials

The course content (online and/or printed) will guide you through your course(s).

If your course is online, once you have enrolled in your course you will receive an e-mail (usually within 2 business days after enrollment) with information on how to access the online course management system, *WayCool*. You will be able to access coursework, grades, and supplemental study material within the online course management system. Most online courses also have the option to purchase printed course content, along with having access to online content.

If you enroll in a print-only course or if you choose to proceed through your course from printed materials, you will access your course from the printed content (printed syllabus purchased with course during enrollment).

It is important that you complete all course requirements.

HOW DO I SUBMIT MY COURSEWORK FOR GRADING?

Online Submission: All students receive access to the online course management system, even if they are accessing their course content from print materials. Evaluations, projects or tests may be submitted online when possible, through the online course management system.

Postal Mail Submission: Students choosing to submit tests, evaluations and projects by postal mail rather than online, must select the \$15 Mail Processing service at the time of enrollment. By selecting this, tests are mailed to the proctor and scan cards, lesson wrappers and addressed envelopes are mailed to the student. Students choose this option if proctors do not have the ability to download tests from the Internet. Due to the nature of some courses, online submission of coursework is not an option, and Mail Processing is required.

| Grading Scale Independent Study High School | |
|--|---------------|
| Letter Grade | Percent Scale |
| A+ | 98-100 |
| A | 93-97 |
| B+ | 90-92 |
| B | 85-89 |
| C+ | 82-84 |
| C | 77-81 |
| D+ | 74-76 |
| D | 70-73 |
| F | 69 or below |

For answers to other common questions, visit on our FAQ section, at highschool.unl.edu.

WHAT DOES A PROCTOR DO?

A proctor is someone in the student's local area who supervises the student while taking closed-book progress tests, shares feedback with the student once progress tests have been graded, and may monitor student progress. Depending on the arrangements made between the student, parent/guardian, and proctor, a proctor may also answer questions about course material, provide motivation, assist in setting schedules and perform other duties. The proctor has access to the online course management system, *WayCool*, to download progress tests, and view student progress and grades.

Proctors administering progress tests for students using *WayCool* must be able to download tests and follow procedures provided at the time of student enrollment. If the proctor is not able to use a computer, it is recommended that the student either choose another proctor or select the Mail Processing service at the time of enrollment so progress tests can be mailed.

Who can be a proctor?

The most acceptable choice for a proctor is a person currently employed at any level as an educator (elementary, secondary or post-secondary). The person could be a teacher, counselor, administrator or extension educator. Other acceptable choices include head librarians or local clergy.

Parents may not serve as proctors for their children unless approved by ISHS administration, and then only in an extraordinary circumstance. If you feel your circumstance is extraordinary, you will need to secure approval from ISHS administration.

Military families may use base education officers, chaplains and superior commissioned officers. Families living overseas may use embassy or consulate officials or other approved non-family members.

All proctors must be approved by the Independent Study High School or by the local school district if the student is enrolled in the district and planning to transfer credit to one of the district's schools. Students who need to change their proctor must submit a completed *Change of Status form* (available online at highschool.unl.edu).

If a student and proctor are planning to use the online course management system, both must have a unique e-mail address. Due to security features, a student and proctor cannot share an e-mail address.

PROCTOR GUIDE

NOTE TO PROCTORS: To gain access to the Proctor Guide, a step-by-step description of your responsibilities as proctor, visit our Web site at highschool.unl.edu.

PARENT/GUARDIAN INFORMATION

Many students who enroll in the Independent Study High School are not associated with a school or learning center. It is not unusual for students learning in an independent environment to need someone to help them stay on task or to motivate them, sometimes on a daily basis. We recommend a parent/guardian or other support person review the contents of the course introduction and work with the student to establish a timeline for course completion.

Courses are structured to be completed in an 18 week timeframe. Students have one year from the date the enrollment is processed to complete the course, and can complete in as little as five weeks from the date we receive the first graded work for the course.

