
**COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT
BETWEEN
TAFT UNION HIGH SCHOOL DISTRICT AND WEST KERN COMMUNITY COLLEGE
DISTRICT**

This College and Career Access Pathways Partnership Agreement (Agreement) is entered into this **January 1, 2018** by and between TAFT UNION HIGH SCHOOL DISTRICT (“TUHSD”) and WEST KERN COMMUNITY COLLEGE DISTRICT (“WKCCD”) (collectively, the “Parties”) to conduct courses/trainings and provide services as described in EXHIBIT “A” and those supplemental documents subsequently and mutually agreed upon by the Parties, which documents may be appended from time to time to and be incorporated in Exhibit “A”.

A. RECITALS

TUHSD is a California public secondary school duly recognized by the State Superintendent of Instruction.

West Kern Community College District (WKCCD) is a California community college district accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC).

In accordance with the California Educational Code and Title 5 of the California Code of Regulations, TUHSD and WKCCD agree to allow students at TUHSD to participate in college courses and trainings offered by WKCCD.

The purpose of this Agreement is to offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

This Agreement has been presented as an informational item at an open public meeting of the governing boards of both WKCCD and TUHSD. At a subsequent open public meeting of each governing board, each board took comments from the public and approved this Agreement.

This Agreement shall become effective upon the execution by all Parties hereto and to commence on this January 1, 2018 and shall terminate on December 31, 2023 or such time either party determines that the agreement be terminated, by giving the other party at least 30 days’ written notice prior to the end of a semester of its intent to terminate the Agreement, pursuant to Subsection G.16., *infra*, and subject to the conditions set forth in Subsection D.

B. WKCCD AGREES TO PROVIDE:

1. Qualified instructors to be supervised and paid by WKCCD. Instructors shall meet minimum qualifications in accordance with the California Community College Chancellor’s Office. Minimum qualifications shall be listed and shall be consistent with requirements in other similar courses given by WKCCD.
2. Appropriate college courses as mutually agreed upon by WKCCD and TUHSD.
3. A class delivery schedule as mutually agreed upon and is responsive to TUHSD, WKCCD,

- instructors, and facility availability.
4. Instructor(s) and class evaluations.
 5. All college courses will appear on a Taft College transcript for all students that register for courses. The grade symbol reflected on the transcript will be the grade earned by each student according to Title 5 of the California Code of Regulations. Students who officially withdraw from any course by the appropriate deadline will not have any grade symbol recorded on a transcript.
 6. Administrative services as are necessary to administer program and the provision of this contract.
 7. Student ancillary and support services including but not limited to: counseling and guidance services, placement assistance, admission, enrollment, assessment, tutoring, helpdesk, library, electronic resources, and other services necessary for successful matriculation and academic success of students at WKCCD.
 8. Personnel who will work closely with TUHSD counselors to monitor student progress and provide unit obtainment and/or certificate status reports each semester.
 9. Provide advising to TUHSD students interested in transitioning to a community college, four-year University, or directly into the workforce.
 10. WKCCD agrees that it will not provide physical education course opportunities to high school pupils pursuant to this Agreement or any other course opportunities that do not assist in the attainment of the goals of this Agreement, including offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.
 11. To the extent this program is operated on-site by TUHSD, WKCCD shall be responsible for the educational program(s) and/or course(s).
 12. WKCCD, in conjunction with the TUHSD, shall report annually to the State Chancellor's Office all of the following information:
 - i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - iv. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants.
 13. WKCCD certifies that does not receive full compensation for the direct education costs of the course(s) offered pursuant to this Agreement from any public or private agency, individual, or group.
 14. WKCCD is responsible for obtaining certification from TUHSD verifying that the instructional activity to be conducted will not be fully-funded by other sources.

