

COLLEGE IN THE HIGH SCHOOL

High School
Teacher Handbook

2020-2021



WELCOME



Welcome to EvCC's College in the High School Team!

Everett Community College's College in the High School (CHS) program increases the educational options for highly motivated high school students who wish to earn college credit for challenging high school courses deemed equivalent in rigor and content to EvCC courses. This program allows students to accelerate their academic studies without sacrificing their high school experience. We can't do it without you!



EvCC's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. This accreditation demonstrates that our program meets or exceeds rigorous national standards of quality and compliance in the areas of curriculum, instructors, students, assessment, and program evaluation. EvCC was the first community college in the state of Washington to be awarded NACEP accreditation.

Did you know? Students can seamlessly transition from your classroom to completing their degree or certificate at Everett Community College! EvCC serves students seeking a wide variety of education options. Students come to EvCC to affordably start their four-year degrees, earn certificates, train for a new job, experience hands-on training in professional and technical programs, learn English, develop basic skills, finish high school, train for a promotion, or to learn just for fun.

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What is the College in the High School (CHS) Program?

Everett Community College's College in the High School program is a cooperative program between local school districts and EvCC. The program allows high school students the opportunity to earn EvCC college credit while simultaneously earning their high school credit for approved advanced high school courses. The courses are taught by qualifying high school teachers who work closely with EvCC faculty mentors to insure that the work that the students perform in the high school course is equivalent to a similar course taught on campus.

Student benefits

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- Allows students the opportunity to experience college-level work in a familiar environment.
- The courses included in the program are those most often required in the freshman coursework of Washington's community colleges and universities.
- Upon successful completion, the course is transcribed with the college's course title and number; just as it appears in the college catalog.
- Significant savings! Tuition for a CHS 5-credit course is typically 60% less than an equivalent EvCC course.
- The cost for a 5-credit College in the High School course is \$220. The cost for an equivalent course taken at EvCC can be as much as \$535 not including textbooks. A significant saving to the student!

How can credits be used toward a college degree or certificate?

Courses completed can be applied toward a degree or certificate at EvCC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution, may be transferred as departmental general electives or may satisfy a prerequisite for a required course. We strongly recommend that you contact the college/university that you plan to attend and verify how these credits will be accepted.

Each of the public, four-year colleges/universities within Washington State have agreed to accept transfer credits from this program. However, EvCC cannot guarantee whether the class(es) will meet a college/university's graduation requirements or be accepted by a specific academic department at the college/university. EvCC recommends that students contact the specific college/university admissions office and academic department for clarification.

Students planning to attend a private college/university (either in Washington or out-of-state) should speak to the college/university admissions office to clarify whether these transfer credits

will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

Whitman and the University of Puget Sound will not accept transfer credit from this program.

Teacher benefits

High school teachers benefit from the experience of teaching a college-level course, setting higher standards for students, and helping to prepare students for higher education. Each participating teacher is sponsored by an Everett Community College (EvCC) faculty member who assists in curriculum development and assessment standards, teaching methodology, and can provide valuable supplemental materials. As a participating teacher you also have access to the EvCC library!

High school teacher duties and responsibilities include:

- Complete employment paperwork (W-4, I-9, etc.)
- Attend the new instructor orientation
- Attend or participate in the annual discipline-specific professional development activity coordinated by your EvCC faculty mentor/liaison.
- Distribute the marketing collateral to your students (small flyer)
- Hang program poster in classroom
- Market the benefits of the program to students and parents
- Clarify credit/course information for students and parents (for example, provide course code POLS& 202, 5 credits for one semester at the high school or CHEM& 121, 5 credits for the full year at the high school)
- Remind students to apply for admission and receive their SID.
- Remind students of deadlines.
- Assist students with registration if necessary (help navigate to the website).
- Verify your roster via online system and notify EvCC of any discrepancies – you will receive an email when registration processing is finalized. At this time you **MUST** verify your roster (not at the end of the term when you are posting grades) **AND verify prerequisite/placement is met**. See page 8 for more details.
- Keep your Profile in the online system current. Notify payroll of an address change or change in direct deposit (payroll@everettcc.edu).
- Post grades via online system at the end of the term.
- Upon request, provides the college the following:
 - outline, learning objectives and syllabus
 - textbook and other teaching materials
 - assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
 - evidence that courses reflect the pedagogical, theoretical and philosophical orientation of EvCC academic department