ONLINE COURSE MANAGEMENT SYSTEM

Every student enrolled at the Independent Study High School receives access to the online course management system, *WayCool*, to submit evaluations, check grades, and access their online course(s).

Once an enrollment is processed, students will receive an e-mail message with their username and password for the online course management system and their proctor will also receive an e-mail message with his or her username and password. Students may log in to *WayCool* at any time from our Web site, highschool.unl.edu.

WayCool is a convenient online portal for students to manage their independent study experience whether they are enrolled in one course or many. Proctors will use *WayCool* to download progress tests, check grades and monitor student progress. Following completion of the course, access to the course will end.

| Course Name | Go To Course | My Work | My Grades |
|------------------------------------|--------------|---------|-----------|
| 1. Health and Wellness | Go To Course | My Work | My Grades |
| 2. Geometry 1 | Go To Course | My Work | My Grades |
| 3. First Year Spanish | Go To Course | My Work | My Grades |
| 4. AP Computer Science AB 1 | Go To Course | My Work | My Grades |
| 5. Multicultural Literature | Go To Course | My Work | My Grades |
| 6. 10th Grade English 1 | Go To Course | My Work | My Grades |
| 7. FIRST YEAR ALGEBRA 1 (058) | Go To Course | My Work | My Grades |
| 8. Advanced Placement US History 1 | Go To Course | My Work | My Grades |
| 9. Study Skills | Go To Course | My Work | My Grades |

Once logged into to *WayCool*, click on “Guide” for the step-by-step tutorial, explaining how to navigate your course(s).

Your *WayCool* home page lists all of the courses you are enrolled in. Click on “Go to Course” to view online course material. If the course is not offered in an online format, you will see “Not Online” and should refer to your printed course content (syllabus) to get started in the course.

WAYCOOL COMPUTER REQUIREMENTS

- Minimum Browser Configuration
 - Netscape 7.0 or higher
 - Internet Explorer 5.0 or higher (We recommend the latest version of Internet Explorer)*
- Word Processor
 - Microsoft Word or similar
- PDF Reader
 - Adobe Acrobat Reader (most recent version)
- Internet Connection
 - 56k modem or higher recommended
- Be sure your browser accepts cookies from *.unl.edu
- Have JavaScript and Pop-ups enabled
- A printer is useful to print course materials
- A printer is required for proctors to use when downloading and printing tests

***AOL USERS:** *WayCool should interact with America Online, however, you may experience some difficulties. If you do encounter any difficulties, we recommend you connect to the Internet via AOL but use Internet Explorer to log on to WayCool.*

REMINDER: Update your e-mail safelist to accept e-mail from ‘unl.edu’

NOTE: *Schools’ and learning organizations’ access to WayCool may vary.*

DIPLOMA PROGRAM

The Independent Study High School offers a full high school diploma program. Because the school is accredited by the Nebraska Department of Education, NCA CASI, and CITA, students who meet the specific requirements established by the Independent Study High School are granted a diploma. Students may choose to enroll in the general education or college preparatory course sequence.

DIPLOMA PROGRAM ELIGIBILITY

There are no age or grade restrictions for the diploma program, but please keep in mind that courses are written to grade level. For guidelines on the appropriate grade level by course, please consult the current bulletin of courses, available online at highschool.unl.edu.

GRADUATION REQUIREMENTS

To earn a diploma from the ISHS, students must accumulate a minimum of 200 credit hours (20 units).

Graduation requirements are based on state accreditation requirements. There are two diploma options offered to students, the college preparatory sequence and the general studies sequence.

