



**BELLEVUE  
COLLEGE**

**2020 - 2021 Interagency Agreement**

Between

**Bellevue College**

And

**Issaquah School District**

This Agreement is made and entered into between Bellevue College (College) and the Issaquah School District (District).

Purpose of this agreement is to articulate a collaborative concurrent enrollment program known as College in the High School (CHS), pursuant to RCW28A.600.290 and Chapter 392-725 WAC that offers qualified high school students the opportunity to simultaneously earn college credit and high school credit for qualified advanced high school course(s) deemed equivalent to Bellevue College course(s). Program success will require ongoing collaboration and communication between the College and high school instructors. A list of approved courses is attached to this agreement. In consideration of the mutual covenants and agreements contained herein, College and District agree as follows:

**Curriculum Standards**

Courses administered through CHS are college level courses with the same departmental designations, course descriptions, numbers, titles, and credits. CHS classes may be comprised of students who are not seeking college credit and those who are seeking college credit. CHS courses reflect the pedagogical, theoretical and philosophical orientation of the College divisions. College Faculty Coordinator site visits ensure that CHS courses are the same as the courses offered on campus. Bellevue College adheres to the National Alliance of Concurrent Enrollment Partnership Accreditation Standards (NACEP).

**Program Funding**

High school students pay a registration fee of \$40 per credit, for a total of \$200 for each 5-credit course, \$240 for each 6-credit course, etc. Regular college students, who are state residents, currently pay \$551.30, plus fees and books for a 5-credit course. After completing the admissions process, CHS students submit their completed registration form, along with a check, made out to Bellevue College, to their high school teacher prior to the registration deadline.

For high schools/students qualified for state CHS funded subsidies as defined in RCW28A.600.290, the high school/District will submit a student list, by course, to the College. Once students have met all pre-registration requirements, registration is finalized, and grades have been assigned, the College will invoice the District. It is the District responsibility to collect subsidies from the state.

## Instructor Standards

High school instructors teaching CHS courses will meet the College divisions' requirements for hiring adjuncts to teach the course on the College campus. The College will provide new CHS high school instructors with a CHS program orientation and discipline-specific training, prior to teaching the course. The College will also provide CHS instructors with annual professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field. CHS procedures address instructor non-compliance with College expectations for courses offered through CHS.

The College will pay CHS high school instructors for additional work above and beyond the regular district contracted day, based on the stipend chart below. Instructors must adhere to NACEP Accreditation Standards, and requirements outlined under CHS Instructor Commitments and District Responsibilities, and provide the college with evidence required by the Standards. The compensation structure is as follows:

Instructor Base Stipend Per College Class	Additional Stipend Per Class Enrollment
<b>1<sup>st</sup> CHS class</b> <ul style="list-style-type: none"> <li>• With enrollments = \$650</li> </ul>	<b>Per Class</b> <b>Students enrolled:</b> 10 – 19 = \$200 20 – 29 = \$300 30 – 39 = \$400 40 – 49 = \$500 50 – 59 = \$600
<b>2<sup>nd</sup> CHS class</b> <ul style="list-style-type: none"> <li>• With enrollments = \$350</li> </ul>	
<b>3<sup>rd</sup> CHS class</b> <ul style="list-style-type: none"> <li>• With enrollments = \$250</li> </ul>	
<b>4<sup>th</sup> CHS class</b> <ul style="list-style-type: none"> <li>• With enrollments = \$150</li> </ul>	
<b>Any class:</b> <ul style="list-style-type: none"> <li>• Completion of NACEP requirements, no enrollments = \$100</li> </ul>	
<b>Please Note:</b> Payment is contingent upon completing 100% of the National Alliance of Concurrent Enrollment Partnerships (NACEP) <i>Program Standards and Required Evidence for Accreditation</i> .	

### CHS Instructor Commitments:

- New instructors complete application packet and approval process.
- New instructors attend CHS program orientation and discipline-specific training, prior to teaching CHS course.
- Meet with BC Faculty Coordinator to review course description, outcomes and objectives, college grading criteria/standards; develop “paired” course syllabi and assessments (i.e., papers, portfolios, quizzes, exams, labs, etc.); and, compare graded student work to establish standards and expectations for the CHS college work.
- Collaborate with Faculty Coordinator to plan and participate in annual discipline-specific professional development.
- Describe the program and distribute program materials to students and parents.
- Communicate the registration process and deadlines to students and assist, as necessary.
- Remind new to CHS students to apply for BC admission and receive their SID before registering.
- Coordinate with BC regarding registration process, verifying student roster, course placement and prerequisites.
- Submit end of course grades using BC’s grading criteria.