- grading criteria and standards
- Schedules teaching observation, site visit and/or interview with college faculty or administrator upon request by EvCC.
- Completes the Campus Labs IDEA survey. Login and select course objectives and assist students to login and complete the survey.
- Participates in program review or accreditation committees upon request

Suspension of Approval

Failure to fulfill teacher responsibilities may result in a suspension of approval. In instances where there is substantial or consistent deficiency in the high school teacher fulfilling responsibilities a corrective action plan will be developed including specific outcome requirements (see Appendix B). If the corrective action plan outcomes are not met or the college/teacher relationship fails, which it can for a variety of reasons, the college will not renew the teacher's approval for the next year's program. Currently enrolled students will not be affected and compensation to both the teacher and college faculty will not be affected.

If you fail to post your grades your principal will be notified. If you fail to post your grades again, you will be suspended from the program for one year.

Student Teachers

Student teachers are not approved to teach in a College in the High School approved course. Should a student teacher be assigned to teach the approved course, the course will not be made available to students to earn EvCC credit.

Accreditation documentation

EvCC's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. This accreditation demonstrates that our program meets or exceeds rigorous national standards of quality and compliance in the areas of curriculum, instructors, students, assessment, and program evaluation. EvCC is the first and only community college in the state of Washington to be awarded NACEP accreditation.

Periodically you may be asked to provide assessment, grading, or other curriculum documentation in order for the college to maintain accreditation status. This is also defined in the contract between Everett Community College and your school district.

Payroll

Your participation in the CHS program provides you with “adjunct faculty” status at EvCC and you are compensated with a term stipend. In order for the college to process your compensation we must set up your payroll which requires completion of several documents.

The current rate is \$43 for each student that enrolls for the CHS credit (course for less than 5 credits have a prorated compensation). If your high school course spans the full year at the high school you will be compensated on July 10. If your high school course spans one semester you will be compensated on February 25 for a first semester class and July 10 for a second semester class.

Annual required professional development activity

We strongly encourage collegial communication and interaction with your EvCC faculty mentor throughout the year. Don't hesitate to connect with your college faculty to discuss curriculum, content, assessment, or other topics.

Additionally, each year you will be required to participate in a professional development activity. Each faculty mentor/liaison determines what this activity is. It may be face-to-face or it may be delivered electronically or online. Attendance and/or participation is required. Faculty mentor/liaisons submit a report to the program director, which includes attendance/participation. If you develop a pattern of non-attendance or participation over a two-year period a corrective action plan will be put in place. If the corrective action plan requirements are not met, we may determine that you may no longer participate in the CHS program. This determination is made between the program Director, your faculty liaison, the academic dean, and your high school principal.

Access to library services

High School Teacher

All College in the High School (CHS) teachers are in our “system” and have access to library resources in-person or online. To check out library materials, just give the library staff your name. You may be asked to show picture identification. EverettCC.edu/Library

Students:

Students may use library materials and services. However, the high school teacher must make the request through Karen Landry. A phone call or email with the timeframe of library use is required (i.e. students need access for the month of January or students need access for the remainder of the year). Because the CHS classes use the semester system and the college uses the quarterly system, the student may or may not appear to be an “active” student in our system. Karen will work with the library staff to make the necessary arrangements.

Marketing the program

Please provide all students with program information available at www.everettcc.edu/chs. It is also helpful if you have other means to market the program directly to parents (on your school website, during parent-teacher conferences, or by sending an email to parents of students enrolled in your course.) Under “Teacher/Faculty Resources” on the College in the High School website, you will see links to the current program brochure, classroom poster, and a short overview video that you can share online, in emails, and in the classroom.

If your school has a college/career fair or other event that is appropriate for the College in the High School program to be represented, please contact Karen Landry to make arrangements to attend. Any event that our Running Start program is attending should also be represented by the College in the High School program.

Placement & prerequisites

The College in the High School (CHS) program requires that student meet the same prerequisites and/or placement that all students of EvCC must meet. Placements vary by course and include a reading, writing and/or mathematics placement.

High School teachers will be responsible to verify that placement/prerequisite has been met using the Alternative Math Placement Model or the SBA score report. Teachers may perform the verification or ask their Registrar or counselor for assistance.

