South Puget Sound COMMUNITY COLLEGE

To: Sarah Rich, North Thurston School District; Brad Hooper, North Thurston School District; Paul Dean, Timberline HS; Brent Whitemarsh, River Ridge HS; Nick Greenwell, North Thurston High School; Jody Halterman, North Thurston School District

From: Bryan Powell, Dean of Natural & Applied Sciences (College in the High School Administrator)

Date: June 24th, 2026

RE: College in the High School Plan for Academic Year 2026-27

This required memorandum identifies planned courses and enrollment guidelines. **Final approval of classes depends on verification of alignment with the SPSCC course outline.** All courses, including those currently offered, must undergo a curriculum review to ensure alignment with the SPSCC outcomes.

Enrollment forms and student guidelines will be available when the courses are approved. Students must complete any pre-requisites prior to enrolling.

Students still enrolled after the final day to drop classes will receive a letter grade for the SPSCC course or need request to withdraw by the withdraw deadline. Students withdrawing from courses will receive a "W" on their SPSCC transcript for the course(s).

We will need to know the number of class periods for each CiHS course offered by a teacher so we can appropriately build the classes on our end (e.g. if an instructor teaches two sections of MATH& 141, SPSCC will have to build two sections of it in our system).

Please share this timeline with your teachers. We ask that the districts assist us with contacting teachers and making arrangements for orientations and trainings.

Course Agreement Requirements:

- CiHS English 101 may NOT be co-delivered with any AP Literature or Language course. There are options for co-delivering with an honors English course
- We would prefer that History 147/148 not be co-delivered with AP US History and will make exceptions only upon careful alignment review
- When CiHS classes are approved for co-delivery with AP classes, the high school transcript must list the CiHS course first and fully
- Please note that beginning in 2027-2028 in order to align with accreditation and state agency expectations, all students enrolling in CiHS courses **must meet prerequisite BEFORE** the start of the academic year. This means admissions and placement testing needs to take place in the spring or summer prior for prospective CiHS students. Information sessions will be offered by SPSCC Dual Credit Programs for families. High school staff will need to find alternative course placements for students who do not meet prerequisite within the first week of the term.

DATES	Full-Year and Fall Semester Only Courses
April 1, 2026 – June 15, 2026	HS Teacher works with SPSCC faculty mentor to align curricula
June 1, 2026	Last Day to Submit Curriculum Documents to SPSCC CiHS Administrator • Includes syllabi with topic list and summative assessments

	• Assessments may be in draft form • Final approval of class determined by SPSCC administrator
September 8, 2026	• The Registration Request form will be open and any CiHS student may start filling out their Registration Request. • Returning CiHS students who know they will need placement can start scheduling WAMAP exams. Students needing GSP can complete online.
September 8-October 16, 2026	• All CiHS Instructors need to have any new students (those that have not taken SPSCC courses before) go through the Admissions Application. There is a video and printed guide on the SPSCC CiHS Webpage to assist. • All CiHS Instructors should continue to have students fill out the Registration Request if they have not yet done so. • SPSCC Staff will start looking through our system for students will current placement information
September 28- October 9, 2026	SPSCC staff will be on site at the high schools to assist students that are continuing to have admissions issues or registration request issues. This will be coordinated with the schools so that staff are on site either in the classrooms or in an area with access to computers. Each school will have one day of dedicated SPSCC staff support.
October 16, 2026	**Admissions & registration Deadline:** Last day for students to apply and put in their registration request.
October 30, 2026	**Prerequisite Deadline**: Last day for students to meet prerequisite for fall semester and year-long courses (if applicable). Students who do not meet prerequisites will NOT be enrolled in those courses at SPSCC for college credit. **MATH& 141 Benchmarks must be completed for students that did not qualify with WAMAP testing.**
November 6, 2026	Last day for students to Drop (no "W" on transcript)
November 20, 2026	Last day for students to Withdraw ("W" on transcript)
March 31, 2027	Faculty Mentors turn in Teacher Observations and Meeting Notes
March 29, 2027	Grades Due for first semester courses to SPSCC Enrollment Services
June 24, 2027	Grades Due for year-long courses to SPSCC Enrollment Services

DATES	Spring Term Only Classes
April 1, 2026 – June 15, 2026	HS Teacher works with SPSCC faculty liaisons to align curricula
June 1, 2026	Last Day to Submit Curriculum Documents to SPSCC CHS Administrator • Includes syllabi with topic list and summative assessments