C. TUHSD AGREES TO:

1. Confirm WKCCD courses and scheduling to meet needs/goals before course(s) begin.
2. Provide and/or facilitate classrooms and facilities for course(s) requested. These will be provided at no cost to WKCCD.
3. Provide students with required text books and course materials as will be required to successfully participate in the course(s).
4. Reimburse WKCCD for textbook and materials costs, if any, as identified and agreed upon throughout contract period. WKCCD will invoice TUHSD upon commencement of each course for such costs. TUHSD will pay said invoices on a 40-day net basis. Late charges of 1 ½ percent per month will be assessed for payment not received within fifty-five days of invoice date.
5. Where appropriate, identify quality and committed TUHSD teachers, who wish to teach courses under this Agreement and who meet California Community College Minimum Qualifications for Faculty pursuant to the California Chancellor's Office and any additional applicable law.
6. Where appropriate, identify qualified and committed personnel TUHSD to be responsible for implementing and sustaining all components of the CCAP Agreement.
7. Work closely with Taft College staff to ensure TUHSD students are supported to seamlessly transition to Taft College to complete an AS, AS-T or transfer to a four-year university or enter directly into the workforce.
8. Undertake its best efforts to secure minimum enrollment of students at all times.

D. COURSE OFFERINGS

1. See Exhibit "A" for courses that will be offered in each semester. Thereafter, once mutual agreement is reached on future courses to be offered, a notice will be provided to each party for compliance with AB288 and Education Code section 76004 as needed.
2. Pursuant to this Agreement, the total number of high school students to be served is at least 30 and the total number of full-time equivalent students projected to be claimed by the community college district for those students is [NUMBER].
3. No district shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be paid, an allowance or apportionment.
4. The attendance of a high school pupil at WKCCD as a special part-time or full-time student pursuant to this Agreement is authorized attendance for which WKCCD shall be credited or reimbursed pursuant to Education Code sections 48802 and 76002, provided that no school district has received reimbursement for the same instructional activity.
5. [INSERT CRITERIA TO ASSESS ABILITY OF PUPILS TO BENEFIT FROM THE COURSES OFFERED. (See Ed. Code, § 76004(c)(1) and March 2016 AB288 Guidelines)]
6. [INSERT PROCEDURES, TERMS AND CONDITIONS RELATED THE SUPERVISION AND EVALUATION OF STUDENTS].
7. [INSERT PROCEDURES, TERMS AND CONDITIONS RELATING TO WITHDRAWAL OF STUDENTS PRIOR TO COMPLETION OF A COURSE OR PROGRAM].

E. PROTOCOLS

i. DESCRIPTION OF PROTOCOLS FOR INFORMATION SHARING, IN COMPLIANCE WITH ALL APPLICABLE STATE AND FEDERAL PRIVACY LAWS

1. The Parties agree to comply with all applicable state and federal privacy laws, including the Family Educational Rights and Privacy Act.
2. The Parties shall comply with all laws, rules and regulations of competent public authority relating to its duties, obligations and performances under this contract, and shall procure all licenses and required thereby. WKCCD shall comply with Executive Order 11246, relating to Equal Employment Opportunity, and all rules and regulations issued pursuant thereto.
3. The Parties agree to not discriminate in the selection of any student to receive instruction pursuant to this Agreement because of race, creed, color, national origin, sex, sexual orientation, or age.
4. TUHSD and WKCCD understand and agree throughout performance and/or upon completion, either will not include discussions of information which may be considered proprietary or confidential with any third party.

ii. DESCRIPTION OF PROTOCOLS FOR JOINT FACILITIES USE

1. FACILITY. TUHSD shall make the FACILITY located at 701 Wildcat Way available for educational uses by WKCCD.
2. USE OF FACILITY. WKCCD shall use the FACILITY for educational services and mutually agreed upon activities that benefit students and/or community members, including:
 - a. Bond oversight meetings.
 - b. Public meetings, community events and private meetings relating to WKCCD and its colleges, centers and outreach centers.
 - c. Career events for students, community and WKCCD.
 - d. Workshops relating to WKCCD.
3. TUHSD shall furnish the FACILITY with standard classroom desks. WKCCD shall provide the FACILITY with CTE specific equipment and furnishing necessary for its use. TUHSD and WKCCD approved entities will use the FACILITY for educational-related purposes. The Parties will discuss and agree one semester in advance for scheduling the use of FACILITY to ensure WKCCD has priority use as set forth in this AGREEMENT and to ensure the TUHSD may use the FACILITY for its intended high school purposes. To the extent possible, TUHSD will assist WKCCD by making TUHSD administration and staff available during WKCCD's use of FACILITY. The Parties shall coordinate the opening and closing of FACILITY including designating respective staff to be responsible for security information and keys.
4. RENT. WKCCD will not be required to pay any rent for use of the FACILITY.