When the high school teacher verifies their roster in late November, they will enter in the comments section on the grade roster:

- **Placement Met** – the student has met the course placement based on the Alternative Math Placement Model or Smarter Balanced Assessment Score Report
- **Instructor Permission** – the student has not met the placement based on the Alternative Math Placement Model or Smarter Balanced Assessment Score Report; however, high school teacher is overriding placement with Instructor Permission.
- **Placement Not Met** – the high school teacher is concerned about the student’s performance and is not comfortable with Instructor Permission. EvCC will direct student to take the Accuplacer Placement test. If the student does not meet placement they will be withdrawn and refunded.

Most students can be placed by evaluation of their high school transcript for math and Smarter Balanced Score Report (SBA) for either math or English. Student who do not meet the required placement by evaluation of their transcript or SBA scores can receive “Instructor Permission” to override placement. This should be used only if the teacher has no concerns that the student will perform well and successfully pass the class (C grade/2.0). If “Instructor Permission” is not granted, the CHS program will require student to take the Accuplacer test. We offer the Accuplacer test at three EvCC campuses: Main Campus (north Everett), East County Campus (Monroe), and the Corporate & Continuing Education Center (south Everett). The test fee is \$31.80.

How to verify placement/prerequisite(s) have been met

Go to the College in the High School website: EverettCC.edu/CHS and click on the link for Teacher/Faculty Information:

EVERETT COMMUNITY COLLEGE

MyEvCC Class Schedule Canvas Directory International Student Email Library Bookstore

Future Students Current Students Majors & Programs Business & Community About Us I Want To:

College in the High School

Home » Majors and Programs » Corporate & Continuing Education Center » College in the High School » College in the High School

Earn College Credit in High School

EvCC's College in the High School program offers high school students the opportunity to earn both high school and college credit for advanced, college-level coursework offered right in their high school.

Cut back on time and costs toward earning a degree! Transition seamlessly to completing a two-year degree at EvCC and toward four-year degrees at other colleges and universities.

[Registration Information](#) [Parent/Student Information](#) [Teacher/Faculty Information](#)

College in the High School >

Registration Deadlines

November 20, 2017
For first semester and year-long courses

April 2, 2018
For second semester courses

Registration Information

Student/Parent Information

Student/Parent Resources

Teacher/Faculty Information

Completing Your Degree

Contact
425-267-0150
CollegelnHS@everettcc.edu
Directions: [2333 Seaway Blvd, Everett WA >](#)

EvCC is the only community college in Washington state to be accredited through NACEP

Click the course placement verification information link:



Information for High School Teachers

Teach a college-level course, set higher standards for students, and help to prepare students for higher education. Each high school teacher is sponsored by an Everett Community College (EVCC) faculty member who can assist in curriculum development and provide valuable supplemental materials and teaching methodology.

[Get started with the teacher handbook](#)

[Professional development form](#)

[NACEP Accreditation Standards](#)

[Minimum high school course qualifications](#)

English teachers also review:

[Learning Objectives](#), [Critical Thinking Competencies](#), [Critical Thinking Rubric](#)

[Contact the appropriate college faculty for course questions](#)

[Course placement verification information](#)

[CHS program & grading policies](#)

[College in the High School >](#)

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Contact

425-267-0150

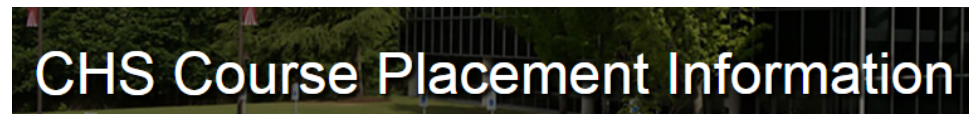
CollegeinHS@everettcc.edu

Directions: 2333 Seaway Blvd, Everett WA >



EvCC is the only community college in Washington state to be accredited through NACEP

Open the pdf file for **course placement list**.



[Home](#) » [Majors and Programs](#) » [Corporate & Continuing Education Center](#) » [College in the High School](#) » CHS Course Placement Information

Placement and Prerequisites

High School teachers will be responsible to verify that placement/prerequisite has been met using the Alternative Math Placement Model or the SBA score report. Teachers may perform the verification or ask their Registrar or counselor for assistance.