	• Assessments may be in draft form • Final approval of class determined by SPSCC administrator
September 8, 2026	• The Registration Request form will be open and any CiHS student may start filling out their Registration Request if they did not do so in the fall. • CiHS students who know they will need placement can start scheduling WAMAP exams. Students needing GSP can complete online.
Start of term – March 5, 2027	• All CiHS Instructors need to have any new students (those that have not taken SPSCC courses before) go through the Admissions Application. There is a video and printed guide on the SPSCC CiHS Webpage to assist. • All CiHS Instructors should continue to have students fill out the Registration Request if they have not yet done so. • SPSCC Staff will start looking through our system for students will current placement information
February 15-19, 2027	SPSCC Navigators at the high schools can assist students that are continuing to have admissions issues or registration request issues.
March 5, 2027	**Admissions & registration Deadline:** Last day for students to apply and put in their registration request.
March 26, 2027	**Prerequisite Deadline:** Last day for students to meet applicable prerequisites. Students who do not meet prerequisites will NOT be enrolled in those courses at SPSCC.
June 1, 2027	Faculty Mentors Turn in Teacher Observation and Meeting Notes
June 24, 2027	Grades Due to SPSCC Enrollment Services

North Thurston HS		
TEACHER	**PROPOSED COURSES**	**PREREQUISITE**
HINMAN, TINA	CHEM& 121	• Completion of Algebra II or higher with a "B" or better • AP Stats score of 3+ • Smarter Balance 10th grade Math score 3+ • SPSCC WAMAP 107/146 Exam score 15+

Timberline HS		
TEACHER	**PROPOSED COURSES**	**PREREQUISITE**
HICKLIN, ANDREA	MATH& 141 (S1)	MATH 141:

	MATH& 142 (S2)	• Completion of Advanced Algebra II • SPSCC WAMAP MATH 141 Exam score 24+ • MATH& 141 Benchmarks (4 of 5) MATH& 142 • Completion of MATH& 141 with a "C" or better • SPSCC WAMAP MATH 142 Exam score 20+
GOMEZ, JESSE	MATH& 141 (S1) MATH& 142 (S2)	MATH 141: • Completion of Advanced Algebra II • SPSCC WAMAP MATH 141 Exam score 24+ • MATH& 141 Benchmarks (4 of 5) MATH& 142 • Completion of MATH& 141 with a "C" or better • SPSCC WAMAP MATH 142 Exam score 20+
DILLARD, JAMES	MATH& 151 (S1) MATH& 152 (S2)	MATH& 151: • Completion of MATH& 142 with "C" or better • SPSCC WAMAP 151 Exam score 40+ • AP Pre-Calculus score of 4+ MATH& 152: • Completion of MATH& 151 with "C" or better (no placement exam options for MATH 152)

River Ridge HS		
PEASE, ANDREA	CHEM& 121	• Completion of Algebra II or higher with a "B" or better • AP Stats score of 3+ • Smarter Balance 10th grade Math score 3+ • SPSCC WAMAP 107/146 Exam score 15+
PITTELKAU, RENEE	MATH& 141 (S1) MATH& 142 (S2)	MATH 141: • Completion of Advanced Algebra II

		• SPSCC WAMAP MATH 141 Exam score 24+ • MATH& 141 Benchmarks (4 of 5) MATH& 142 • Completion of MATH& 141 with a "C" or better • SPSCC WAMAP MATH 142 Exam score 20+
GORE, JAMI	MATH& 151 (S1) MATH& 152 (S2)	MATH& 151: • Completion of MATH& 142 with "C" or better • SPSCC WAMAP 151 Exam score 40+ • AP Pre-Calculus score of 4+ MATH& 152: • Completion of MATH& 151 with "C" or better (no placement exam options for MATH 152)

Note: Students may place into any course with the appropriate Accuplacer score.

College in the High School (CiHS) Program Roles and Responsibilities

The college will:

1. Assign a supervising administrator who will have the authority to:
    - Approve the academic credentials of each participating high school teacher
    - Decide which CiHS classes can be offered at the high school, based on college policy and available faculty mentors
    - Act as college liaison to high school district and school administrators
    - Resolve grade disputes
    - Enforce the academic honesty policy in the College's *Code of Student Rights and Responsibilities*
    - Terminate high school teachers from CiHS program who do not meet CiHS standards, requirements, or deadlines
    - Report data to the State Board of Community and Technical Colleges
2. Assign a faculty mentor who will observe, advise, and provide a peer evaluation of the high school teacher in areas including but not limited to:
    - Course outcomes and assessments
    - Grading criteria and policies
    - Syllabus and schedule development
    - Instructional resources
    - Course topics and depth of inquiry

