



AGENDA
Board of Trustees
Academic Committee
Committee Meeting
Tuesday January 29, 2019 9:00 a.m.

1. Call to Order

2. Trustee Attendance

3. Trustee Business

Action Items

a. Approval of the Agenda

b. Minutes from the November 20, 2018 meeting

c. Articulation Agreements for Roanoke Rapids Graded School District-CCP and Early College

4. Updates

5. Announcements

6. Adjournment



Academic Committee Meeting Minutes
November 20, 2018
DRAFT

Trustees Present: Mary Mebane, Academic Committee Chair
Marie Robinson, Academic Committee Vice-Chair
Ruel Solomon, Academic Committee Member
Deans Eatman, Academic Committee Member
Michael Felt, Board of Trustees Chair

Trustees Absent: None

Others Present: Dr. Jeffery Fields, Vice President of Academic Affairs/Dean of Curriculum
Dr. Michael A. Elam, President/CEO
Nichole Pitchford, Admin. Assistant to the VP of Academic Affairs

Call to Order

Chair Mebane called the meeting to order at 9:00 am.

Adoption of Agenda

Trustee Felt moved to approve the agenda, Trustee Solomon seconded; motion carried. The agenda was approved.

Approval of Minutes

Trustee Robinson moved to approve the minutes, Trustee Felt seconded; motion carried. The minutes were approved.

New Business

Action Items

a. Articulation Agreements for Early Colleges

Dr. Elam gave a brief introduction of the action item and Dr. Fields explained that we were asking the board to approve the articulation agreements and highlighted sections of the agreements. Trustee Felt inquired about the meeting with the Roanoke Rapids School Board. Dr. Elam explained Roanoke Rapids met last night and they are still reviewing it and will take to their board in December.

The agreements for each high school were reviewed individually and the following items were discussed:

Resources

Each school district purchases the textbooks for their students with the exception of Roanoke Rapids; Roanoke Rapids may do something different. Currently, we are working to reduce the cost of textbooks with options such as Open Education Resources. Dr. Fields also noted that we are looking into electronic resources that the Career and College Promise (CCP) students and Early College (EC) students can use. The early colleges (Northampton EC & Roanoke Valley EC) have provided iPad/tablets for their students. Halifax County doesn't have the funds to purchase laptops/tablets for their early college students but they will have access to check out laptops we have on campus. Trustee Eatman and Felt iterated that we must be mindful of the language in the agreements that electronic resources are made available to all the Career and College Promise (CCP) students and Early College (EC) students; an addendum will need to be added to the agreements.

Testing

The testing for entrance purposes was discussed and it was noted that a new module from the NC Community College System will be implemented in the upcoming year named RISE.

Fees

The section of the agreements about fees was highlighted. Trustee Eatman questioned the amount of fees in comparison to other colleges. It was noted that some colleges charge fees while some others don't. However, the fee amount is relatively the same as other colleges that charge fees.

Liaison

The section of the agreements about liaisons was highlighted. Items described were the role of the liaison and how many we currently have. Roanoke Valley Early College and Northampton Early College have liaison currently. Trustee Felt asked if the language in the agreements had been reviewed by our attorney for which it was noted that our attorney has in fact reviewed them. There was discussion about proposed next steps if Roanoke Rapids rejects the fees. It was further noted that there is a clause in the agreement to discontinue service with the LEA (Local Education Agency) within 90 days or end of school year which is also in the NC Community College System Early College Agreement.

Halifax County Schools

Halifax County Schools plans for full immersion with traditional college students in the morning and then will be bussed back to the high school for their high school classes. They will be needing office space for their principal and liaison on the college's campus.

Trustee Felt recommended we go over the differences listed in each agreement before

presenting each individual agreement for approval. Differences were noted and there was discussion. It was also noted that the agreements were for every 3 years and reviewable every year. It was requested that a fiscal breakout of fees and impact to college be sent to HCC's board members.

Trustee Felt asked that the academic committee deal with each agreement individually but forward to the full board for approval.

Trustee Felt made a motion to move the agreement for Halifax County Schools forward to the full board for approval. Trustee Solomon seconded; the motion was moved forward with one negative vote.

Trustee Felt made a motion to move the agreement for Northampton County Schools forward to the full board for approval. Trustee Robinson seconded; the motion was moved forward with one negative vote.

Trustee Felt made a motion to move the agreement for Weldon City Schools forward to the full board for approval. Trustee Robinson seconded; the motion was moved forward with one negative vote.

Updates

No updates

Announcements

No announcements

Adjournment

The meeting was adjourned at 9:53 am.

Recorder Name/Signature and Date:

Nichole Pitchford, Administrative Assistant to the VP of Academic Affairs
Respectfully submitted November 30, 2018

Facilitator Name/Signature and Date:

Trustee Mary Mebane, Academic Committee Chair

Halifax Community College
Board of Trustees
January 29, 2019

Action Item

Item: Articulation Agreement for Roanoke Rapids Graded School District – CCP and Early College

Area: Academic Affairs

Presenter (s): Dr. Jeffery Fields

Recommended Action: We are submitting the high school and Early College agreement that was approved by the Roanoke Rapids Graded School District Board of Trustees for your approval.