When the high school teacher verifies their roster in late November, they will enter in the comments section on the grade roster:

- **Placement Met** – the student has met the course placement based on the Alternative Math Placement Model or Smarter Balanced Assessment Score Report
- **Instructor Permission** – the student has not met the placement based on the Alternative Math Placement Model or Smarter Balanced Assessment Score Report; however, high school teacher is overriding placement with Instructor Permission
- **Placement Not Met** – EvCC requests student to take the Accuplacer Placement test

View the [Course placement list](#) for placement information to determine if students need to take the Accuplacer Placement Test. *Note: not all courses are available at all high schools.*

Find your course on the list. If your course has a reading, writing, or math placement you will need to verify that placement has been met.

Reading and writing: Did the student take the SBA test? Did they score a 3 or 4 in the ELA? If yes, then ENGL& 101 placement has been met. If no, you may override with Instructor Permission.

Math: Use the Alternative Placement Model for your school/district to determine the student's math placement. For example below is the placement for General Physics I (PHYS& 114). This course has placement for English 101 and Math 142. Using Arlington High School as an example open the Alternative Placement pdf for Arlington High School. If the student is currently enrolled in precalculus then math placement is met. If not did the student complete Algebra II with a B or better? If yes, placement has been met. If no, you may elect to give Instructor Permission.

PHYSICS				
Course	Course #	Reading	Writing	Math
General Physics I	PHYS& 114	Yes – English 101	Yes – English 101	Yes – Math 142 or concurrent enrollment in Math 141/142

Below is a sample of your roster with notation that placement has been met:

Secure | <https://www.campusce.net/EverettAdmin/course/ClassGrades.aspx?CoId=283&IID=884&CIId=17436&DDL=Grad>

Apps | Bookmarks | Google Accounts | Toshiba | Seattle-Tacoma Inter | AmazonSmile | CampusCE - SignIn | AmazonSmile

Profiles > Instructor Edit > Reports

Class : Precalculus I & II: Algebra and Trig

View : Grades

Term : B673
SKU : 9654
Faculty :
Date : 10/1/2016 - 6/10/2017
Time : 8:00 AM - 3:00 PM

Student	SID	Grade	Comments
		B+ ▼	Placement Met
		B+ ▼	Placement Met
		A ▼	Placement Met
		A ▼	Placement Met
		A ▼	Placement Met
		B+ ▼	Instructor Permission
		A ▼	Placement Met
		A ▼	Placement Met
		A ▼	Placement Met
		A ▼	Placement Met
		B ▼	Placement Met

Student Admission, Program Application Management, and Registration Process

Teachers will receive reminder emails one week in advance of each deadline.

Registering for the College in the High School program is a **3-step process**.

1

Apply for admission for students who do not already have a student record with EvCC. There is no charge to apply for admission.

Returning students start with Step 2. **Deadline: Monday, October 19, 2020**

2

Complete Program Application Management (PAM). In PAM students select their course(s), apply for the Fee Waiver for eligible students, and authorize the college to obtain verification of free or reduced lunch eligibility. Only students who complete PAM will be able to move on to Step 3. **Deadline: Monday, November 2, 2020**

3

Register and pay for your CHS class(es) online. Deadlines are as follows:

For full year or first semester class(es): Monday, November 16, 2020

For second semester only class(es): Monday, March 22, 2020



Student should check email regularly! Students will receive email updates from PAM on the status of their enrollment through final registration. Email is the primary communication tool used by the college. Students who neglect to check their email when there is an issue may miss deadlines and will not be able to earn the college credits. Meeting deadlines is critical.

The college will make three attempts to contact a student with a registration issue. If no response is received, we will ask the high school teacher to intervene.

Fee Waiver

Students in the EvCC Service District (Snohomish County) who are receiving free or reduced meals may qualify for the EvCC College in the High School fee waiver program, which they can request in Step 2. This will waive the fee for two, 5 credit classes per year. If students choose to self-pay for additional classes/credits they will need to register and pay online or visit us either on the main EvCC campus or at the Corporate & Continuing Education Center.

Classroom visits, teaching observation, and IDEA Evaluation

As part of the high school teacher course review process and ongoing evaluation, your EvCC faculty liaison/mentor will schedule a site visit and conduct a teaching observation. If this is not completed as part of the approval process a classroom observation is required during the first term that your course is approved and every fourth term thereafter.