iii. DESCRIPTION OF PROTOCOLS FOR PARENTAL CONSENT FOR HIGH

SCHOOL PUPILS TO ENROLL IN COLLEGE COURSES ARE SET FORTH IN EXHIBIT “B.”

F. HOLD HARMLESS AGREEMENT AND INSURANCE

1. To the fullest extent permitted by law, WKCCD shall indemnify and hold harmless TUHSD, its directors, officers and employees, from any and all liability claims, damages, costs and expenses, including attorney’s fees, caused by or resulting from the negligent or intentional acts or omissions of WKCCD or any of WKCCD’s employees. TUHSD shall indemnify and hold harmless WKCCD, its directors, officers, and employees, from any and all liability, claims, damages, costs and expenses, including attorney’s fees, caused by or resulting from the negligent or intentional acts or omissions of TUHSD or any of TUHSD’s employees. Neither party shall cover any negligent acts or omissions of the other. In the event of any such claim is made, or suit filed, both Parties shall give the other prompt written notice thereof, and each shall have the right to defend or settle. A Party that intends to seek an indemnity or hold harmless from the other Party shall notify the other Party in writing thereof, and within a reasonable time after the Party knows or becomes aware of any claim arising out of, resulting from or relating to this Agreement that may or has resulted in a loss, describing (if known or determinable) the pertinent circumstances, all entities and persons involved, and the amount(s) being claimed, and shall not settle or resolve the claim until it has notified the other Party of the claim in accordance with the provisions of this subsection and given the other Party an opportunity to participate in and consent to the settlement or resolution of the claim, which consent the other Party shall not unreasonably withhold.
2. Without limiting the above indemnification provision and during the term of this Agreement, TUHSD shall obtain and maintain, and shall require their subcontractors to obtain and maintain, liability insurance coverage in the amount of not less than one million dollars (\$1,000,000.00) to cover any classroom incident, accident, or illness. Each Party’s insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the other Parties, and shall be provided and maintained at the Party’s own expense.
3. TUHSD agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. WKCCD and TUHSD agree to add and include each other’s officials, officers, employees, agents and volunteers as an additionally insured in each other’s general liability insurance coverage, throughout the term of this Agreement. Each Party shall provide written notice to the other of any change to said coverage.
4. The Parties mutually agree to notify one another of any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against any of the Parties, and, of any actual third party claim or lawsuit arising from or related to services under this Agreement.

G. GENERAL CONTRACT TERMS AND CONDITIONS

1. Courses will generally be conducted online and/or in classrooms and facilities provided by or facilitated by TUHSD at no cost to WKCCD.
2. The point of contact for each party shall be as follows:
 - i. WKCCD Taft College