Background: The proposed agreement is to articulate a systematic student transition process from secondary to post-secondary education through Early College and CCP (College and Career Promise) initiatives. The agreement will begin Fall 2019 and end Summer 2020.

JOINT RESOLUTION

Halifax Community College
Board of Trustees

Roanoke Rapids Graded School District
Board of Trustees

The Halifax Community College Board of Trustees and the Roanoke Rapids Graded School District Board of Trustees met respectively and unanimously adopted the following joint resolution.


WHEREAS, it is recognized that secondary and post-secondary institutions should provide well-coordinated educational programs for their students; and

WHEREAS, it is recognized that to better serve the educational needs of students, articulation of programs between Halifax Community College and Roanoke Rapids Graded School District is essential; and

WHEREAS, the aforementioned agencies agree and support the joint work of the two educational systems to plan and implement an articulation program;

NOW, THEREFORE, BE IT RESOLVED that these boards hereby fully endorse the concept of articulation and furthermore pledge their support to the successful implementation of the articulation efforts.

Chair
Halifax Community College



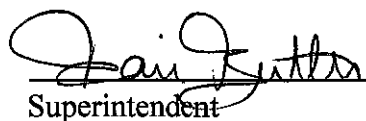
Chair
Roanoke Rapids Graded School District

Date

11/8/2019

Date

President
Halifax Community College



Superintendent
Roanoke Rapids Graded School District

Date

11/8/19

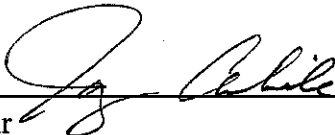
Date

HALIFAX COMMUNITY COLLEGE
AND
ROANOKE RAPIDS GRADED SCHOOL DISTRICT

ARTICULATION AGREEMENT

Approval recommended by the committee appointed by both institutions

Chair
Halifax Community College



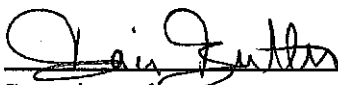
Chair
Roanoke Rapids Graded School District

Date

1/8/2019

Date

President
Halifax Community College



Superintendent
Roanoke Rapids Graded School District

Date

1/8/19

Date

**ARTICULATION AGREEMENT
2019-2020 ACADEMIC YEAR**

**ROANOKE RAPIDS GRADED SCHOOL
DISTRICT
and
HALIFAX COMMUNITY COLLEGE**

- I. **Purpose:** The purpose of this agreement is to articulate a systematic student transition process from secondary to post-secondary education. The goal of this agreement is to maximize the use of resources and minimize content duplication.
- II. **This articulation agreement (the “Agreement”) effective the 1st day of August 2019 through the 31st day of July 2020 for CCP (College and Career Promise) and CTE (Career and Technical Education) programs at Roanoke Rapids High School and CIHS (Cooperative Innovative High Schools) programs at Roanoke Rapids Early College High School, is made and entered into between Board of Trustees of the Roanoke Rapids Graded School District (the “Board”) and Halifax Community College (the “College”) (jointly the “Parties”).**
- III. **This Agreement supplements the Memorandum of Understanding (MOU) entered into between the Board of Trustees of the Roanoke Rapids Graded School District and Halifax Community College establishing the Roanoke Rapids Early College in September 2017. The MOU will remain in full force and effect except that, to the extent this Agreement conflicts with any provision of the MOU, the terms of this Agreement shall control.**
- IV. **Academic Standards**
- Within our educational partnerships, Halifax Community College reserves the right to determine the **academic standards** of all College courses in compliance with institutional and program accreditation, program certifications, and College policy and procedures.
 - Within our educational partnerships, Halifax Community College reserves the right to determine **the mode of delivery** that is the most fiscally responsible and most conducive to learning and to maintain fiscal oversight of all College courses and programing. In cases where College courses and programing are determined not to be cost effective, the College will give our educational partners an opportunity to continue a College course and/or programing through cost sharing before termination of said College course and/or programing. The mode of delivery shall be determined by the College and indicated on the master schedule of courses by March 2 (Fall and Summer semesters) and September 15 (Spring semester).
 - Within our educational partnerships, Halifax Community College reserves the right to provide **priority registration** for Fall, Summer, and Spring courses to the students from our partner institutions when those students have completed the

following by April 2nd (Fall and Summer semesters) and October 15 (Spring semester):