The teaching observation form is provided as Appendix A. It includes not only comparability of the course to the EvCC course but effectiveness of instructional delivery. This is however; an observation of only one class and a single observation will not disqualify a teacher from participating in the program. If the EvCC faculty have concerns regarding the quality of the course or effective delivery, ongoing collegial mentoring will occur with suggestions/requirements for improvement. In some instances, where there is substantial deficiency in the high school course a corrective action plan will be developed including specific outcome requirements (see Appendix B). If the corrective action plan outcomes are not met or the collegial mentoring relationship fails, which it can for a variety of reasons, the college will not renew the teacher's approval for the next year's program. Currently enrolled students will not be affected nor compensation to both the teacher and college faculty.

Campus Labs IDEA Evaluation

Additionally, your course will have a student evaluation, the Campus Labs IDEA survey is required for every class that you teach. Furthermore, your EvCC faculty mentor will touch base with you regarding the results of the survey and discuss any changes needed. The same guidelines for substantial deficiency as outlined above for teaching observation apply to the IDEA survey results.

Important Dates

Below is a quick overview of the steps to using Campus Labs for IDEA's Student Ratings of Instruction (SRI).

1. Campus Labs Evaluations **OPEN FOR TEACHERS:**

- **Cohort 1** (first semester only classes): 12/31/20
- **Cohort 2** (full year classes): 3/1/21
- **Cohort 3** (second semester only classes): 5/7/21

2. Teacher **ACTION ITEMS:**

- First [login](#) here. Contact [Help Desk](#) with questions.
- Make sure all course(s) are listed. Contact [Karen Landry](#) with questions.
- [Choose objectives](#). Select only 3-5 objectives as essential or important.

3. The evaluations **OPEN FOR STUDENTS:**

- **Cohort 1** (first semester only classes): 1/4/21 at 7:00 am
- **Cohort 2** (full year classes): 2/16/21 at 7:00 am
- **Cohort 3** (second semester only classes): 5/17/21 at 7:00 am

4. The evaluations **CLOSE:**

- **Cohort 1** (first semester only classes): 1/29/21 at 11:59 pm
- **Cohort 2** (full year classes): 5/15/21 at 11:59 pm
- **Cohort 3** (second semester only classes): 6/11/21 at 11:59 pm

5. You will be able to [ACCESS YOUR REPORT](#):

- **Cohort 1** (first semester only classes): 2/1/21 at 12:00 pm
- **Cohort 2** (full year classes): 6/25/21 at 12:00 pm
- **Cohort 3** (second semester only classes): 6/25/21 at 12:00 pm

To access your report, login to your faculty account.

To save reports to your computer click "print" in the upper right corner. Change the printer destination to "Save as PDF" and then click "save." Please email a copy to your EvCC faculty mentor.

Verification of roster and posting grades

Toward the end of November, you will receive an email requesting that you verify your roster. This is the time to review your roster and notify the college of discrepancies. **This is also the time to verify that placement/prerequisites have been met.** Please note that student enrollment with EvCC is protected information (FERPA) so you may not “post” a list of students enrolled for your CHS class. Please find a way to ensure that all your students who believe they enrolled are listed on the roster and if students unknown to you are listed please notify the college so we can correct the registration. Do not wait until you are ready to post your grades to verify your roster. This causes heartburn for the Registrar as transcripts have now been created. **It is your responsibility to verify your roster and prerequisites when you receive the email request to do so.**

Each student will have a “status” rating of **REGISTERED, REGISTERED NOT PAID, PENDING, or DROPPED.** We will not ask you to inquire with the student regarding their status or payment. You are only compensated for students with a **REGISTERED** status; however, students with Dropped, Pending, or Registered Not Paid status will remain on your roster.

Selecting the “view” under Roster will show you each student who has registered for your course and the status of that registration.

Selecting the “edit” under grades will show you the roster of all students and a drop-down for you to select a letter grade. If you have a course that spans the full year at the high school, you will average the two semester grades to post one grade for the college credit.

If you have a student on a **504** or **IEP** plan, please note that a Pass or Fail grade is **NOT** an option for this program.