The required credit hours per subject area are as follows:

| Subject | Credit Hours | Carnegie Units | Number of Courses | Courses that Fulfill Requirement |
|--|--------------|----------------|-------------------|--|
| Language Arts | 40 | 4 | 8 | |
| Option 1: English and a World Language | 30 | 3 | 6 | Any English (ENGH) course |
| | 10 | 1 | 1 (1 year) | plus any French (FREH), Spanish (SPNH) or Latin (LATH) course |
| Option 2: English | 40 | 4 | 8 | Any English (ENGH) course |
| Social Studies | 30 | 3 | 6 | |
| American History | 10 | 1 | 2 | American History 1 and 2 (SSTH 033 and 034) or AP U.S. History 1 and 2 (SSTH 071 and 072) |
| American Government | 5 | .5 | 1 | American Gov't: Theories, Policies and Politics (SSTH 037) or American Gov't: National Level (SSTH 038) |
| Social Studies | 15 | 1.5 | 3 | Any Social Studies (SSTH) course |
| Math | 20 | 2 | 4 | Any Math (MTHH) course |
| Science | 20 | 2 | 4 | Any Science (SCIH) course |
| Multicultural Studies | 5 | .5 | 1 | Ethnic Studies and Human Relations (SSTH 017), World Cultures (SSTH 053) or Multicultural Literature (ENGH 015) |
| Financial Skills | 5 | .5 | 1 | Consumer Education and Economics (BUSH 019), Personal Finance and Economic Practices (BUSH 033) or Economics (BUSH 035) |
| Career Planning | 5 | .5 | 1 | Career Planning: Learning, Earning and Living Skills (CPLH 003) |
| Electives | 75 | 7.5 | 15 | See below |

Electives may be taken from any area of study. Once requirements have been met in the above areas, any additional courses taken within those areas are applied to elective credit.

The following courses are required for graduation from the Independent Study High School. Students must select one course from each of these categories.

Multicultural Studies

- Multicultural Literature (ENGH 015)
- Ethnic Studies (SSTH 017)
- World Cultures (SSTH 053)

Career Planning

- Career Planning: Learning, Earning and Living Skills (CPLH 003)

Financial Skills

- Economics (BUSH 035)
- Personal Economics and Finance (BUSH 033)
- Consumer Education (BUSH 019)

Government

- Government 1 (SSTH 037)
- Government 2 (SSTH 038)

American History*

- American History 1 (SSTH 033)
- American History 2 (SSTH 034)
- AP U.S. History 1 (SSTH 071)
- AP U.S. History 2 (SSTH 072)

**Students must complete both American History 1 and 2 or AP U.S. History 1 and 2.*

COLLEGE PREPARATORY DIPLOMA SEQUENCE

Students wishing to continue their education at a college or university should consider enrolling in courses listed within the Independent Study High School's college preparatory diploma sequence. While colleges and universities may have different requirements, the ISHS's courses should meet these requirements. It is the students' responsibility to visit with an admissions officer at their college/university of choice to be sure of what courses are needed to fulfill admission requirements.

The Independent Study High School college preparatory diploma program meets the admission requirements for the University of Nebraska–Lincoln. For more information, visit admissions.unl.edu.