1. All required testing
 2. A completed Admissions Application with all admissions requirements met
 3. All program requirements, where applicable
 4. A completed HCC Pre Registration Worksheet
 5. Any student who has not completed the four requirements listed above before priority registration, will not be guaranteed seats in preferred classes and must register for all College courses and programming during the College's regular registration timeline.
- Within our educational partnerships, Halifax Community College agrees to provide Roanoke Rapids Graded School District the following:
 1. Master schedule of courses to be taught in Fall and Summer semesters by March 2 and in Spring semester by September 15, so students can complete an accurate HCC Pre-Registration Worksheet for the classes by the required dates).
 2. Individual student schedules with dates and times for classes for students who met all the above requirements by April 2 or October 15 will be emailed to the Executive Director of Instructional Services of Roanoke Rapids Graded School District for the upcoming semester by April 17 (Fall and Summer semesters) and November 15 (Spring semester).
 3. For questions about individual schedules and/or to change schedules, students and/or RRGSD staff should contact The Director of CCP at Halifax Community College or the College Liaison. If this person is unavailable, students and/or RRGSD staff should contact the Registrar at Halifax Community College.
 - Within our educational partnerships, Halifax Community College reserves the right to determine **the minimum and the maximum seats per section** for all College courses and programs. For 2019-2020, the minimum seats per section are as follows:

Course	Minimum Number
ENG 111 and 112	18
ENG 231 and 232	18
ENG 241 and 242	18
MAT 171	18
PSY 150	18
COM 231	18
SOC 210	18
HIS 131 and 132	18
ACA 122	18
ART 111	18
CIS 110	18
HEA 110	18

- Within our educational partnerships, Halifax Community College reserves the right to **assess the learning outcomes** of all College courses and programs in compliance with the College's policies and procedures for Institutional Effectiveness as well as all applicable requirements of the College's accreditation and program certification.

- Within our educational partnership, Halifax Community College reserves the right to determine the **work schedule of all Halifax Community College employees**: no Halifax Community College employee will be required to work on days not included on the HCC calendar.
- College classes taught at Roanoke Rapids High School or Roanoke Rapids Early College will follow the College's calendars. Every effort will be made to accommodate Roanoke Rapids Graded School District calendars. Within our educational partnership, Roanoke Rapids Graded School District students will be responsible to make up assignments and times missed for days when Roanoke Rapids Graded School District is not in operation for students (e.g., holidays, inclement weather days, etc.).
- Within our educational partnerships, Halifax Community College reserves the right to determine the **course materials and textbooks** that are required for the course.
- Within our educational partnership, Roanoke Rapids Graded School District **will determine if the school or the students are responsible to purchase the course materials and textbooks** that are required for the classes provided by Halifax Community College.
- Within our educational partnership, Halifax Community College shall commit to the development of OER (Open Education Resources) to **reduce the cost of textbooks**. Halifax Community College will make every effort to not change a textbook for a course for a minimum of five years and to the reduction of usage of student access cards when and however possible.
- Within our educational partnership, Halifax Community College shall commit to making available electronic devices for students to checkout for class assignments.
- Within our educational partnerships, Halifax Community College reserves the right to **limit placement testing**: each student may test three times per semester at no cost to the student; the charge for each additional placement test will be \$6.00. Roanoke Rapids Early College students will take the placement test at Roanoke Rapids Early College High School, and any additional fees will be paid by the school/district. Roanoke Rapids High School students will take the placement test at Halifax Community College. Any additional fees will be paid by the student at the time of testing. Placement testing may be minimized after the adoption of the North Carolina Community College System new RISE model, beginning Fall 2019.
- Within our educational partnership, Halifax Community College **establishes an access fee** charging a \$63 access fee (per student per semester) for services to improve student success and retention. Roanoke Rapids Graded School District will pay this fee to Halifax Community College ten workdays after each semester census date for Roanoke Rapids Early College High School Students. Roanoke Rapids High School Students will pay this fee directly to Halifax Community College via the Cashier's Office before the first day of class. The fee will begin during the Fall 2019 semester. The fee will be reduced to \$58 for all RRGSD students (Roanoke Rapids High School and Roanoke Rapids Early College High School) if the college liaison position is funded by Roanoke Rapids Graded School District.
- Within our educational partnership, Halifax Community College shall implement a student retention software and process. The College Liaison and the Director of

CCP of Halifax Community College will communicate concerns and flagged events of students within 48 hours of the occurrence. Initial communication will be shared with the affected student and respective counselor of the high school or Early College.

- Within our educational partnership, Halifax Community College shall **provide a safe educational environment**. Cybersecurity will be exercised by Halifax Community College to provide a safe virtual education environment through multiple methods including firewalls, authentication, virus protection and access monitoring for students and online college resources. HCC will provide two armed resource officers and two security guards on the HCC campus during HCC operational hours. In addition, security cameras and cybersecurity measures will be utilized for safety precautions. Students may access security contacts and additional information at <http://halifaxcc.edu/Depts/Security/>. Students may access the College's Emergency Action Plan at <http://halifaxcc.edu/Students/StudentEAP/>. Halifax Community College shall make every effort to notify RRGSD Superintendent, Executive Director of Student Services, RRHS Principal, and RREC Principal promptly if any unsafe situations arise.
- Within our educational partnership, Roanoke Rapids Graded School District **shall provide two classrooms and an office** at the Early College facility.
- Within our educational partnerships, Halifax Community College shall provide a scheduled assembly area and one office space at HCC for the use of Roanoke Rapids Early College students and staff.