- For students with disabilities, there are major differences between K-12 special education and the disability services provided at the college level; not all services and accommodations available at the high school level will be allowed or provided in College in the High School courses.
- College in the High School students are considered college students. College students with disabilities are responsible for meeting the same standards as those without disabilities. Accommodations provide access but do NOT modify the fundamental standards of the courses or programs. College grades reflect the quality of work submitted, grading standards are NOT modified.

Grade Changes

Email Karen Landry with any grade changes. klandry@everettcc.edu

Access to the instructor briefcase online system CampusCE

The features of the Instructor Briefcase include the ability to:

- Update your Profile (contact Information). It is important that you include your non-school contact information (email and phone) should the college need to contact you outside of the high school academic year.
- Change your password
- View your roster
- Post grades

A User Name and Password to login has been created for you. To log-in to your briefcase go to <https://www.campusce.net/EverettAdmin>

The DEFAULT – ORIGINAL User Name is your LAST NAME plus the last two digits of your hire year and your Password is your FIRST NAME and the last two digits of your hire year (all in capital letters). If you change your password, you need to remember what you changed it to. Please note the User Name and Password are case sensitive and all letters must be capitalized.

For Example:

User Name: LANDRY20

Password: KAREN20

Once you've logged in to your account you will see a message "You have read only permission" in red which is what you should see.

On the left side menu click on Instructor Edit.

The screenshot shows the CampusCE web interface. On the left, a sidebar menu has 'Profiles' and 'My Settings' sections. Under 'Profiles', 'Instructor Edit' is circled in red. The main area is titled 'Edit Instructor Profile ()'. Below this is a tabbed interface with 'Instructor Profile' selected. The 'Instructor Profile' tab shows a 'Profile Information' section with the following fields: Employee ID, Tax ID, Title (Mr.), Vendor ID, Company, First Name (TERRY), and Middle Name.

Now you will see the various tabs across the web page (Schedule, Holiday, Calendar, Expertise, Reports). By default, you will be on the Instructor Profile tab. **It is important that you keep this contact information current.**

Select the Reports Tab – Where you can view rosters and post grades

The screenshot shows the 'Edit Instructor Profile' page. On the left is a sidebar with 'Profiles' and 'My Settings' sections. The main area has a title 'Edit Instructor Profile ([redacted])' and a tabbed interface. The tabs are 'Instructor Profile', 'Schedule', 'Holiday', 'Calendar', 'Expertise', 'Reports', and 'Biography'. The 'Reports' tab is highlighted with a red circle. Below the tabs is a table titled 'Reports' with columns: Status, SKU, Term, Section, Grades, Attendance, and Roster. The table contains six rows of course data.

Status	SKU	Term	Section	Grades	Attendance	Roster
Active	9612	A902	Calculus I (MATH& 151)	edit	edit	view
Cloned	9612	A903	Calculus I (MATH& 151)	edit	edit	view
Active	9653	B123	Calculus I (MATH& 151)	edit	edit	view
Cloned	9653	B124	Calculus I (MATH& 151)	edit	edit	view
Active	9653	B012	Calculus I (MATH& 151)	edit	edit	view
Cloned	9667	B121	Calculus II (MATH& 152)	edit	edit	view

Each term has a unique Term identifier: for the 2020-21 academic year **C013** are full year and first semester only courses. **C014** are second semester only courses. Your course item number will also appear under the column heading of SKU.

To view **Rosters** identify the course with this year's Term and select "view" under **Roster**.

To post **Grades** identify the course with this year's Term and select "edit" under **Grades**.

Please email learn@everettcc.edu if you need additional assistance or to notify us of any errors or discrepancies on your roster.

If you fail to post your grades your principal will be notified. If you fail to post your grades again, you will be suspended from the program for one year.



GRADING SYSTEM

(Revised 7/2020)

Grading Procedure: The high school teacher is responsible for explaining the college's grading policy to the high school student, so questions should be referred to the high school teacher
Grades must be submitted using a letter grade. Use the instructor briefcase to post grades.
 Note: For full-year average the two semester grades for the one college grade.

The EvCC grade policy must be followed. District grade policy can be used for the reported high school grade.

If you have a student on a **501, 504** or **IEP** plan please note that a Pass or Fail grade is **NOT** an option for this program.