- The pedagogical and theoretical practices of the College department

3. Conduct an annual program orientation and annual discipline-specific trainings as required by the Washington Administrative Code
4. Manage and implement the registration process for students, and provide registration assistance online or in-person
5. Provide teachers and the District with published information about the registration process and placement testing, including deadlines and contact information
6. Develop program policies and procedures and publish them online
7. Award college credit that is transferable to all community colleges in the state of Washington
8. Conduct student evaluations in accordance with guidelines established by the Washington Administrative Code
9. Provide participating high school teachers and students online and in-person access to the College's academic support services, including the library, tutoring centers, online grading tools, and eLearning office
10. Compensate high school teachers for CiHS work that does not fall within their contracted duties for their high school via a stipend (CiHS instructor stipends described below)
11. Assess teaching and learning in compliance with the standards established by statute or administrative code
12. Report assessment results to the appointed review board in accordance with statute and administrative code
13. Establish enrollment guidelines necessary to ensure the financial stability of the program.
14. Maintain student records as it does for any student enrolled in the College

NOTE: *CiHS credits are subject to the current provisions of direct transfer agreements with public four-year institutions in Washington State. SPSCC cannot guarantee that CiHS credits will transfer to colleges and universities that do not participate in direct transfer agreements with the State Board for Community and Technical Colleges.*

The school district will:

1. Identify interested and qualified teachers and refer them to the college-designated administrator for application and screening
2. Designate all CiHS classes as such in the academic catalog and any other appropriate academic materials
3. Promote the program to all ninth through twelfth graders as required by the Washington Administrative Code
4. Allow the College program administrator and faculty mentors access to high school teachers in order to conduct supervisory and peer observations
5. Provide the required instructional resources to the students or facilitate their acquisition of the required resources
6. Ensure that all high school teachers have received the training necessary to comply with FERPA, ADA, and Title IX requirement
7. Notify the College if the employment status of a teacher changes, including absences of more than five consecutive working days
8. Provide all facilities needed to conduct dual-enrollment courses.

9. Require high school teachers to comply with all provisions of the program, including but not limited to submitting course material requested by the program administrator or faculty mentor

The high school teacher will:

1. Have the same rights of academic freedom regarding College material accorded to instructional employees of the College
2. Comply with all requirements of this program and follow the lawful directives of the program administrator
3. Meet with faculty mentors when requested or scheduled to do so
4. Comply with the requirements of the College's course outline and ensure appropriate college-level rigor in discussions, assignments, and assessment
5. Attend orientation, discipline-specific training, and mentoring meetings
6. Allow classroom observations by the program administrator and/or faculty mentor
7. Submit curricular materials to the faculty mentor for alignment with the course outline; materials may include, but are not limited to:
   - Syllabi
   - Lists of required and optional instructional resources
   - Assessments and assignments
   - Lesson plans
   - Evidence that students have achieved the outcomes as specified in the College's course outline
8. Submit grades via the College's online grading system, by the grade due date
9. Advise students about learning support services available to them at the College
10. Keep accurate records of student attendance and achievement.

The high school student will:

1. Have the same rights and obligations of all students enrolled in the College as specified in the College's *Code of Student Rights and Responsibilities*, including the rights to due process. The student is responsible for knowing and following the *Code of Student Rights and Responsibilities*
2. Have access to all support services and technology provided to students by the College

<u>College in the High School (CiHS) Instructor Stipends</u>

A College in the High School (CiHS) instructor is an approved high school instructor who teaches South Puget Sound Community College (SPSCC) curriculum at a high school for college credit. CiHS instructors who complete the required work will receive a stipend.

- $250 per year per unique CiHS course (not per section)
- $150 per year for each additional unique CiHS course
  - For example, a high school instructor teaching CiHS MATH& 141 and MATH& 142 would be paid $400 ($250 for MATH& 141 and $150 for MATH& 142).

- High school instructors are paid per unique course and NOT per section/class periods.

- High school instructors will be paid in spring upon completion of and submission of all required work. This includes, but is not limited to:
  - Providing the curricular materials listed above by June 1, 2027;
  - Meeting with the faculty mentor and completing the required observation by June 1, 2027;
  - Attending required orientation, alignment, and professional development meetings by June 1, 2027; and
  - Submitting grades via the College's online grading system, by the grade due date

North Thurston Public Schools

Signature (Executive Director-Financial Services)

Heather A Larson
Print Name

10.2.2026
Date (Month/Day/Year)

South Puget Sound Community College

Vice President for Finance and Operations

Tysha Tolefree
Print Name

Oct. 14, 2026
Date (Month/Day/Year) Number

RECEIVED
Ed Phipps
OCT 13 2026
By