Contract Number: 20262027 IA ISD

Cascadia in the High School (CIHS)
INTERAGENCY AGREEMENT BETWEEN
Cascadia College
And
Issaquah School District

THIS AGREEMENT is made and entered into by and between **Cascadia College**, hereinafter referred to as the "College," and the Issaquah School District, hereinafter referred to as the "District."

IT IS THE PURPOSE OF THIS AGREEMENT to provide: a collaborative dual credit program (CIHS), pursuant to RCW 28A.600.287 that offers qualified high school students the opportunity to concurrently earn college credit and high school credit for qualified advanced high school course(s) deemed equivalent to Cascadia College course(s). RCW 28B.10.063 ensures that students enrolled through this partnership incur no financial obligation for tuition or registration. A successful partnership will require ongoing collaboration and communication between the College and high school instructors. The list of courses approved for this year (2026-27) is attached to this agreement.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

A. The conditions of this agreement are:

1. In order for high school students to be eligible and enrolled in the CIHS program, they must subscribe to and be accountable for all regular Cascadia policies and regulations regarding student performance, course prerequisites, and placement by high school transcript evaluation, Smarter Balanced Assessment (SBA) Scores, or ACCUPLACER scores pursuant to WAC 392-725-130. Students are subject to, withdrawal and course add/drop policies.
2. Eligible student means the student meets the definition of an enrolled student pursuant to WAC 392-121-106 and has been deemed to be a ninth, tenth, eleventh or twelfth-grade student. Cascadia requires parent/guardian and high school instructor approval for participation.
3. The District and the College shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in CIHS courses of, and the receipt of services and benefits from, the District or College.
4. Violations of the student code of conduct may be reported to Cascadia and adjudicated through the high school policy and process.

5. All CIHS courses taught as part of this agreement will be courses approved by the Cascadia Student Learning Council and/or Chief Academic Officer. Courses should be identified on the basis of student need and ensure maximum transferability. Low-enrolled courses (fewer than 10 registrations) *may* be dropped by the College the following year.
6. All CIHS courses taken by high school students must be college-level, included in the college's catalog, and taught as part of the college curriculum. The CIHS course(s) must use the same grading and transcription policies that apply to courses in the regular curriculum.
7. High school students will complete a Cascadia College application using the online registration system ctclink.
8. Cascadia will not consider CIHS enrollments as eligible for state support and will therefore not count them as FTE's. The District will consider the students as regular state-supported high school FTE's and will provide the necessary approval for the students to enroll concurrently in Cascadia courses.

B. Cascadia will have the responsibility to:

1. Designate the Dean for Student Learning to be the CIHS administrator (Erik Tingelstad).
2. Ensure that student standards are met pursuant to WAC 392-725-130.
3. Ensure faculty standards pursuant to WAC 392-725-150 are met. Approve the academic credentials of each new high school instructor. Each instructor must meet the minimum qualifications established for Cascadia associate faculty posted on the college website. Minimum qualifications vary among academic subject areas.
4. Consult with the school district for any instructor non-compliance issues.
5. Ensure curriculum and assessment standards pursuant to WAC 392-725-140 are met. Assign a Cascadia faculty member as a liaison/mentor to work specifically with each high school teacher. The purpose is to articulate and ensure that instructional and assessment integrity are comparable to the course as offered through the respective college academic department, including but not limited to:
    a. Course Outcome Guide (COG) including learning outcomes
    b. Sample syllabi
    c. Textbook and supplemental teaching materials
    d. Assessment criteria and tools (e.g. writing assignments, portfolios, quizzes, exams, labs, etc)
    e. Academic rigor and content is consistent with on-campus sections.
    f. Courses reflect the pedagogical, theoretical, and philosophical orientation of Cascadia disciplines.
    g. Grading criteria and standards.
    h. Teaching observation and site visits.
6. Conduct an annual all-CIHS meeting in the fall to review program policies and procedures with high school instructors and College faculty liaisons.
7. Cascadia will reimburse the District for a sub once annually for each high school instructor if required to visit campus during regular school hours.
8. Require high school instructors to complete a documented discipline-specific professional development activity annually. A summary of the activity must be completed by the faculty liaison and submitted to the college by May 1 of each year.
9. Make program policies and information available on the college website.

10. Award college credit to high school students who enroll and successfully complete the CIHS course(s). The credit in the approved course(s) may be applied to a degree if the student attends Cascadia after graduation from high school. Each high school student is responsible for communicating with their intended transfer institution(s) prior to enrolling in CIHS to verify acceptance of dual enrollment credits.
11. Provide high school instructors with program information and registration processes, and provide written instructions/deadlines for all processes.
12. Provide an online registration method for high school students to register (ctclink).
13. Ensure evaluation standards pursuant to WAC 392-725-160 are met. Conduct a Course Instructor Evaluation survey of each CIHS course/instructor at the end of each term.
14. Grant high school students participating in CIHS access to the Bock Learning Center resources.
15. Provide ongoing collegial interaction to address course content, course delivery, assessment, and evaluation.
16. Maintain student records and transcripts.
17. Provide the district with a list of approved courses and instructors that will serve as an Addendum to this agreement.
18. Compensate each participating high school instructor $650 for each unique course they teach with 12 or more enrolled students. If the class has fewer than 12 students, they will be paid $50 per student registered for credit. If they are teaching additional sections of the same course, the teacher will be paid $250 for each additional section with 10 or more enrolled students. If the additional section has fewer than ten registered students, the teacher will be paid $25 per student. The additional compensation represents work performed beyond their contract with the school district. Compensation represents additional work to satisfy additional program responsibilities.
    a. Complete employment paperwork
    b. Attend a new instructor orientation with the program administrator.
    c. Attend a mandatory annual meeting.
    d. Attend and/or participate in the discipline-specific professional development meeting or activity.
    e. Communicate CIHS program information to students, including the benefits of dual credit to students/parents.
    f. Communicate prerequisite/placement score requirements when applicable.
    g. Remind students of CIHS program deadlines for registration and withdrawal.
    h. Assist students with online registration using ctclink.
    i. Verify class roster and notify the college of any discrepancies.
    j. Respond to email/voice mails from college staff and faculty liaisons.
    k. Notify the college of any address changes.
    l. Post grades using ctclink at the end of each course.
    m. Upon request, provide the college with the following:
        i. Course outline, learning objectives and syllabus
        ii. Textbook and supplementary teaching materials.
        iii. Sample assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
        iv. Additional evidence that courses reflect the pedagogical, theoretical and philosophical orientation of Cascadia disciplines.
        v. Grading criteria and standards – sample of graded assessments.

