Memorandum of Understanding between Provisional Educational Services Inc. DBA PAL Charter Academy and San Bernardino Community College District for the San Bernardino Valley College Campus

The Provisional Educational Services Inc. DBA PAL Charter Academy, hereafter referred to as (PAL Charter Academy) and San Bernardino Community College District for San Bernardino Valley College campus, hereafter referred to as (SBVC) have collaborated in the development of a Memorandum of Understanding (MOU) in support of the Provisional Educational Services Inc. DBA PAL Charter Academy 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 campus: Provisional Educational Services Inc. DBA Pal Charter Academy.

Provisional Educational Services Inc. DBA PAL Charter Academy agrees to the following:

Part I.

Student Registration

1. SBVC 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, the class will be cancelled. As a concurrent program, all classes held at the high school are open to any SBVC student.

2. All registration paperwork must be completed at least three (3) weeks before the first day of class. Student 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 is 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 (high school students are required to participate in an in-person orientation.)
c. Assessment test
d. Counseling
e. Register for classes via the WebAdvisor online portal

3. 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. High school students must have a minimum 3.0 GPA for 100 level course or 2.0 for CTE, in order to participate in the concurrent enrollment program.

4. Any textbooks or supplies that students are required to have for the class must be provided/purchased either by the student or PAL Charter Academy.

5. All students registered in SBVC classes are subject to the code of conduct and San Bernardino Community College District Board Policy 5500, including consequences for unacceptable behavior.

6. Every high school student registering and enrolling in SBVC classes held at the high school must obtain signatures from their parents and/or guardian and a designee from the high school listed on the SBVC K-12 Concurrent Enrollment Application.

7. 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.

8. Enrollment fees will be waived for high school students who are California residents and are enrolled in SBVC classes offered at a high school site. Students will be responsible to pay

- Student representation fee
- Student Center fee
- Transportation fee

Nonresidents will pay out-of-state or out-of-country tuition according to San Bernardino Community Board Policy 5020.

9. SBVC classes cannot be used by the high school to collect ADA apportionment from the state.

Part II.

<u>PAL Charter Academy agrees to the following:</u>

1. SBVC will provide qualified faculty to teach each college section.

2. Each high school must submit their request for classes according to SBVC 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 provide a yearly schedule of course offerings during the spring semester.

3. PAL Charter Academy agrees to allow access to facilities according to the college's academic calendar. This may mean opening the high school during the periods when the school district may be on a break.

4. After classes have been approved to be taught offsite at the high school, each high school must promote the SBVC classes that will be offered on their campus in order to meet minimum enrollment of 20 students.

5. PAL Charter Academy agrees to provide facilities suitable for instruction of a college-level class which includes:

    a. A computer-controlled projector and screen for electronic presentations and a whiteboard with markers. School district will certify that instructors have appropriate access to prior to the first day of class, i.e., passwords, user names etc., to all instructional technology.
    b. Clean, well-lit and maintained classroom.
    c. The classroom will be unlocked and opened prior to class.
    d. Access to the restroom for students and faculty.
    e. Emergency contact person on-site.
    f. Limiting interruption to the class while class is in session.

6. PAL Charter Academy 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. These are college classes, and students are expected to perform as such.

7. PAL Charter Academy agrees to provide access to parking facilities for faculty and students enrolled in the classes.

8. Any inquiries from a parent and/or guardian regarding his/her child's participation and performance in these classes will be immediately referred to the site coordinator.

9. The student's academic records are treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). The student's records and/or information about the student will not be released without a signed release of information form from the student. The form must be submitted to Admissions and Records, in person, by the student with a valid photo identification; otherwise, the form must be notarized if the student cannot be present.

SBVC agrees to the following:

1. Each high school will be informed of issues that may impact student enrollment.

2. SBVC agrees to issue each student a photo identification card upon request. I.D. cards may be required to access certain college services.

3. Students enrolled in SBVC 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.

PAL Charter Academy, including its participating high schools and SBVC, will align their school calendars in order to maximize the educational benefits for the students enrolled in these course offerings.

This MOU and its attachments represent the entire agreement off all involved parties and covers the period commencing with the 2018-2019 school year. This agreement will take effect upon approval by all parties, which will include the Vice President of Instruction and any other SBVC representatives designated by the President and the board authorized signatory, PAL Charter Academy Superintendent, and the principal of each participating high school within PAL Charter Academy this MOU will remain in effect for no more than 60 months and can be cancelled by either party without cause with a 10-day notice. Cancellation of the MOU is to take effect at the end of any current class in progress to ensure completion of that course.

In witness thereof, the parties have approved this agreement, executed in two (2) original counterparts.

San Bernardino Community College District

Date: 9/7/18

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PAL Charter Academy

Dwaine Radden
Print Name

Date: 8/29/18

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