- a. Mark Williams
 - b. Vice President of Instruction
 - c. 29 Cougar Ct, Taft CA. 93268
 - d. 661-763-7871
 - e. mwilliams@taftcollege.edu
 - ii. TUHSD Taft High School
 - a. Sandy Mittelsteadt
 - b. CTEC Admin
 - c. 701 Wildcat Way, Taft. CA. 93268
 - d. 661-763-2366
 - e. Smittelsteadt@taftunion.org
- 3. The Parties agree that a high school pupil enrolled in a course offering in accordance with this Agreement shall not be assessed any fee that is prohibited by Education Code section 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a conditions of course registrations or for textbooks, or for textbooks, supplies, materials and equipment needed to participate in the course.
- 4. WKCCD may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:
 - i. The units constitute no more than four community college courses per term.
 - ii. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.
 - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.
- 5. A high school pupil enrolled in courses offered through this Agreement and that is properly classified as having "special part-time student" status as described by Education Code section 76004(p) shall be exempt from the following community college fee requirements:
 - i. Student representation fee (Ed. Code, § 76060.5)
 - ii. Nonresident Tuition Fee (Ed. Code, § 76140)
 - iii. Transcript Fees (Ed. Code, § 76223)
 - iv. Course Enrollment Fees (Ed. Code, § 76300)
 - v. Apprenticeship Course Fees (Ed. Code, § 76350)
 - vi. Child Development Center Fees (Ed. Code, § 79121)
- 6. The Parties agree that a copy of this Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the partnership under this Agreement.
- 7. The Parties agree that WKCCD will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.
- 8. WKCCD agree that it has documentation that instruction claimed for apportionment under this Agreement is under the immediate supervision and control of an employee of WKCCD who has met minimum qualifications for instruction in the discipline of the course of a California community college. Instructors shall provide supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. Faculty presence shall in be in accordance with applicable law, including title 5 of the California Code of Regulations, sections 58050, 58051, 58056 and 58058.
 - i. If the instructor is not a paid employee of WKCCD, WKCCD shall have a written agreement/contract with each such instructor requiring student attendance

and FTES to be reported by the instructor as required by WKCCD and stating that WKCCD has the primary right to control and direct the instructional activities of the instructor, in accordance with applicable law, including title 5 of the California Code of Regulations, section 58058(b).

- ii. WKCCD shall demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide its hourly on-campus instructors.
9. The Parties agree that WKCCD will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
10. Under this Agreement, WKCCD may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this Agreement.
 - i. If Paragraph 10 is inapplicable for any course, the course shall be held at a facility which is clearly identified as open to the general public, noting that students may be required to meet course or program prerequisites. Enrollment in such courses must be open to any person who has been admitted to the college and who has met any applicable prerequisites.
 - ii. The District policy on open enrollment, including a description of courses and information on whether the course is offered for credit or transferable, will be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes.
11. Degree and certificate programs shall be approved by the California Community College Chancellor's Office and courses that make up the programs shall be part of the approved programs, or WKCCD has received delegated authority to separately approve those courses locally. Faculty teaching different sections of the same course will teach in a manner consistent with the approved outline of record for the course.
12. The Parties certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code section 87010, or any controlled substance offense as defined in section 87011. Any TUHSD employee who teaches a course on WKCCD property pursuant to this Agreement shall comply with applicable TUHSD and WKCCD policies and applicable law related to fingerprinting and background checks, including Education Code sections 44830 et seq. In accordance with Education Code section 45125.1 and 45125.2, the parties agree that, because WKCCD personnel will have more than limited contact with TUHSD students during the performance of this Agreement, before any WKCCD employees may commence any services under this Agreement, WKCCD must complete and sign and submit to TUHSD a Fingerprinting and Background Check Certification, attached hereto as Exhibit "C."
13. The Parties certify that any community college instructor teaching a course at the TUHSD campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that TUHSD campus.
14. The Parties certify that a qualified high school teacher teaching a course offered for college credit at a TUHSD campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the WKCCD campus.
15. WKCCD certifies that a community college course offered for college credit at TUHSD does not reduce access to the same course offered at WKCCD.
16. WKCCD certifies that a community college course that is oversubscribed or has a waiting list shall not be offered under this Agreement.
17. WKCCD certifies that participation in this Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating under this Agreement will not lead to enrollment displacement of otherwise eligible adults in the

