

# **Memorandum of Understanding Between the San Bernardino City Unified School District and San Bernardino Valley College**

The San Bernardino City Unified School District (SBCUSD) and San Bernardino Valley College (SBVC) have collaborated in the development of a Memorandum of Understanding (MOU) in support of the San Bernardino City Unified School District high schools that will be allowed to participate in the San Bernardino Valley College Concurrent Enrollment Program in which San Bernardino Valley College classes will be held on the following high school campuses: **Arroyo Valley High, Cajon High, Indian Springs High, Pacific High, San Andreas High, San Bernardino High, San Gorgonio High, and Sierra High.**

**Arroyo Valley High, Cajon High, Indian Springs High, Pacific High, San Andreas High, San Bernardino High, San Gorgonio High, and Sierra High** agree to the following:

## **Part I. Student Registration**

San Bernardino Valley College classes held at high schools must have a minimum of 20 students enrolled. If the enrollment is less than 20 students at the end of the **first week of the class**, the class will be cancelled.

1. All registration paperwork must be completed at least three weeks before the first day of class. Students must complete the concurrent enrollment petition with their high school counselor who will help select classes that meet the student's educational goals. If a student's paperwork has not been submitted by this time, the student will not be able to enroll in the class (this may affect the class remaining at the high school if the enrollment is below 20 students).

Students will also be required to complete the college matriculation process prior to registering for the class. This process includes:

- a. Online Admissions Application
  - b. Orientation (HS students are required to participate in an in-person orientation.)
  - c. Assessment test --
  - d. Counseling
  - e. Register for classes via (Webadvisor) online portal
2. High school students may be admitted based on their ability to benefit from advanced scholastic or vocational studies. Admission to this

program is based on GPA and the student must also satisfy all prerequisites and eligibility requirements for each class. Student must be a 10th grader (or above) and have a minimum 2.0 GPA in order to participate in the concurrent enrollment program.

3. Any textbooks or supplies that students are required to have for the class must be provided/purchased either by the student or the high school.
4. All students registered in San Bernardino Valley College classes are subject to the code of conduct and San Bernardino Community College District Board Policy 5500, including consequences for unacceptable behavior.
5. Every high school student registering and enrolling in a San Bernardino Valley College class held at the high school must obtain signatures from their parent **and** designated high school personnel on the **SBVC K-12 Concurrent Enrollment Application**.
6. A site coordinator will be identified by the high school who will serve as a primary point of contact and liaison between the high school and the college.
7. Enrollment fees will be waived for high school students who are California residents and are enrolled in San Bernardino Valley College classes. Nonresidents will pay out-of-state or out-of-country tuition according to San Bernardino Valley College Board Policy 5020.
8. San Bernardino Valley College classes cannot be used by high school to collect ADA apportionment from the state.

## **Part II. Agreements**

### **A. The SBCUSD agrees to the following:**

1. Each high school must submit their requests for classes according to San Bernardino Valley College deadlines for the Fall, Spring and Summer terms as per the Schedule Development Timeline distributed by the Office of the Vice President of Instruction. The goal is to provide a yearly schedule of course offerings during the spring semester.
2. Provide facilities according to the college's academic calendar. This may mean opening the high school during periods when the school district may be on break.

3. After classes have been approved to be taught offsite at the high school, each high school agrees to promote the San Bernardino Valley College classes that will be offered on their campus in order to meet the minimum enrollment of twenty (20) students.
4. Provide facilities suitable for instruction of a college level class which includes:
  - i. A computer controlled projector and screen for electronic presentations, and a whiteboard with markers. School district will certify that instructors have appropriate access i.e passwords, user names etc. to all instructional technology.
  - ii. A Clean, well-lighted and maintained classroom.
  - iii. An unlocked classroom opened prior to class.
  - iv. Access to restroom for students and faculty.
  - v. Emergency contact person on site.
  - vi. Limit interruption to the class while class is in session.
5. Agrees that all the rights and responsibilities of academic freedom extend to college faculty teaching offsite classes. The academic rigor and course outline of record will be exactly the same as classes being offered on the SBVC campus. There are college classes and students are expected to perform as such.
6. Agrees to provide access to parking facilities for faculty and students enrolled in the classes.
7. Any inquiries from parents regarding his/her child's participation and performance in these classes will be immediately referred to the site coordinator or SBVC representative.

**B. San Bernardino Valley College agrees to the following:**

1. Each high school will be informed of issues that may impact student enrollment.
2. Provide instructors at no cost to the district.
3. Ensure that all instructors follow the SBCUSD established code of conduct while working with high school students on any SBCUSD high school.
4. Issue each student a photo identification card upon request. ID cards may be required to access certain college services
5. Students enrolled in San Bernardino Valley College classes will have access to a college transcript via their online WebAdvisor account or by requesting a transcript from Admissions and Records at (909) 384-4401

6. Prior to the first day of classes, SBVC will provide SBCUSD directory information for students enrolled in concurrent enrollment courses within the San Bernardino City Unified School District.

This MOU and its attachments represent the entire agreement of all involved parties and covers the period commencing with the **2017-2018** school year and will be reviewed annually. This agreement will take effect upon approval by all parties which will include the Vice President of Instruction (and any other San Bernardino Valley College representatives designated by the President) and the Superintendent of the San Bernardino City Unified School District. This MOU will remain in effect until cancelled or amended by either party. Any cancellation of or amendments to this agreement must be submitted in writing to all parties and agreed upon by all parties prior to implementation.

In witness thereof, the parties have approved this agreement, executed in three original counterparts on **June 27, 2017**.

**San Bernardino Community College District**

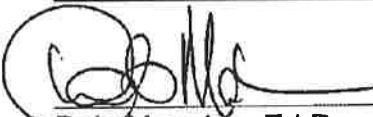


Date

9/25/17

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**San Bernardino City Unified School District**



Date

6/27/17

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