| Subject | First Semester | Second Semester |
|--|---|---|
| NINTH GRADE | | |
| English | Ninth Grade English 1 (ENGH 031) | Ninth Grade English 2 (ENGH 032) |
| Mathematics | First Year Algebra 1 (MTHH 031) | First Year Algebra 2 (MTHH 032) |
| Science | Physical & Earth Sciences 1 (SCIH 021) | Physical & Earth Sciences 2 (SCIH 022) |
| Social Studies | World Geography 1 (SSTH 021) | World Geography (SSTH 022) or World Cultures (SSTH 053)* |
| Language | 5 credit hours: Students may choose from French, Spanish or Latin | 5 credit hours: Students continue year long language course. |
| TENTH GRADE | | |
| English | Tenth Grade English 1 (ENGH 035) | Tenth Grade English 2 (ENGH 036) |
| Mathematics | Geometry 1 (MTHH 035) | Geometry 2 (MTHH 036) |
| Science | Biology 1 (SCIH 025) | Biology 2 (SCIH 026) |
| Social Studies | World History 1 (SSTH 031) | World History 2 (SSTH 032) |
| Language | 5 credit hours: Students may choose from French, Spanish or Latin | 5 credit hours: Students continue year long language course. |
| ELEVENTH GRADE | | |
| English | Eleventh Grade English 1 (ENGH 039) | Eleventh Grade English 2 (ENGH 040) |
| Mathematics | Advanced Algebra 1 (MTHH 039) | Advanced Algebra 2 (MTHH 040) |
| Science | Chemistry 1 (SCIH 031) | Chemistry 2 (SCIH 032) |
| Career Planning | Career Planning: Learning, Earning and Living Skills (CPLH 003)* | Not required |
| Social Studies | American History 1 (SSTH 033)* | American History 2 (SSTH 034)* |
| Multicultural Studies | Not required | Multicultural Literature (ENGH 015)*, Ethnic Studies and Human Relations (SSTH 017)*, or World Cultures (SSTH 053)* |
| TWELFTH GRADE | | |
| English | Twelfth Grade English 1 (ENGH 043) | Twelfth Grade English 2 (ENGH 044) |
| Mathematics | Precalculus 1: Analytic Geometry (MTHH 043) | Precalculus 2: Trigonometry (MTHH 044) |
| Science | Physics 1 (SCIH 035) | Physics 2 (SCIH 036) |
| Social Studies | American Government: Theories, Policies and Politics (SSTH 037)* | American Government: National Level (SSTH 038)* |
| Financial Skills | Economics (BUSH 035)* | Statistics (MTHH 045) |
| * Denotes courses that meet graduation requirements. | | |

GENERAL DIPLOMA SEQUENCE

Students preparing for vocational or technical school, work, military or other non-college plans may wish to consider the Independent Study High School's general diploma program. In general, the student is free to select from different course offerings except for some required courses.

| Subject | First Semester | Second Semester |
|--|---|---|
| NINTH GRADE | | |
| English | Effective Reader Skills (ENGH 005) | Basic Expository Writing (ENGH 023) |
| Mathematics | Business and Consumer Math 1 (MTHH 009) | Business and Consumer Math 2 (MTHH 010) |
| Science | The Science of Health (SCIH 011) | The Science of Nutrition (SCIH 012) |
| Social Studies | World Geography 1 (SSTH 021) | World Geography 2 (SSTH 022) |
| Language or Elective | World Language or 5 credit hours elective | World Language or 5 credit hours elective |
| TENTH GRADE | | |
| English | Ninth Grade English 1 (ENGH 031) | Ninth Grade English 2 (ENGH 032) |
| Mathematics | Pre-Algebra 1 (MTHH 021) | Pre-Algebra 2 (MTHH 022) |
| Science | Physical and Earth Sciences 1 (SCIH 021) | Physical and Earth Sciences 2 (SCIH 022) |
| Social Studies | World History 1 (SSTH 031) | World History 2 (SSTH 032) |
| Language | 5 credit hours: Students may choose from French, Spanish or Latin | 5 credit hours: Students may choose from French, Spanish or Latin |
| ELEVENTH GRADE | | |
| English | Tenth Grade English 1 (ENGH 035) | Tenth Grade English 2 (ENGH 036) or American Literature Studies (ENGH 011) |
| Mathematics | First Year Algebra 1 (MTHH 031) | First Year Algebra 2 (MTHH 032) |
| Science | Biology 1 (SCIH 025) | Biology 2 (SCIH 026) |
| Career Planning | Career Planning: Learning, Earning and Living Skills (CPLH 003)* | Not required |
| Social Studies | American History 1 (SSTH 033)* | American History 2 (SSTH 034)* |
| Elective | Not required | 5 credit hours |
| TWELFTH GRADE | | |
| English | Eleventh Grade English 1 (ENGH 039) or Short Stories (ENGH 019) | Eleventh Grade English 2 (ENGH 040) or Effective Speech Communication (ENGH 047) |
| Mathematics | Geometry 1 (MTHH 035) | Geometry 2 (MTHH 036) |
| Social Studies | American Government: Theories, Policies and Politics (SSTH 037)* or American Government: National Level (SSTH 038)* | Ethnic Studies and Human Relations (SSTH 017)*, Multicultural Literature (ENGH 015)*, or World Cultures (SSTH 053)* |
| Financial Skills | Consumer Education and Economics (BUSH 019)* or Personal Finance and Economic Practices (BUSH 033)* | |
| Electives | 5 credit hours | 10 credit hours |
| * Denotes courses that meet graduation requirements. | | |