- Remind students to complete and submit their course evaluation survey near the end of the course.
- Work jointly with BC Faculty Coordinator to schedule classroom site visit and regular collegial interactions. New instructors need a classroom visit during their first year of teaching the CHS class. After the first year, regular classroom site visits are scheduled on a four-year rotation.
- Participate in program review or accreditation activities upon request.

**NOTE:** College in the High School courses take place in real-time, just like any other college courses. Students must register for college credit at the time they are in the high school CHS class. There is no grace period. The College is unable to award college credit after the fact. Therefore, it is very important for the CHS teacher to remind their students about registration and payment deadlines.

### **Student Standards**

The College admits CHS students as degree-seeking, non-degree seeking, or non-matriculated students at the College, ensuring students meet course prerequisites. Courses administered through CHS are recorded on official College transcripts.

The College holds CHS students to the same standards of achievement as those expected of students in on-campus sections and will assess CHS students using the same methods used to assess student enrolled in on-campus sections.

The College provides a CHS website for students and schools containing important information about the program including the registration process, course placement requirements and prerequisites for each college course administered through CHS. The College provides students and schools with comprehensive information outlining educational pathway opportunities, available college resources such as advising, counseling, tutoring, transcripts, credit transfer, grading standards as well as student rights and responsibilities and College student conduct policies such as academic integrity and the consequences of plagiarism.

For purposes of this agreement, “eligible student” means a student meeting the definition of an enrolled student pursuant to WAC 392-121-106 and who has been deemed by the District to be a tenth, eleventh, or twelfth grade student.

### **Evaluation Standards**

The CHS office conducts end-of-term student course evaluations for each course section offered through CHS. The CHS office will also conduct surveys of CHS alumni and participating high school instructors, principals and guidance counselors at regular intervals to inform and guide program improvement.

### **College Responsibilities**

- Designate a program contact and CHS administrator (Joyce Carroll, Associate Dean of Academic Affairs).
- Ensure NACEP program standards – including curriculum, faculty, student, assessment, and evaluation – are met.
- Consult with the District regarding any instructor non-compliance issues.
- Ensure College policies on academic freedom are applied to the teaching and learning processes.
- Assign experienced College faculty as Faculty Coordinators to work closely with high school instructors to articulate the course, coordinate program activities and meet all

program requirements. Coordinators will provide ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the field.

- Conduct annual meeting and new instructor orientation to review program policies and procedures. College Faculty Coordinators will provide discipline-specific training for new instructors.
- College Faculty Coordinators will work with CHS instructors to plan and approve annual discipline-specific professional development.
- Program policies and information will be available on the College website.
- Provide high school instructors with program information and registration processes.
- Work in tandem with the College's Enrollment Services to manage the student admissions and registration process.
- Award college credit to high school students who enroll in and successfully complete the CHS course(s).
- Maintain student records and transcripts.
- Lead evaluation of the program, and ensure that courses are equivalent to the same courses offered on the college campus.
- Select high school instructors to teach CHS courses based on the same qualifications used to select adjunct college faculty.
- Conduct end of term student course evaluations and share results with Faculty Coordinators and CHS instructors.
- Offer high school students and instructors participating in CHS use of the College resources such as the library, writing center and tutoring services.
- The College assures the District that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.
- The College will not consider enrollments in the CHS eligible for state support and will therefore not count them as FTE's.

#### **District Responsibilities**

- Identify interested and qualified high school teachers and refer them to the College CHS administrator for consideration.
- Allow College Faculty Coordinator access to high school instructor and CHS classroom to conduct prescheduled classroom site visit/observation during regular hours of school operation.
- Require high school instructors to follow established CHS procedures, complete annual discipline-specific professional development, communicate program information to students and parents, meet regularly with their designated Faculty Coordinator, and provide evidence of the following, but not limited to, as part of the NACEP Standards:
  - College course syllabus, course outcomes and learning objectives;
  - College course textbook and/or supplementary teaching materials;
  - College course assessments/criterion and tools (i.e. papers, portfolios, quizzes, exams, labs, paired concepts, etc);
  - Grading criterion and standards w/samples of graded assessments that pair comparable student work;