V. Definitions

- Advance Credit Courses: Specific points of agreement determined by program instructors from secondary and community college levels as to any college credit earned through courses taken in high school.
- Career and College Promise (CCP): Qualified high-school-age students in North Carolina will have the opportunity to pursue community college courses, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. CCP has three pathways.
 1. College Transfer Pathway – Students are afforded approximately 32 hours of tuition-waived community college course credits that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four- year degrees.
 2. Career Technical Education Pathway – Students take tuition-waived course credits at a NC Community College toward a job credential, certificate or diploma in a technical career.
 3. Innovative High Schools – Students begin earning tuition-free college credits as a high-school student by attending an approved Cooperative Innovative High School.
- Cooperative Innovative High Schools (CIHS): Roanoke Rapids Early College High School: This four- or five-year high school focuses on accelerated opportunities for beginning ninth grade students wishing to

complete their high school diploma and earn an Associate's degree, college-level Career and Technical degree/certificate, and/or college transfer hours over the course of four or five years. Students are eligible for all programs at HCC except for those programs limited to students by age or competitive programs (e.g., dental or nursing). Students may complete dual degrees/certificates (i.e., Associate degree and one CTE pathway). Degree programs are primarily available in five areas, but not limited to:

- (1) Associate of Arts – college transfer degree
- (2) Associate of Arts – Teacher Preparation 2+2 articulation agreement with Elizabeth City State University
- (3) Associate of Applied Science
- (4) Automotive Technology
- (5) Criminal Justice Technology
- (6) Industrial Systems Technology
- (7) Therapeutic Diagnostic (Nurse Aid)
- (8) Welding Technology
- (9) Associate of Science – college transfer degree
- (10) Associate of Engineering

The operational guidelines for Roanoke Rapids Graded School District are in Appendix A.

VI. Articulation Committee

1. Representation: the President of Halifax Community College and the Superintendent of Roanoke Rapids Graded School District will appoint members. Members may include but are not limited to the following administrative personnel:

Halifax Community College	Roanoke Rapids Graded School District
1. Vice President of Academic Affairs	1. Superintendent
2. Chair of Arts, Science, and Professional Technologies	2. Roanoke Rapids Early College Principal
3. Chair of Allied Health and CTE	3. Roanoke Rapids Early College Liaison
4. VP of Student Services & Enrollment Management	4. Roanoke Rapids Early College Counselor
5. Dean of Workforce & Economic Development	5. Executive Director of Instructional Services
6. Director of CCP	6. Roanoke Rapids High School Principal
7. Registrar	7. Roanoke Rapids High School Counselor
8. Director of Distance Learning	8. Roanoke Rapids High School Instructional Coach

9. Director of SSS

9. Roanoke Rapids High School CTE
Coordinator

Procedures: The committee will meet to review points of articulation at least annually or more often if necessary. The committee will make recommendations for revisions to insure that a systematic transition from secondary to post-secondary education is occurring. This meeting must be called jointly by Roanoke Rapids Graded School District Executive Director of Instructional Services and the Halifax Community College Vice President of Academic Affairs. In order to develop course offerings and catalog information, a series of review meetings will be held in the fall prior to the final joint HCC and Roanoke Rapids Graded School District Articulation Meeting.

VII. Articulated Credit, Advanced Placement Courses, and Articulated Transfer

Classes Rationale: To help students develop a desire for post-secondary education and to develop career goals. In addition, students are informed that college credit can be earned for identified high school courses.

- **Articulated CTE Credit Courses:** Refer to the following Articulated Matrix in Appendix B for the articulated CTE courses and the criteria for awarding credit.
- **Procedures for Awarding Articulated CTE Credits:**
Roanoke Rapids Graded School District Responsibilities:
Ensure that CTE assessment scale score for articulated courses are on the transcripts of students who have met the requirements for Articulated Credit (B average in the course and post-assessment scale score of at least 93) for all courses listed in the State Articulation Agreement and those included as locally articulated courses in this agreement.
- **Advanced Placement Courses:**
Students who are enrolled in a College Board Advanced Placement (AP) course(s), and score level III or higher on the placement test, may be awarded college credit when enrolling in certain colleges or programs. See Appendix C for AP conversions.
- **Articulated Transfer Classes:** Refer to Appendix D and DPI's website at <http://www.ncpublicschools.org/docs/advancedlearning/ccp-dual-credit-allowances.pdf> for a list of articulated college transfer classes for awarding weighted credit for high school GPA.

VIII. Cooperative Agreement Classes (Career and College Promise Courses)

Rationale: In today's global economy, successful careers could require a two or four year degree, a diploma or nationally recognized job credential. Career & College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is tuition-waived to all students

who maintain a “3.0” average, Satisfactory Academic Progress and meet other eligibility requirements.

