

AFFILIATION AGREEMENT COLLEGE IN THE HIGH SCHOOL PROGRAM

This agreement is entered into by and between the lakewood School District (District) and Everett Community College (EvCC) for the purpose of establishing a collaborative program to offer college credit for qualifying advanced high school course(s) deemed equivalent to EvCC college course(s). The list of approved courses for this year's program is attached to this agreement. This agreement is effective November 1, 2007 - June 30, 2008.

A. The conditions of this agreement are:

1. In order for high school students to be eligible and enrolled in the "College in the High School" program (CHS), they must subscribe to and be accountable for all regular EvCC policies and regulations regarding student performance, behavior, entrance assessment, and course prerequisites. (Normally, the student behavior policies will apply to all CHS classroom activities, and high school policies will apply for activities outside the college classroom.) Students must also have both District and parent/guardian permission to participate in the program. Students are subject to the CHS refund, withdrawal and course add/drop policies.
2. All CHS courses taken by high school students must be college level, included in the college's catalog, and taught as part of the college curriculum. The CHC course(s) must use the same grading and transcription policies that apply to courses in the regular curriculum.
3. High school students will pay a fee of \$180 for each five-credit course, \$108 for a three-credit course, and \$72 for a two-credit course in CHS. This fee will be distributed as follows: \$8 per credit, per student to the EvCC mentor instructor, \$8 per credit, per student to the high school teacher, and the remainder to EvCC to cover administrative costs.
4. EvCC will not consider enrollments in the CHS eligible for state support and will therefore not count them as FTE's. 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 EvCC courses.

B. EvCC will have the responsibility to:

1. Designate the Interim Director of Continuing Education to be the CHS administrator (Karen Landry).
2. Approve the academic credentials of each new high school teacher. Each teacher must meet the minimum qualifications established for EvCC adjunct faculty. Minimum qualifications vary among academic subject areas. Should an approved teacher resign, any new high school teacher is then subject to the same approval process.
3. Assign an EvCC instructor to work with each high school teacher to articulate the course outline, class syllabus, and student learning objectives to insure that the course's academic rigor and content is at college level throughout the course. The EvCC policies on academic freedom will apply to the teaching and learning processes.

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4. Conduct an orientation session in the fall to review program policies and procedures with high school teachers and EvCC mentors.
5. Review the course content and text(s) to insure that the CHS course is equivalent. to a regularly offered EvCC course. The credit in the approved course(s) may be applied to an Associate in Arts and Sciences transfer degree if the student attends EvCC after graduation from high school. EvCC can not guarantee that four-year colleges and universities will accept college credits earned in CHS. Each high school student is responsible for communicating with a transfer institution(s) prior to enrolling in CHS if s/he chooses to do so. Should there be a change in the curriculum or high school teacher, the course and/or new teacher would be subject to a new approval process.
6. Collect the registration packets from the high school and process the registrations.
7. Conduct a student opinion evaluation of each high school teacher during the first term and every fourth term thereafter. The results will be shared with the high school teacher after the term is completed.
8. Assign an EvCC mentor instructor to meet with the high school teacher at least once a term, and provide advice on academic evaluation and grading.
9. Provide high school teachers with student information/registration packets, and provide written instructions/deadlines for all processes.
10. Offer high school students and teachers participating in CHS use of the EvCC library, writing center, and tutoring services
11. Award college credit to high school students who enroll and successfully complete the CHS course(s). The CHS course(s) will be comparable in content and standards to course(s) of the same title and course number on the EvCC campus.
12. Maintain student records and transcripts.
13. Send to the District a list of approved courses and high school teachers that will serve as an Addendum to this agreement.
14. Compensate each participating high school teacher \$8 per credit, per student enrolled in the program from the high school class they teach. High school teachers will be paid through the EvCC payroll system.
15. Everett Community 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.

C. The District will have the responsibility to:

1. Identify interested and qualified high school teachers, and refer them to the EvCC CHS administrator.
2. Require high school teachers to meet with the designated EvCC mentors to review the course syllabi, grading criteria, and expectations of the teacher prior to the course being approved for CHS.
3. Provide the rooms, labs, instructional equipment, and texts for each of the approved high school courses.
4. Require the high school teachers to distribute the information/registration packets to the students.
5. Require the high school teachers to meet with the EvCC mentor instructor at least once a term and attend the fall orientation meeting at EvCC.

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6. Require the high school teacher(s) to follow established procedures and meet deadlines set by EvCC for CHS.
7. Require the high school teachers to submit grades for participating students in accordance with EvCC policy.
8. Assure compliance with federal and state laws concerning reasonable accommodations for disabled students, the development of the individualized educational program, and student safety.
9. Serve as primary employer of the high school teacher with all associated benefits of a full-time employee of the District.


This agreement solely sets forth the contractual rights of the parties and does not create any other rights of action as a result of this agreement. Additionally, each party agrees that it shall be responsible for the negligence of its own officers, employees and agents, and that neither party shall be considered the other's agent. This agreement is subject to cancellation or revision upon written notification by either EvCC or the District.


Signature

Karen Landry

Interim Director of Continuing
Education and College in the High School
Everett Community College

11/9/07
Date


Signature

Lamy Francisco
Print Name

Lakewood District Superintendent

11/14/07
Date

COLLEGE IN THE HIGH SCHOOL
2007-08
COURSE INFORMATION

SCHOOL LAKewood **COORDINATOR** Ron Gann **PHONE** 360-652-4501 ext 2020 **FAX** 360-652-4507 **EMAIL** rgann@lwsd.wednet.edu

DEPT. ABBR	COURSE #	EvCC MENTOR	H.S. TEACHER	PT APP & APPROVAL	NEW SYLLABUS	ITEM #	SECTION #	QUARTER REGISTERED, DURATION OF COURSE & MISC. NOTES
Chem	101	Mark Kontulis	Mike Fellows	X	X	9608	LK	Fall (2 sem)
Engl	101	Kevin Craft	Jane Wyatt	X	X	9607	LK	Fall (1 sem)
Engl	115	Kevin Craft	Jane Wyatt	X	X	9605	LK	Spring (1 sem)
Hist	151	Tom Gaskin	Jeff Sowards	X	X	9610	LK	Fall (1 sem)
Hist	152	Tom Gaskin	Jeff Sowards	X	X	9561	LK	Spring (1 sem)
Hist	153	Tom Gaskin	Jeff Sowards	X	X	9562	LK	Spring (1 sem)
Math	152	Heidi-Weiss-Green	Ron Gann	X	X	9612	LK	Fall (1 sem)
Math	153	Heidi-Weiss-Green	Ron Gann	X	X	9563	LK	Spring (1sem)
Math	147	Heidi-Weiss-Green	Ron Gann	X	X	9614	LK	Fall (2 sem)
Poly S	201	Steve Horn	Jeff Sowards	X	X	9616	LK	Fall (1 sem)
Poly S	202	Steve Horn	Jeff Sowards	X	X	9565	LK	Spring (1 sem)
Physic	117	Andrew Vanture	Jon Nauert	X	X	9619	LK	Fall (1 sem)
Physic	118	Andrew Vanture	Jon Nauert	X	X	9560	LK	Spring (1 sem)
Span	103	Vidal Martin	Amy Hendry	X	X	9617	LK	Fall (2 sem)