- Teaching observation/classroom site visits;
- Notify the College should an approved CHS instructor resign, take a leave of absence for more than 10 instructional days, or otherwise vacates their position. NOTE: Student teachers are not approved to teach designated College in the High School courses. Should a student teacher be assigned to teach an approved CHS course, the course will not be made available to students to earn college credit.
- Provide rooms, labs, instructional equipment, supplies and necessary teaching materials (textbooks) for each approved CHS course.
- Award high school credits pursuant to WAC 392-725-200 and ensure all WACs are followed.
- Serve as primary employer of the high school teacher with all associated benefits of a fulltime District employee.
- Comply with federal and state laws concerning reasonable accommodations for students with disabilities and the development of individualized educational programs (IEPs).
- Report violations of College student code of conduct to the College. Adjudication will occur through school district policy and process.
- The District will consider the students as regular state-supported high school FTE's and will provide the necessary approval for the students to enroll concurrently in BC courses.
- The District assures the College that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.

### **Miscellaneous Provisions**

Term. Subject to its other provisions, the period of performance of this Agreement shall commence when signed and be completed on June 30, 2021 unless terminated sooner as provided herein.

Liability. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does neither party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. At all times during the performance of this agreement, college faculty and staff shall remain and be considered employees of the college, and District faculty and staff shall remain and be considered employees of the District.

Agreement Alterations and Amendments. This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

Termination. Either party may terminate this Agreement upon 30 days' prior written notification to the other party. Students currently enrolled in a CHS class that is in progress at the time of termination will be allowed to complete that Class. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Records Maintenance. The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

Rights in Data. Unless otherwise provided, data which originates as a result of this Agreement shall be owned by the party producing the data. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

FERPA. The College and District recognize that the provisions of the Family Educational Rights and Privacy Act (FERPA) apply to them jointly pertaining to records of students. Staff and officers of both the College and the District constitute school officials having a legitimate educational interest In the educational records of participating students, including the rights to view student transcripts and share personally identifiable information in academic records, concerning grades, test scores, and directory information without positive consent of each student and parent served through the College in the High School program.

Survival. College and District expressly intend and agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement for any reason.

Severability. If any provision of this Agreement shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will be ineffective to that extent only without in any way affecting the remaining parts or provisions of the Agreement.

Waiver. Neither the waiver by any of the parties hereto of a breach of or a default under any of the provisions of this Agreement, for the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, with thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any such provisions, rights or privileges hereunder.

Assignment. The work to be provided under this Agreement, and any claim arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

Governance. This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of an inconsistency in the terms of this Agreement, or between its

terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. The terms of this Agreement;
3. The terms of any attachments to this Agreement.

No Third-Party Beneficiaries. This Agreement is not intended to give or confer any benefits, rights, privileges, claims, actions, or remedies to any person or entity as a third party beneficiary, decree, or otherwise.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

<p>BC College CHS Administrator for Bellevue College:</p> <p>Name: Joyce Carroll, Office of Academic Affairs  Address: 3000 Landerholm Circle SE  City, State, Zip: Bellevue WA 98007  Phone: 425-564-2257  Fax 425-564-6163  Email joyce.carroll@bellevuecollege.edu</p>
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**IN WITNESS WHEREOF, the parties have executed this agreement.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Dennis Curran  
Vice President, Administrative Services, Bellevue College

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Kristen Jones  
Provost, Bellevue College

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Ron Thiele  
Superintendent, Issaquah School District

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Jacob Kuper  
Chief of Finance & Operations, Issaquah School District



## 2020 - 2021 Interagency Agreement

Between **Bellevue College** And **Issaquah School District**

### **ADDENDUM A**

#### **CHS Courses Offered in the Issaquah School District:**

BIOL 108	Human Biology
PHYS& 114	General Physics I
MATH& 141	Precalculus I
MATH& 142	Precalculus II
MATH& 151	Calculus I
MATH& 152	Calculus II
MATH& 153	Calculus III
MATH& 254	Calculus IV
FRCH& 123	French III
FRCH& 221	French IV
FRCH& 222	French V
SPAN& 123	Spanish III
SPAN& 221	Spanish IV
SPAN& 222	Spanish V
SPAN& 223	Spanish VI