Student Eligibility:

1. RRHS Students: College Transfer Pathway (Pathway courses listed in Appendix E)

- High school juniors and seniors
- Students with at least a 3.0 weighted grade point average on high school courses
- Students must be enrolled in at least one high school course.
- Students who have demonstrated college readiness on an approved assessment or placement test. College readiness Tests may include PLAN, Pre-ACT, PSAT, Accuplacer, NCDAP, ACT or SAT. Acceptable benchmarks can be found on the following website:

<https://www.nccommunitycolleges.edu/student-services/reinforced-instruction-student-excellence-rise>

2. RRHS Students: Students who do not demonstrate college-readiness on an approved assessment or placement test may qualify for Provisional Status in a College Transfer Pathway. A student must have a weighted GPA of 3.5, have completed two years of high school English with a grade “C” or higher, have completed high school Math III (or higher level math class) with a grade of “C” or higher, and obtain written approval of the high school principal or designee and the community college VP of Academic Affairs. Students must meet prerequisites. Students who meet all the requirements listed above may:

- Register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. (Student must meet prerequisite for course)
- Enroll in ENG 112 if they successfully complete ENG 111 with a ‘C’ or higher.
- Enroll in MAT 172 if they successfully complete MAT 171 with a “C” or higher.
- Students in the provisional pathway may not be in an additional CTE pathway. Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional. In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of ‘C’ or higher or have met the testing benchmark.

RRHS Students: Career and Technical Educational Pathway (Pathways listed in Appendix E)

- High school juniors and seniors
- Students must be enrolled in at least one high school course.

- Students with at least a 3.0 weighted grade point average on high school courses OR upon principal recommendation with a 2.0 – 2.9 weighted grade point average. The letter of recommendation from the principal should be individualized for each student and should attest that the student is college ready where reading and maturity level is appropriate to college curricula and the student's GPA is adequate to maintain satisfactory academic progress. Principal's letter should address what support efforts the school is providing for student success. Form letters are not acceptable.
- Students who have demonstrated college readiness by meeting course prerequisites, which are located in Appendix F.
- Students must have received career pathway information outlining program requirements for completion of the certificate or diploma.
- A student may concurrently enroll in two CTE pathways provided the exception has been approved by the Vice President of Academic Affairs.

RRHS Students: Career and Technical Education Pathway (Freshmen and Sophomores)

- High school freshmen and sophomores
- Students must have passed Math I with a grade of "C" or better and scored a 3 or higher on the Math I EOC
- Students must have passed the 8th Grade ELA EOG with a Level 3 or higher.
- Sophomores must have a weighted GPA of 3.0 on high school courses
- Students must have the recommendation of the high school principal or designee based on assessment of student maturity and ability to effectively participate in a class that may include adult students.
- Students must have received career pathway information outlining program requirements for completion of the certificate or diploma.
- College CTE courses may be used to provide partial or full fulfillment of a four-unit career cluster.
- A student may enroll in one of the following pathways: Automotive Technology, Welding Technology, or Industrial Systems Technology
- A student may concurrently enroll in two CTE pathways provided the exception has been approved by the Vice President of Academic Affairs.

RREC Students: Cooperative Innovative High School Programs

- High school students in grades 9 to 13 with access to a cooperative innovative high school approved by the State Board of Education.
- Students must be enrolled in at least one high school course.
- Special emphasis and preference are given to first-generation college

- students, students at risk for not graduating from high school or college, students who are underrepresented in higher education, and students in need of academic acceleration.
- Additional eligibility requirements set by local board of education and partner community college or university.

Testing

1. Student Placement: Roanoke Rapids Graded School District will be responsible for administering placement testing to Roanoke Rapids Early College High School students when appropriate to meet prerequisite requirements or NCDAP provided by Halifax Community College. Halifax Community College will provide placement testing opportunities for Roanoke Rapids High School students. Roanoke Rapids Graded School District will provide students opportunities to take Pre-ACT, PSAT, or ACT, before Accuplacer or NCDAP is given to meet enrollment criteria. In instances where students are enrolled in and failed to pass a course that serves as a prerequisite to a subsequent course, Roanoke Rapids Graded School District will be responsible for placing the student into an alternate course even if this falls within a high school semester. Prerequisite requirements are subject to change due to mandates from the NC Community College System. Changes are to be communicated to the Roanoke Rapids Graded School District Executive Director of Instructional Services. Changes will be effective during the next articulation year.
2. Textbooks: Roanoke Rapids Graded School District/Roanoke Rapids Early College High School will provide textbooks for college courses for students at Roanoke Rapids Early College. Roanoke Rapids High School students will provide their own textbooks for courses taken through CCP or CTE pathways through HCC. The Halifax Community College designee must notify Roanoke Rapids Graded School District Executive Director of Instructional Services as to which textbooks will be needed by May 1 for the following school year (fall, spring, and summer semesters). Every effort will be made for textbooks to be purchased on a five-year cycle.
3. In order to best assist students, each entity will provide appropriate data about relevant students subject to state and federal law governing confidentiality of student records. HCC will provide appropriate data to RRHS principal, counselors, instructional coach, and CTE coordinator; RREC principal and counselor, and RRGSD Executive Director of Instructional Services, through the College Liaison and the Director of CCP. HCC agrees that all RRGSD student records made or maintained in the course of performing this Agreement shall be subject to the confidentiality, disclosure, and re-disclosure provisions of applicable federal and state statutes and regulations, and in accordance with RRGSD Board Policy 4700: Student Records. All RRGSD student records and any required access log shall be maintained by the Board. The College shall not forward

to any person other than parent, legal guardian or Board personnel any RRGSD student record, including, but not limited to, the student's identity, without written consent of the parent or legal guardian and Board.