COLLEGE PREPARATION AND ADMISSION

Most colleges and universities have application deadlines when transcripts, school reports and recommendation forms are due. The ISHS is glad to help with the process, however, it is suggested students get their paperwork to the ISHS 60 days prior to the date papers are due. It is also suggested students complete as much of the form as they can, including name, date of birth and address prior to asking ISHS personnel to complete the college application forms.

College Admission Tests

Diploma students planning to go to college will need to take college admission tests. The tests most often used by colleges include the ACT and the SAT. Most colleges accept either test, but some prefer one or the other. Therefore, students should contact colleges they are interested in attending to find out whether the colleges prefer the ACT or SAT. If students do not know what college they are interested in attending, it would be a good idea to take both tests.

College admission tests are given on predetermined dates throughout the school year. Students have to register in advance to take these tests. Students may register online for both the ACT and SAT or, if they have access to a local high school, they may acquire a registration packet from the guidance office.

Another option would be to contact ACT or SAT directly at their respective addresses listed below. The ISHS does not maintain registration packets because the packets are designed for specific geographic regions within the United States, while ISHS students are located throughout the world. Regardless of where the packet is obtained, students should use the ISHS test code: **281316**.

In addition to college admission tests, students may be interested in participating in the Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT). The PSAT is a preliminary SAT that also enables students to qualify for a National Merit Scholarship. If students are interested in qualifying for a National Merit Scholarship, they must take the PSAT/NMSQT in their junior year.

Students may obtain a registration packet from a local high school guidance office, or they may contact PSAT/NMSQT directly for registration information. As of this writing, students may not register online for this test. *Please note the following addresses:*

**The American College Testing Program (ACT)
Test Administration**
PO Box 168
Iowa City, Iowa 52243-0168
Phone: (319) 337-1270
Fax: (319) 339-3032
Web: www.act.org

Scholastic Aptitude Test (SAT) and Achievement and Advanced Placement Tests College Entrance Examination Board College Board SAT Program

P.O. Box 6200
Princeton, New Jersey 08541-6200
Phone: (609) 771-7600
Fax: (609) 771-7773
Web: www.collegeboard.org

Preliminary Scholastic Aptitude Test (PSAT)/ National Merit Scholarship Qualifying Test (NMSQT)

National Merit Scholarship Corporation
1560 Sherman Avenue, Suite 200
Evanston, Illinois 30201-4897
Phone: (609) 771-7070
Fax: (609) 530-0482

POLICIES/INFORMATION

ACADEMIC HONESTY POLICY

All students enrolled in the Independent Study High School are expected to observe a code of academic honesty. The following information explains our Academic Honesty policies and procedures. Any compromise of this Academic Honesty policy, whether it involves copying a homework assignment, cheating on a test or plagiarizing written responses will be treated seriously by the teachers and administration of the Independent Study High School.

Plagiarism

The Independent Study High School's definition of plagiarism is outlined below. All ISHS students are responsible for understanding this definition.

Plagiarism, as defined by the ISHS, is presenting someone else's work as your own (i.e., without proper acknowledgment of the source) or submitting examinations, reports, speeches, drawings, lab notes or other academic work in whole or in part as your own when such work has been prepared by another person or copied from another person. Plagiarism also includes copying answers word-for-word from the course syllabus without including a citation of sources used.