DESCRIPTION	POINT VALUE	GRADE
High degree of Excellence of Achievement	4.0 (93%-100%)	A
	3.7 (89%-92%)	A-
	3.3 (86%-88%)	B+
Better than Average Achievement	3.0 (82%-85%)	B
	2.7 (79%-81%)	B-
	2.3 (76%-78%)	C+
Average Achievement	2.0 (72%-75%)	C
Minimum grade to apply towards degree requirement	1.7 (69%-71%)	C-
Low Standard of Achievement	1.3 (66%-68%)	D+
	1.0 (62%-65%)	D
Note: EvCC does not issue a D- (minus) grade		
Failure to Complete Minimum Requirements	Below 62%	F
Instructor Withdrawal. Given at the option of the instructor when a student stops attending class and fails to officially withdraw. Generally given when a student withdraws at the high school at semester break. A V grade does not factor into the student's GPA.		V
Incomplete: do not issue an "I" grade w/o first contacting Karen Landry. Incomplete grades require a written contract between the high school, the student and the college		I



Dear EvCC College in the High School mentor and high school teacher,

As part of the ongoing collegial mentoring and to ensure the high school course is equivalent in content, rigor, and assessment, site visits are required the first term a high school teacher teaches the EvCC College in the High School (CHS) course and every fourth term thereafter.

The EvCC mentor will arrange in advance for a site visit. Please be prepared to submit a sample of a graded student assessment and your course syllabus if you have not submitted a current syllabus this year.

A minimum score of 3 in each content area below is required for an overall satisfactory rating. Rating below a 3 will require a Corrective Action Plan.

Once the visit is finished, both the EvCC faculty mentor and high school teacher are required to sign the site visit summary report. The original signed copy is forwarded to the College in the High School Director.

College in the High School

High School Teacher Observation & Site Visit Report

High School Teacher: _____ Date: _____

High School: _____

College in the High School Course: _____

Guide:

1	Unsatisfactory Performance: Does not meet minimal standards of professional performance
2	Minimal Performance: Does not consistently meet accepted standards of professional performance
3	Standard Professional Performance: Consistently meets accepted standards of professional performance
4	High Professional Performance: Frequently exceeds accepted standards of professional performance
5	Exemplary Professional Performance: Consistently exceeds accepted standards of professional performance

- | | | | | | | |
|----|---|-----|---|---|---|----|
| 1. | The instructor is prepared for class. | 1 | 2 | 3 | 4 | 5 |
| 2. | Instructor states objectives clearly. | 1 | 2 | 3 | 4 | 5 |
| 3. | The instructor maintains an appropriate classroom atmosphere and creates a good learning environment. | 1 | 2 | 3 | 4 | 5 |
| 4. | The instructor presents an adequate number of examples demonstrating the concepts being presented. | 1 | 2 | 3 | 4 | 5 |
| 5. | The students were participating (note-taking, asking questions, participating in discussion, etc.). | 1 | 2 | 3 | 4 | 5 |
| 6. | The instructor is using the departmental approval syllabus. | YES | | | | NO |
| 7. | The instructor is using the approved textbook. | YES | | | | NO |
| 8. | Student assignments have the same rigor and depth equal to the on-campus course. | 1 | 2 | 3 | 4 | 5 |
| 9. | The evaluation of student work is comparable to college faculty evaluation of student work. | 1 | 2 | 3 | 4 | 5 |

Summary Statement:

Provide your conclusions, comments, and concrete suggestions for improving teaching, including comments, for example, on the overall effectiveness of communication, quality and quantity of material covered, strengths, and an evaluation of the class period as a learning experience. Also provide commentary as to the extent the CHS syllabus, outcomes, and content are representative of the on-campus course.

Observation: _____ Satisfactory _____ Unsatisfactory

EvCC Faculty Mentor _____ Date: _____

College in the High
School Teacher _____ Date: _____

Corrective Action Plan

High School Teacher's Name:		High School:
Non-compliance issue:	(State the problem in specific and concrete terms)	
Required Outcomes:	(Articulate the required outcomes)	
How will required outcomes be evidenced?	(Describe what steps/documentation is required i.e. classroom observation, attendance of professional development, attendance at annual meeting, etc.)	
Due Date:	(Due dates may be attached to specific outcomes above)	
Probationary Status <input type="checkbox"/> YES <input type="checkbox"/> NO	(Probationary status results in temporary suspension of program participation)	



College in the High School
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