4. A joint team will be formed with members from HCC and the Roanoke Rapids Graded School District to review data and make projections. Team members will be named by the HCC Vice President of Academic Affairs and the Roanoke Rapids Graded School District Executive Director of Instructional Services. The team will meet a minimum of two times per year (once at the end of Fall semester and once during Spring or Summer), but can meet more times as needed.
5. Supplies: Roanoke Rapids Graded School District will make provisions for purchasing needed instructional supplies for high school based courses. HCC Faculty are allowed to make copies for these courses at school sites based on individual staff allotments.
6. Equipment: Halifax Community College and Roanoke Rapids Graded School District will work collaboratively to meet the equipment needs of classes.
7. Fees: Tuition and student activity fees may be waived for Career and College Promise courses on high school campuses. If fees are not waived as part of state budget legislation, said fees will be paid by the Roanoke Rapids Graded School District for the Roanoke Rapids Early College students and by the students for Roanoke Rapids High School students.
8. Instructors: Halifax Community College will provide instructors based on student enrollment. High school administrators may provide input into the evaluation of college instructors each semester through the Vice President of Academic Affairs or designee. The CCP Staff will coordinate a visit to the high school for each instructor prior to the first day of the on-site college class to introduce the instructor to the office staff and receive information pertinent to the class. Roanoke Rapids Graded School District will provide HCC faculty exclusive use of classrooms and equipment if available during designated instruction time for classes taught on the high school campus.
9. Instructor Criminal Background Checks: Halifax Community College will conduct background checks on all part-time or full-time faculty who will teach on the high school campus. The checks shall include, at a minimum, checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For convenience only, all of the required registry checks may be completed at no cost by accessing the United States Department of Justice Sex Offender Public Website at <http://www.nsopw.gov/>. HCC will provide certification that the registry checks were conducted. HCC will conduct a current initial check of the registries within 30 days of the beginning of the school year. In addition, HCC agrees to conduct the registry checks and provide a supplemental certification before any additional faculty are assigned to teach on the high school campus. Contractor further agrees to conduct annual registry checks

and provide annual certifications at each anniversary date of this Agreement. Halifax Community College will not assign any instructor to teach on the high school campus if said individual appears on any of the listed registries. Roanoke Rapids Graded School District reserves the right to prohibit any HCC instructor from teaching on the high school campus if it determines that such individual may pose a threat to the safety or well-being of students, school personnel or others.

10. Future Financial Aid Information: Halifax Community College and Roanoke Rapids Graded School District will inform students and parents that future college financial aid could be jeopardized by unsuccessful completion of community college courses during the Orientation Session referred to below in Section VII #6.
11. Course Offerings and Student Enrollment:
 - a. Halifax Community College will collaborate with the high schools to determine community college academic schedules. A minimum enrollment of 20 students (exceptions may be considered) will be required for classes offered at high school campuses. HCC and Roanoke Rapids Graded School District will coordinate enrollment data to determine appropriate sections based on qualifying enrollment. The academic schedule is subject to change if enrollment drops below twenty on or before the third day of class.
12. Disability Services –Roanoke Rapids Graded School District staff member shall work with and communicate to the HCC Disabilities Services Coordinator and, if needed, the college instructor(s), any services pertaining to a student’s IEP or 504 Plan each semester prior to the IEP or 504 team meeting and, as needed, following the IEP or 504 team meeting. HCC agrees to send a representative to the student’s IEP or 504 team meeting if agreement cannot be reached regarding the services to be provided per the student’s IEP or 504 Plan for college course(s) that count for credit towards a student’s high school diploma. If the request for disability services is denied by HCC, HCC will submit in writing to Roanoke Rapids Graded School District the reason why the request for disability services was denied. HCC will provide documentation to Roanoke Rapids Graded School District of accepted requests for disability services with regard to which services the student will be receiving through HCC and responsible parties for ensuring services are provided to the student.
 - Student Responsibilities, Conduct/Behavior: The behavior and conduct of students attending Roanoke Rapids High School or Roanoke Rapids Early College High School is ultimately the responsibility of each high school’s administration that reports to the Roanoke Rapids Graded School District Board of Trustees. Students are expected to follow the behavior guidelines for Roanoke Rapids Graded School District and HCC. Therefore, high school students shall conduct themselves in accordance with the Student Code of Conduct of Roanoke Rapids Graded School District as well as those rules and regulations set forth in the Student Code of Conduct section of the HCC Catalog. Any violation of the HCC Code of Conduct by a high school student

shall be reported to the student's high school administration for disciplinary action in collaboration with HCC Student Services Division.

IX. Certification Fees: Roanoke Rapids Graded School District students will be responsible for paying fees associated with earning credentials.