Turnitin

In order to help identify plagiarism in student work, the Independent Study High School has enlisted the help of Turnitin, an internationally recognized program that identifies uncited, unoriginal information in student work. Students are reminded to always cite sources whenever they utilize information from the Web or any other resource. Students caught violating the ISHS plagiarism or other academic policies will be subject to disciplinary action.

Cheating

The following descriptions are offered to help students, proctors and parents understand how the Independent Study High School defines cheating:

- Allowing someone else to copy your work
- Copying or attempting to copy from a test, exam, or assignment of another student
- Having someone else complete your work for you
- Using or attempting to use unauthorized materials, information, notes, study aids or other devices for a test, examination or assignment
- Giving information in an unauthorized manner to another person for academic tests, examinations or assignments.

Additional Forms of Academic Dishonesty

- **Falsification/Fabrication:** The ISHS defines falsification as the alteration of information, while defining fabrication as the invention or counterfeiting of information. Fabrication also includes fabricating an otherwise justifiable excuse, such as illness, injury, accident etc., in order to avoid or delay timely submission of academic work or the taking of an examination.
- **Unauthorized Assistance:** This includes helping or attempting to help another student to commit an act of academic dishonesty and is considered academic dishonesty as well.
- **Alteration of Feedback:** Changing or destroying grades, scores or markings on a test or examination is prohibited.

Disciplinary Actions Resulting from Academic Dishonesty

If a teacher at the Independent Study High School finds that a student has committed any act of academic dishonesty, the teacher may recommend to ISHS administration, depending on the severity of the situation, either of the following:

- No credit (zero grade) for the written assignment or exam
- A failing grade for the entire course (forfeiting the tuition)
- Repeated academic dishonesty may result in dismissal from the ISHS.

ISHS administration will follow up with the proctor/student/parent/local school administration, as appropriate. A new proctor will be required if it is determined that the proctor promoted or supported the dishonesty.

The Independent Study High School realizes that the temptation to cheat while taking an independent study course may be especially great; after all, the teacher isn't watching while the student completes his/her work, but accepting the responsibility for one's own actions is a vital piece of individual success.

APPROPRIATE USE POLICIES

Appropriate use policies at the Independent Study High School incorporate ethical and honest behavior and demonstrate respect for physical and intellectual property, system security protocols and the individual's rights to privacy, freedom from intimidation or harassment.

By enrolling in courses at the ISHS, students accept the terms of this policy and acknowledge that they hold the University of Nebraska–Lincoln Independent Study High School harmless for any injury or offense they may suffer by accessing information on the Internet.

Any attempt to break into or tamper with the system operations, student records or grades will result in permanent cancellation of privileges.

COPYRIGHT

U.S. Copyright and other applicable laws protect course materials developed by Instructional Design & Development staff for Independent Study High School courses. Consumable items, such as the syllabus and handbook, are intended for one-time use and may not be reprinted or republished.

ELECTRONIC CHECK RE-PRESENTMENT POLICY

In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business your check will not be provided to you with your bank statement.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As students enroll in the ISHS, information about the student, including both demographic and academic information, is gathered. In accordance with the Family Education Rights and Privacy Act (FERPA), this information may not be released without the expressed consent of the student, except for information deemed directory information. The ISHS has designated the following information as directory information: student's name, address, photograph (if applicable), dates of attendance, honor roll status (if applicable), grade level, and the most recent educational agency or institution attended.

Directory information is used in such publications as the newsletter, honor roll or other recognition lists, and graduation programs. Students and their parents/guardians have the right to request that directory information not be used in these publications and may do so by writing to the ISHS. If this is done, directory information will be maintained in the student file and will not be released in any manner.