n. Schedule teaching observation/site visit with a faculty liaison as needed.
o. Encourage students to complete a CIE (Course Instructor Evaluation) online survey at the end of the term.
p. Participate in program review or accreditation process upon request.

19. Cascadia College assures the District that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, color, religion, gender and/or sex, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law.

C. The District will have the responsibility to:

1. Identify interested and qualified high school instructors and refer them to the Cascadia CIHS administrator.
2. Allow Cascadia liaison faculty access to high school instructors and to conduct a site visit/observation as needed.
3. Provide the college with a class roster for each CIHS class section. CIHS Teachers (or designee) will code each roster indicating which students have met the course prerequisite and are eligible to register.
4. Require high school instructors to meet with their designated faculty liaison and provide evidence of the following, but not limited to, as part of the approval process and ongoing course evaluation.
    i. Course outline, learning objectives, and syllabus
    ii. Textbook and supplementary teaching materials.
    iii. Sample assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
    iv. Evidence that courses reflect the pedagogical, theoretical, and philosophical orientation of Cascadia disciplines.
    v. Grading criteria and standards – sample of graded assessments.
    vi. Teaching observation/site visit
5. Require approved teachers to meet with the designated faculty liaison annually to review the course curriculum, including but not limited to the list identified in section B.5.
6. Notify the college should an approved HS instructor resign, take a leave of absence or otherwise vacate the position. Any new instructor is then subject to the same approval process. **NOTE:** *Student teachers are not approved to teach College in the High School courses. Should a student teacher be assigned to teach an approved course, the course will not be made available to students to earn Cascadia credit.*
7. Notify the College should an instructor be absent longer than a period of 10 instructional days.
8. Notify the College should there be a change in the curriculum; changes to approved curriculum would be subject to the same approval process.
9. Provide the rooms, labs, instructional equipment, supplies and textbooks for each approved course.
10. Require the instructors to communicate the program information/registration process and deadlines to the students and parents.
11. Require the instructors to attend the annual meeting at Cascadia and to participate in discipline specific meetings and professional development activities.

12. Require instructors to follow established procedures and meet deadlines set by Cascadia for the program.
13. Require instructors to submit grades for registered students in accordance with Cascadia College grading policies and grade posting deadlines.
14. Award high school credits pursuant to WAC 392-725-200.
15. Ensure OSPI Co-Delivering Dual Credit Course Guidelines are followed.
16. Assure compliance with federal and state laws concerning reasonable accommodations for disabled students, the development of individualized educational programs, and student safety.
17. Serve as the primary employer of the high school teacher with all associated benefits of a full-time employee of the District.
18. Comply with Dual-credit Reporting Requirements as outlined in RCW28A.600.287.
19. Comply with program rules as outlined in RCW28A.600.287.

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

PERIOD OF PERFORMANCE
Subject to other contract provisions, the period of performance under this contract will be from the date of signing through June 30, 2027.

RECORDS MAINTENANCE
The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to ensure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA
Unless otherwise provided, data that originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by Cascadia College. Each party retains ownership of its existing records, instructional materials, data, and intellectual property. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions.

AGREEMENT CHANGES, MODIFICATIONS, AND AMENDMENTS
This Agreement may be changed, modified, or amended by a written agreement executed by both parties. Any revision requires the written agreement of both parties.

TERMINATION
Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE
If, for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES
In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE
This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

a. Applicable state and federal statutes and rules;
b. Statement of work; and
c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT
The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER
A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights

under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY
If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN
This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

CONTRACT MANAGEMENT
The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

Point of Contact for the District:	Point of Contact for the College is:
Sherri Kokx Executive Director of High Schools 5150 220th Ave SE Issaquah, WA 98029 CC: Jennifer Fitzgerald FitzgeraldJ@Issaquah.wednet.edu	Erik Tingelstad Dean for Student Learning 18345 Campus Way NE Bothell, WA 98011-8205 425.352.8277 etingelstad@cascadia.edu

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF WASHINGTON
Issaquah School District

Signature _____

Date _____

Name: Heather Tow-Yick

Title: Superintendent

STATE OF WASHINGTON
Cascadia College

Signature Eric W. Murray

Date 9.3.2026

Name: Dr. Eric M. Murray

Title: President

2026-27 CIHS Proposed Course List – ISD

ISSAQUAH HIGH SCHOOL

Course Title	Designation	Instructor(s)	Class Period(s)
Japanese III	JAPN&123	Hiroki Danshita	2, 3
Japanese IV	JAPN&221	Hiroki Danshita	4