X. Other operating procedures:

- RRGSD and HCC will follow registration guidelines stated in Section III above. Any high school student who does not meet those guidelines will follow the regular community college registration process.
- High school students may enroll in HCC courses contained in their CCP pathway during the summer. All students are responsible for payment of textbooks and fees for courses taken during the summer. Students will be exempt from paying tuition for FTE generating classes if allowed by the North Carolina Community College System.
- High school students are exempt from paying tuition for courses in their chosen pathway(s) taken at the community college during the school year; however, they are not exempt from paying continuing education registration and fees.
- Courses must be taken in their chosen pathway(s). Students who are enrolled in a College Transfer (CT) pathway may also choose to take courses in one CTE Pathway. The CT pathway will be the primary pathway and the CTE pathway will be their secondary pathway.
- High school students must maintain an overall 2.0 grade point average in college coursework after completing two college courses or will be subject to the college's policy for satisfactory academic progress as stated in the 2018-2020 college catalog beginning on page 39. The college catalog can be access from the following webpage: <http://halifaxcc.edu/Academics/Catalog>.

XI. Attendance/Discipline/Enrollment Processes and Procedures

- It is recommended that students in a HCC class on a high school campus, sent to In-School-Suspension by the high school administration, be allowed to attend their HCC classes. This may be handled on a case-by-case basis, but the students will be counted absent from class if they do not attend their HCC classes.
- Students in a HCC class on a high school campus in Out-of-School suspension may not attend their college class and will be counted absent. If this causes the students to exceed their limit of absences, their choices will be:
 1. WD – they (or someone at the school) must initiate
 2. WF – from the instructor, which may be appealed using the HCC reinstatement process. The final decision from the appeals process will be the joint responsibility of the HCC Vice President of Academic Affairs and Roanoke Rapids Graded School District Executive Director of Instructional Services. The decision will be based on the student's academic standing and potential to complete missed work.
- For Roanoke Rapids High School or Roanoke Rapids Early College High School

students who participate on the HCC campus for Career and College Promise courses, Roanoke Rapids Graded School District will not inform HCC of short-term student suspensions that do not have a recommendation for long term suspension. Students will be advised by the Roanoke Rapids Graded School District's high school administrations that they may continue with their HCC courses during the short-term suspension. If a student is suspended for 10 days with a pending long term suspension or a violation that must be reported to law enforcement, then the high school's administration will inform the Vice President of Student Services of the action. The Vice President will determine if any action is necessary regarding the student's status at HCC and will inform both the school's administration and the student of any such decision. If the student chooses to enroll at the alternative learning center in lieu of the long-term suspension, he or she may continue in the HCC course with the consent of the HCC Vice President of Student Services. If, however, the student does not enroll at the alternative learning center and the long-term suspension is activated, he or she may be allowed to complete any HCC course in which they are currently enrolled but would not be permitted to register for additional HCC courses in the next semester due to high school enrollment being a requirement for participation in the Career and College Promise. With the permission of the HCC Vice President of Student Services, students who are long-term suspended and no longer enrolled in at least one high school class may complete any enrolled Career and College Promise courses. The student may enroll in additional Career and College Promise courses in subsequent semesters if enrolled in at least one high school course during those semesters.

- A Student expelled from a Roanoke Rapids Graded School District high school may not finish the semester in his/her HCC class(es). In such case, a Roanoke Rapids Graded School District Administrator will notify the HCC Vice President of Student Services.
- If the Vice President of Student Services expels a student from the college, the student may not remain in any HCC courses (whether at HCC or online or on high school campuses). In such case, the Vice President of Student Services will notify the high school principal involved and the Executive Director of Student Services and Superintendent of Roanoke Rapids Graded School District.
- If the Vice President of Student Services suspends a student, the CCP staff member will notify the principal, and the principal will determine whether or not Roanoke Rapids Graded School District will take action. The Executive Director of Student Services and Superintendent of Roanoke Rapids Graded School District will be notified.
- Students who choose to participate in high school-related activities such as Student Council or athletics must adhere to the HCC College and Course attendance policies. Students are responsible for informing their instructors in advance of absences and are expected to make arrangements for making up work missed. In such cases, class time missed will not be counted as absences, provided the students are otherwise in good academic standing (2.0 cumulative GPA). This policy will also apply to mandated state testing.

Roanoke Rapids Graded School District Executive Director of Instructional Services will provide a letter to HCC instructors with state testing dates for each semester.

- If a student is failing a HCC course, he/she will remain in the course up to the last day allowed to drop without grade penalty according to HCC policy. The student will then be withdrawn from the HCC course with a WD and placed in an alternative setting for the remainder of the HCC course. When a student is dropped from a college course with WD or NA, the grade is not recorded on his/her high school transcript. At the college level, when a student is dropped, the grade remains on the college transcript and may affect future financial aid. When the first course in the series is a prerequisite for the other courses in the series, if the student fails the first course, the student must be withdrawn from the HCC course at the 65% mark and rescheduled. If the failed course is not a prerequisite for the remainder of the series, the student will take the next course in the series. HCC will only give credit for courses that are actually completed and passed.
- All RRHS and RREC students may change pathways at the end of a semester using a Change of Pathway form found in Appendix G.
- Career and College Promise information is located in Appendix H.
- Field Trips in HCC Classes: For local field trips, the parent must give approval for the student to participate in the trip in writing, and then the student participates as a traditional student. For over-night field trips, the parent must have a signed permission form letter on file with the college. All over-night field trips involving RRGSD students must be approved by the RRGSD Board of Trustees at a scheduled board meeting prior to the trip. The HCC Vice-President of Academic Affairs should submit a letter to the RRGSD Executive Director of Instructional Services prior to the Thursday before the scheduled RRGSD Board of Trustees meeting, so this request may be added to the Board agenda. If this procedure is not followed, RRGSD students will not go on the over-night field trip. Students will not be penalized for not attending any field trips in which their parents or the RRGSD Board of Trustees did not give approval.