The ISHS administration will release directory information to the UNL admissions office. Please be reminded that, once a student turns 18, the ISHS will no longer release student information to the parent or guardian without written consent from the student.

FINANCIAL HOLDS

In the event of a financial hold caused from non-payment, student evaluations and projects will be graded; however, no final course grade will be available until payment is received in full by the Independent Study High School. For questions regarding accounts, please contact the Business Office at (402) 472-1929 or extbusiness@unl.edu.

GRADE APPEAL POLICY

The goal of the ISHS is to insure fairness and due process to all students. Students wishing to appeal a grade should submit their concerns in writing to the instructional service staff, who will follow-up appropriately. This may be done via e-mail to ishsteach@unl.edu.

NCAA STUDENT ATHLETES

NCAA student athletes who enroll in the ISHS will want to prepare for Clearinghouse evaluation by creating a portfolio of coursework and enrolling only in courses with projects, where available, with mail processing. Projects are to be hand-written and submitted by mail to ensure that the portfolio contains examples of students' handwriting and progress.

Proctors working with NCAA student athletes are to 1) retain hard copies of all tests and evaluations in a separate secure file folder, 2) document time that students spend on proctored tests. (Coaches may not, under any circumstances, proctor an NCAA student athlete.)

NEBRASKA DIPLOMA STUDENTS/PARENTS INFORMATION

Compulsory Attendance

Parents are reminded that Nebraska has compulsory attendance laws. Truancy, (compulsory attendance) laws are directed at parents/guardians. Ultimately, it is a crime for the adult with custody of the child to violate these laws. The parent/guardian's legal responsibility is to "cause [a child of mandatory attendance age] ...to attend regularly a public, private, denominational, or parochial day school which meets the requirements for legal operation...each day that such school is open and in session, except when excused by school authorities." See *Neb. Rev. State. 79-201 (2)*. When the decision is made to enroll a child in the Independent Study High School as a diploma student, it is important for the parent/guardian to withdraw the student from the local school district. The administration of the ISHS will notify the Nebraska Department of Education of the enrollment with the Independent Study High School when the student is a Nebraska resident.

The county attorney in the resident county has authority to enforce the truancy laws, and the administration of the Independent Study High School will provide information as requested regarding compulsory attendance.

NeSA – Nebraska State Accountability Assessments

The ISHS is a special purpose school in Nebraska and with that, all ISHS diploma students who reside in Nebraska are required to participate in the NeSA -Nebraska State Accountability Assessments described by the Nebraska Department of Education. ISHS Diploma students who are in grade 11 will participate in accountability assessment. Grade status is based on the number of cumulative credits students have earned prior to the test date. Test results will be available in aggregate form within the Nebraska Department of Education report released in August of each year. Questions regarding this assessment may be directed to our Principal by calling toll-free (866) 700-4747.

STUDENT RECORD RELEASE AUTHORIZATION

The *Student Record Release Authorization form* is used by the Independent Study High School (ISHS) to authorize the release of student records and transcripts. This form may be obtained from the ISHS Web site or by contacting Customer Service.

The University of Nebraska–Lincoln Independent Study High School policy governing release of student educational records requires that written permission be given by the student as well as by the parent/legal guardian for students under age 18.

If students are 18 years or older, the ISHS may not release information to anyone without student written permission and signature.

TRANSFERRING CREDIT

Transferring Credit for ISHS Diploma Students

If you have existing high school credit and would like to earn your diploma from the Independent Study High School, begin by completing a *Transcript Evaluation form*, available on our Web site. Our Academic Adviser will provide an evaluation of your transferable credit hours and a list of remaining courses needed to earn your diploma from the Independent Study High School.

Credits earned at accredited secondary schools will transfer at face value. In other words, if a student has earned five (5) credits at an accredited school, all five (5) credits will transfer toward diploma requirements regardless of subject area. An accredited school is one that has state accreditation from the state in which it is located and/or regional or national accreditation and is able to produce an official high school transcript.

