

College in the High School Instructor Expectations

1. Deliver course in accordance with CHS expectations, course objectives, curriculum, pedagogy, theoretical framework, and grading standards outlined by the faculty liaison.

2. Allow WVC faculty liaisons and staff access to CHS classroom for the purpose of site visits and registration assistance.

3. Meet with the designated WVC faculty liaison and provide course information including but not limited to:

• Outline, learning objectives and syllabus (approved by faculty liaison)

• Textbook and other teaching materials (approved by faculty liaison)

• Assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)

• Evidence of academic rigor and content at college level throughout the course

• Evidence that course reflects the pedagogical, theoretical and philosophical orientation of WVC academic department

• Grading criteria and standards

4. Required to meet with the designated WVC liaisons annually to review the course curriculum including but not limited to the list identified above.

5. Notify the WVC CHS Director and faculty liaison should teacher resign or otherwise vacate the position, any new high school teacher is the subject to the same approval process.

6. Notify the CHS Director should teacher have an absence lasting more than 5 days.

7. Notify the CHS Director should an emergency necessitate a change in course schedule or teacher.

8. Communicate the program information, registration process and deadlines to the students and parents.

9. Attend one initial orientation meeting at WVC and subsequent professional development annually.

10. Follow established procedures and meet deadlines set by WVC for CHS.

11. Administer end of course surveys to all CHS students at the conclusion of course each term.

12. Submit grades for participating students in accordance with WVC policy.

13. Conduct self in CHS classes according to WVC Board of Trustees’ policies governing behavior, ethics, and professional standards.

14. Assure compliance with federal and state laws concerning reasonable accommodations for disabled students, the development of the individualized educational program, and student safety.

15. Comply with program rules as outlined in RCW 28A.600.290

Other Relevant Policies:

1. Students must be enrolled by the registration deadline for the term in order to receive credit. Retroactive enrollment will not be allowed under any circumstances.

2. Payment of tuition is due no later than the 16th day of the semester in order for students to avoid being dropped from the course or having a block placed on their account.

3. College grades are protected under the Family Educational Rights and Privacy Act (FERPA).

4. Extended absence of the CHS instructor requires a pre-approved replacement in order to ensure students remain WVC credit eligible.

5. CHS instructors missing annual discipline-specific training without making other arrangements to receive training from faculty liaison will be subject to dismissal from their CHS teaching appointment.

6. Failure to adhere to WVC College in the High School expectations may result in disciplinary action up to removal from teaching appointment.