VII. Calendar of Events:

Career and College Promise and Cooperative Innovative High Schools **Application, Registration, Testing, Orientation and Course Selection Timeline**

APPLICATION

- 1. February 1 – May 15** Change of pathway applications for the summer will be accepted.
- 2. February 1 – August 1** New applications and change of pathway applications for the Fall will be accepted.

*A Change of Pathway form will need to be completed if there is a change of pathway.

*CCP Eligibility forms need to be completed every semester before a student is registered for classes.

Applications are not considered complete without the following information attached:

- 1) CCP Registration Application (Required once for initial enrollment)
- 2) CCP Eligibility Form (**Required each semester enrolled**)
- 3) Change of Pathway Form (If needed)
- 4) HCC Application for Admissions (Required once for initial enrollment)
- 5) A copy of signed social security card
- 6) Official high school transcript
- 7) Placement test scores (Required once for initial enrollment)
- 8) All signatures should be obtained before submission.

*Incomplete applications will not be processed.

REGISTRATION

- 3. April 3rd-May 24th** Registration will take place for Summer classes.
- 4. April 3rd-August 15th** Registration will take place for Fall enrollment.
- 5. November 7th-January 6th** **Registration will take place for Spring enrollment.**
Trial schedules will need to be submitted before students can be enrolled in courses.
Copies of schedules will be provided for School Counselors within 10 days of the student being registered.

5. TESTING

Testing for high school student groups will take place every **Wednesday from 9:00 A.M. – 12:00 Noon and 2:00 P.M. – 5:00 P.M. Retesting will take place Mondays and Friday with appointments.** A completed application will need to be on file before high students take the ACCUPLACER TEST. **The School Counselor will receive copies of student test results with 5 days of the test.**

6. ORIENTATION

All students will need to attend an orientation session. Orientations for your schools can be

scheduled by Ellen Grant, Director of Distance Learning at (252) 536-7299.

7. COURSE SELECTIONS

High schools requesting courses to be taught on their campuses during the Spring and Summer 2020 semester will need to submit a request with the following information by January 18, 2019. **The Fall 2020 course requests will need to be submitted by September 3, 2019.**

- 1) Course/Courses
- 2) Day of week course is to be taught
- 3) Time of day course is to be taught

***If students do not qualify for the pathway initially identified, the School Counselor will identify the alternate pathway and send it to the CCP Director in an e-mail.**

VIII. Certification Classes: At various times, students are required by employers or volunteer organizations to have certification or endorsement. These courses are offered through the community college continuing education program. Due to the fact that these courses are not included in the North Carolina Community College Catalog and do not provide sufficient instructional time, students do not earn high school credit. Students are responsible for paying registration, fees, and textbooks costs for these continuing education courses.

IX. Agreement Review: This agreement will be reviewed at least annually and appropriate revisions will be recommended by the articulation committee.

X. Expenses. Except to the extent that this Agreement expressly provides otherwise, the parties to this Agreement shall bear their own respective expenses incurred in connection with the negotiation, preparation, execution, delivery, and performance of this Agreement and the consummation of any transaction it contemplates. This includes, without limitation, all fees and expenses of agents, representatives, counsel, and accountants.

XI. Termination. Either party may terminate this agreement upon 90 days written notice to the other party; provided, however, that if notice of termination is served during the HCC academic semester, the termination will not become effective until the day after the last day of the semester.

XII. Severability. Unless otherwise expressly provided herein, the rights of the parties hereunder are several rights, not rights jointly held with each other or with any other party. Any invalidity, illegality or limitation of the enforceability of any part of this Agreement, whether arising by reason of law or otherwise, shall in no way affect or impair the validity, legality or enforceability of this Agreement in all other respects.

XIII. Governing Law. This Agreement and the rights and obligations of the parties

hereto shall be governed by and construed and enforced in accordance with the laws of the State of North Carolina without regard to any principles of conflicts of laws that would make applicable the law of any other jurisdiction.

XIV. Binding. All provisions of this Agreement shall be binding upon, and inure to the benefit of, and be enforceable by and against the parties, their respective heirs, representatives, successors, and assigns.

XV. Relationship of the Parties. Nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of either party be construed as an employee, agent, or principal of the other. Neither party shall have the power to bind nor obligate the other except as expressly provided herein.

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

Andrea Midgette 1/8/19
Finance Officer Date