- community college.
18. The Parties certify that both WKCCD and TUHSD have and will comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a course offered for high school credit pursuant to this Agreement.
 19. The Parties certify that remedial courses taught by community college faculty at a TUHSD campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.
 20. This agreement may be terminated by either party with written notice to the other party at least thirty (30) days prior to the end of the semester. Termination of the Agreement under this subsection shall be effective at the close of the semester in progress at the time of receipt of timely notice.
 21. It is expressly understood and agreed that no personal liability whatsoever attaches to any member of the Board of WKCCD or of TUHSD, or any of the officers or employees thereof of WKCCD or TUHSD by virtue of this agreement.
 22. No alterations or variations of terms of this contract shall be valid unless made in writing and signed by both Parties hereto.
 23. This agreement may not be transferred in whole or part without written permission from WKCCD.
 24. All instructional materials used or produced by WKCCD shall belong to WKCCD. TUHSD agrees not to copy, modify, and/or use materials without written consent of WKCCD.
 25. WKCCD does not at any time imply or guarantee students successfully passing courses will obtain college admission or employment, furthermore does not imply or guarantee all students will successfully pass/complete course(s)/provided.
 26. Enrollment in any course offered by WKCCD under the provisions of this contract shall be limited to students who otherwise meet the requirements of TUHSD for enrollment and/or continued enrollment at TUHSD.
 27. This Contract is by and between two Independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. As an Independent Contractor, TUHSD will be solely responsible for determining the means and methods for performing the services described herein. All of TUHSD's activities will be at TUHSD's own risk and TUHSD is hereby given notice of TUHSD's responsibilities for arrangements to guard against physical, financial, and other risks as appropriate. Neither TUHSD nor any of its employees shall be included in the classified or faculty service of WKCCD, have any property rights to any position at WKCCD, or any other rights as an employee of TUHSD may otherwise have in the event of termination of this Agreement.
 28. The waiver by either party of a breach of any provision of this Contract by the other party shall not be construed as a waiver of any subsequent breach by the other party. No delay or omission on the part of a party in exercising any right or remedy shall operate as a waiver thereon, and no single or partial exercise by a party of any right or remedy shall preclude any other or further exercise thereof or the exercise of any other right or remedy.
 29. Any dispute regarding any of the provisions in this Agreement should be solved by mutual consent. In case of persistent disagreements arising out of or in connection with, the Agreement shall be construed and interpreted under the laws of the State of California. The exclusive jurisdiction for all such disputes shall be Fresno County, California, or a neighboring county.

30. The headings are inserted into this Agreement for reference and convenience only, and will not affect the meaning or interpretation of any provision hereof.
31. Nothing contained in this Agreement is intended nor shall it be construed to create rights running to the benefit of third Parties, unless otherwise expressly provided in this Agreement.

H. CONFIDENTIALITY

1. TUHSD and WKCCD understand and agree throughout performance and/or upon completion, either will not include discussions of information which may be considered proprietary or confidential with any third party.

I. COMPLIANCE WITH LAWS AND REGULATIONS

1. WKCCD and TUHSD shall comply with all laws, rules and regulations of competent public authority relating to its duties, obligations and performances under this contract, and shall procure all licenses and required thereby. WKCCD and TUHSD shall comply with Executive Order 11246, relating to Equal Employment Opportunity, and all rules and regulations issued pursuant thereto.
2. WKCCD does not discriminate in the selection of any student to receive instruction pursuant to this Agreement because of race, creed, color, national origin, gender, sexual orientation, or age. Students shall be subject to the student conduct codes of both WHCC and TUHSD.

J. TERM

1. The term of this Agreement shall begin on January 1, 2018, and shall terminate on **December 31, 2022**; unless either party gives notice of termination to the other, in writing, pursuant to Subsections D and G.16. herein.

IN WITNESS WHEREOF, the Parties hereto agree on terms of this Agreement on day and year signed.

TAFT UNION HIGH SCHOOL DISTRICT

Dr. Blanca Cavazos, Superintendent

Date

WEST KERN COMMUNITY COLLEGE DISTRICT

Dr. Debra Daniels, Superintendent / President

Date

EXHIBIT “A”

GENERAL SCOPE AND NATURE OF WORK

Description of scope and nature of classes/trainings and/or services including enrollment period, time, location, and listing of classes offered (colleges should customize Exhibit A using the following information prompts):

WELD 1500 Welding Processes

This introductory course provides an overview of the necessary safety, theory, and practical lab experiences associated with Oxy-Fuel Welding and Cutting, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), and resistance welding processes. The properties and characteristics of metals, basic weld joints, and defects will also be discussed.

TUHS

Monday-Friday, 12:10-1:55 p.m.