Students transferring credits from non-accredited domestic or foreign high schools must provide a transcript and must take the Iowa Tests of Educational Development (ITED) to validate their credits. *Please note that the ITED tests are not subject-specific grade-level placement tests.* There is a \$50 fee for the ITED tests and scored results. The student's proctor administers these tests. Academic credits may be validated in mathematics, social studies, English, and science. The ISHS will accept a total of 50 credit hours (or 5 Carnegie units) per academic year for core and elective courses combined.

High school students who have been home schooled follow the same procedure as students from unaccredited domestic schools. Their transcripts of records must include a listing of the subjects taken at each grade level. Each subject should be accompanied by a listing of the major textbook (title and publisher) used in the course. Home schooled students must also take the ITED to validate their credits, or may provide annual standardized test scores. (Home school families with questions may call the ISHS and speak with our Academic Adviser.)

Students receiving a diploma from the ISHS must successfully complete 25 credit hours with the ISHS regardless of the number of credits accepted for transfer from other schools. *We reserve the right to determine credits that will be allowed as transfer credit.*

Transferring Credit for Non-Diploma Students

If transferring credit to the student's local school, a signature of the local school administrator is required. A *Local School Approval form* is available online at highschool.unl.edu, under 'student forms'.

TUITION AND COSTS

For the most up to date information on tuition, costs and optional services, visit our Web site at highschool.unl.edu.

REFUNDS

For information on refunds and returns of course material, please visit our Web site at highschool.unl.edu/gettingstarted/refunds.shtml.

STUDENT OPPORTUNITIES

Graduation Ceremony

In June, the ISHS hosts a graduation ceremony and reception to honor new graduates. We welcome and encourage students and their families to attend this milestone event. For more information, visit highschool.unl.edu/graduation.



ISHS Graduates, 2008-2009

Honor Roll

An honor roll for diploma students appears in the ISHS newsletter, which is published twice annually. To qualify for the honor roll, students must be registered with the ISHS as diploma students and must have earned grades of B or higher in every course completed within each six-month grading period (February-July, August-January). They also must have completed a minimum of five courses during the grading period.

K.O. Broady Scholarship Opportunity

The K.O. Broady Scholarship Fund awards a limited number of scholarships annually on the basis of financial need, scholastic record, and availability of funds.

Applications may be obtained from our Web site or by contacting the ISHS. Completed applications are accepted year-round; the cut-off date is October 31, with selection and scholarships awarded in early November.

Transcripts

Transcripts will include a list of completed ISHS courses and a summary of accepted credit, if any, from other schools. To obtain your official transcript from the University of Nebraska's Independent Study High School, please complete and sign a *Transcription Request form*, available online at highschool.unl.edu under 'student forms'.

UNIVERSITY REGULATIONS

Acceptance of registration by the University of Nebraska and admission to any educational program of the University does not constitute a contract or warranty that the University will continue indefinitely to offer the program in which the student is enrolled. The University expressly reserves the right to change, phase out, or discontinue any program. The listing of courses contained in any University bulletin, or schedule is by way of announcement only and shall not be regarded as an offer of contract. The University expressly reserves the right to: (1) add or delete courses from its offerings; (2) change time or locations of courses or programs; (3) change academic calendars without notice; (4) cancel any course

for insufficient registrations; or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of the University.

It is the policy of the University of Nebraska–Lincoln not to discriminate on the basis of sex, age, disability, race, color, religion, marital status, veteran status, national or ethnic origin, or sexual orientation in its educational programs, admissions policies, employment policies, financial aid, or other school-administered programs. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and the University of Nebraska Board of Regents Policies. Inquiries regarding compliance with these statutes may be directed to Equity, Access and Diversity Programs, 128 Canfield Administration Building, University of Nebraska–Lincoln, Lincoln, Nebraska 68588-0437, telephone (402) 472-3417, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C. 20202.