

CASCADIA COLLEGE
Guidelines for
CASCADIA IN THE HIGH SCHOOL PROGRAM
And Interlocal Agreement

DRAFT

Cascadia in the High School (CiHS) is a dual enrollment program designated to address the needs of high school sophomores, juniors and seniors who would benefit from college level courses and who are unable to leave the high school campus to participate in higher education classes. Currently, College boards of trustees may establish such programs in cooperation with local school district boards under the authorization of RCW 39.34, the Interlocal Cooperation Act.

Courses:

1. All CiHS courses taught as part of this agreement will be courses approved by the Cascadia Student Learning Council and/or Chief Academic Officer.
2. All courses must be at the college level, included in the college's catalog and taught as part of the regular college curriculum.
3. All courses will use the same grading and transcription policies as apply to the regular college curriculum.
4. Student outcomes in CiHS courses will be assessed by the same standards as student outcomes in regular on-campus courses.
5. The Issaquah School District shall be responsible for assuring compliance with federal and state laws concerning reasonable accommodations for disabled students and the development of the individualized education program (IEP).

Students:

1. CiHS programs are designed to provide college level courses in high school locations to serve qualified tenth, eleventh and twelfth grade students at the high school.
2. Students taking any course for Cascadia College credit must have sophomore standing or above, and have earned a grade of B or above in previous courses in the subject area, or have the permission of the instructor.
3. Students must have obtained approval from their parent/guardian to participate in the CiHS program. Registration forms must be signed by a high school counselor or subject area teacher.
4. Students will subscribe and be accountable for all regular Cascadia College policies and regulations regarding student performance, grading, behavior, and course prerequisites. Common tuition refund, withdrawal and course add/drop policies will apply.
5. Students enrolled in the CiHS program will be able to access online learning resource services (library) through their Cascadia Student ID as appropriate.

Faculty/Instruction:

1. Entry level qualifications for high school faculty teaching college courses in the high school shall be determined and reviewed by the appropriate discipline faculty at Cascadia. Qualifications must meet the requirements of WAC 131-16-091, and preferred qualifications shall be a

Master's degree or at least forty-five graduate level quarter credits in the discipline. Student teachers are not allowed for CiHS sections.

2. High school faculty will be observed the first term and every third term thereafter using the designated observation form.
3. High school faculty will meet with college faculty in their teaching discipline to establish course syllabi, grading criteria and discuss content related professional development.
4. High school faculty will follow established grading and reporting procedures/deadlines.
5. College faculty will determine course content. Texts and other classroom resources will be comparable to those used for the same course offered on the college campus.
6. Cascadia College will see that the instructor receives tests, quizzes and other materials routinely provided to instructors of the courses on campus in a timely manner. It will be the responsibility of the Issaquah School District or individual students to purchase required texts and manuals.
7. Cascadia College will provide a faculty liaison, appointed and approved by the appropriate Cascadia College academic department who will:
 - Provide high school faculty with orientation to the course and college policies.
 - Visit the classes and work with the high school teacher(s)

Process/Fees

1. Cascadia College will manage the registration process and provide college transcripts.
2. Registration will/can occur at the high school. The registration form must be signed by the high school counselor or subject area teacher.
3. Payment of \$35.00 per credit per student will be made to Cascadia College. Students will be sent an invoice after registration.
4. Any textbooks required to be purchased, shall be the responsibility of either the high school or the individual student at the discretion of the high school.
5. Remuneration for teaching CiHS courses shall be the total responsibility of the Issaquah School District.

Dated this _____ day of _____, 20__.

Dr. Eric Murray, President
Cascadia College

Name
Issaquah School District