8/21/17-12/15/17

Lecture/Lab

3 units

Rate type (e.g., open class below cap,
open class above cap, or closed class)

Rate Amount

INTC 1000 Career Readiness

This course will cover survival skills necessary to be successful in careers in industrial technology fields. Emphasis will be placed on industrial safety, applied mathematics in the workplace, job survival and readiness skills, communication, quality control, planning and professional leadership. Field experiences to places of employment may be required.

TUHS

Monday-Friday, 12:10-1:55 p.m.

1/16/18-5/17/18

Instructional format

Lecture/Lab

3 units

Rate type (e.g., open class below cap,
open class above cap, or closed class)

Rate Amount

COSC 1603 Introduction to Word Processing-Microsoft Word

This course is an introduction to word processing in the Microsoft Windows environment. The course will cover the operation and features of Microsoft Word to support common communication requirements in a business environment.

Location: Online

Time: TBD-Online

1/16/18-3/9/18

Distance Education Instructional Format

1.5 units

Rate type (e.g., open class below cap,
open class above cap, or closed class)

Rate Amount

COSC 1703 Introduction to Spreadsheets-Microsoft Excel

This course is an introduction to spreadsheets in the Microsoft Windows environment. The course will cover the operation and features of Microsoft Excel to solve common problems in a business environment.

Location: Online

Time: TBD Online

3/12/18-5/11/18

Distance Education Instructional format

1.5 units

Rate type (e.g., open class below cap,
open class above cap, or closed class)

Rate Amount

MGMT 1520 Team Building

This course is designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace.

Location: Online

Time: TBD Online

2/12/18-2/23/18

Distance Education Instructional Format

0.5 units

Rate type

Rate Amount

MGMT 1525 Time Management

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

Location: Online

Time: TBD Online

4/2/18-4/13/18

Distance Education Instructional Format

0.5 units

Rate type

Rate amount

MGMT 1545 Customer Service

This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external

customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills.

Location: Online

Time: TBD Online

4/23/18-5/4/18

Distance Education Instructional Format

0.5 units

Rate type

Rate amount

MGMT 1550 Attitude

This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others.

Location: Online

Time: TBD Online

1/22/18-2/2/18

Distance Education Instructional format

0.5 units

Rate type

Rate amount

MGMT 1555 Stress Management

This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations.

Location: Online

Time: TBD Online

3/5/18-3/16/18

Distance Education Instructional format

0.5 units

Rate type

Rate amount

The cost for any other course unit configuration will be determined and agreed upon before courses are identified and scheduled.

DESCRIPTION OF PROTOCOLS FOR PARENTAL CONSENT FOR HIGH SCHOOL PUPILS TO ENROLL IN COLLEGE COURSES

The intent of the West Kern Community College District's College and Career Access Pathways Partnership for Dual Enrollment is to offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

In accordance with California Education Code 48800 and AB 288, the College shall have each student and parent complete a High School Dual Enrollment Approval Form "that provides the following elements:

Student demographic information

High School student eligibility status information

High School Approval

The "High School Dual Enrollment Approval Form" pursuant to Education Code 48800, requires eligibility review by the High School Principal or Designee, and approval for each individual student seeking advanced academic and career technical education offered by WKCCD.

Courses offered in the summer require certification that no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session.

Student Agreement

Students are advised of the college's dual enrollment program policies which include detailed information on: maximum units allowed, restricted courses, pre-requisite requirements, assessment requirements, fees, course registration, rules and regulations, and grading policies.

Students must select to authorize WKCCD to release my final grades to the high school Registrar or to opt out.

Parent Agreement

The "High School Dual Enrollment Approval Form" advises parents of policies and requirements as it relates to the Dual Enrollment - Student Responsibilities, Contacting Instructors, Course Content/ Material, Supervision and Student Records. Specifically, "Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student."

The high school student, the High School Principal or Designee, and Parent or Guardian all must sign the High School Dual Enrollment Approval Form.

DRAFT

EXHIBIT "C"

FINGERPRINTING AND CRIMINAL BACKGROUND CHECK CERTIFICATION