

## High School Plus New Instructor Orientation/Information

We are excited to work with you and to have you join the High School Plus (HSP) CCC Faculty Contingent!

### What is High School Plus?

High School Plus (HSP) classes are college classes being offered through a contract with a local school district/high school and held at a local high school or designated location taught by a college instructor. These college classes are for high school students only and grant college credit. Students earn college credit that is reverse transferred back to the high school. Because the classes are contracted, the costs for instruction, textbooks, and course supplies are covered by the school district/high school and students receive the classes at no cost.

As an HSP Instructor, you are hired and/or assigned this course or courses by the CCC Instructional Department Chair. The instructional department will provide you with the college course outlines, sample syllabi, textbook information, and any other course content/curriculum expectations.

CCC Course Syllabus Guidelines and Expectations -

All college syllabi are required to include certain information, per the Instructional Standards and Procedures (ISP) for the college. Please refer to the attached ISP 160 – Course Syllabus Information and ISP 160A – Course Syllabus Information and Format. Also attached is a CCC Logo Template to be used for the 1<sup>st</sup> page of your HSP Syllabus.

You should be notified and included in departmental updates/information and meetings as other part-time faculty in the instructional department. Instructional supports are available from your department and from the Office of Instructional Support and Professional Development.

Faculty Assignment Contracts (FACs) are usually completed by the instructional department; however, FACs for HSP classes are completed by the Office of Education Partnerships (OEP). If you have questions about your payment, you will need to contact Joy Overlin, Administrative Assistant for the Office of Education Partnerships. See attached HSP Contact List.

Confirmation of the course(s) you are assigned for the upcoming term and schedule of the course(s) are found on attached HSP Course Confirmation document.

### HSP Instructor Expectations

All HSP Instructors are required to provide fingerprints and complete a background check. This is a requirement of the college and school district/high school. It involves completing an on-line form and providing fingerprints collected electronically at many convenient locations. The CCC Human Resources Office will provide you with the needed information. The cost is \$12.50 and after you turn in your receipt to Human Resources, you will be reimbursed for the cost.

Although students enrolling in HSP courses are still in high school, HSP classes are college courses in every aspect related to deadlines, class expectations, behaviors and communications, including Federal Education Privacy Act (FERPA) policies.

However, there are some things expected from HSP Instructors that are not typically required for a standard college course at CCC (The goal is instructor and student success!):

- Visit and/or call the high school to meet with the high school contacts prior to the 1<sup>st</sup> day of classes to meet and orient you to their building and who your contacts are. See attached HSP Contact List.

Things to ask about when visiting or calling the high school:

- Check-in Process
  - Staff Mailbox
  - Classroom Key
  - Classroom set-up, equipment available
  - Verify first and last day of class and when HSP Finals should be administered
  - Attendance policies for your class and HS expectations
  - Who to contact if instructor is unable to get to class
  - Who to contact if there are discipline or progress concerns
  - Emergency protocols in the high school building
  - Discuss your grading policy
- Submit a copy of your course syllabus to the CCC Instructional Department, Office of Education Partnerships, and to the High School prior to the 1<sup>st</sup> day of class. See attached HSP Contact List.
  - It is important that you check your college roster against the high school course roster and notify the Office of Education Partnerships if there are discrepancies.
  - You will need to take daily attendance. The high school is responsible for reporting attendance for students in these classes, because it is still part of their high school daily schedule. The high school will provide an attendance roster each day your course is held.
  - Notify High School Counselors when a student has missed two-days of class or is not completing assignments, or if there are behavior issues. The counselors can then intervene and provide supports for student success, or provide you with support on behavior issues.
  - Contact the high school via email and phone if you are unable to hold class. This allows the high school to contact students via phone and email to be sure students are notified of the change in schedule, or class may still need to be held and they will have a school staff member supervise the students.
  - If you need a substitute or miss an instructional day(s), you will need to email both the Office of Education Partnerships and contact your Department Chair. Anyone filling in for you must be approved by the high school and have completed the required background check.
  - You are not to share information with parents on student achievement or behavior, unless a student has a FERPA release on file, but you do have access to share information and receive supports from the High

School Counselors and the Principal. If parents contact you, refer them to the high school counselor. Contact information is available on the attached HSP Contact List.

- Mid-term grades may be requested by the High School Counselors.
- A copy of your end of term grades will need to be submitted to the Office of Education Partnerships after you have submitted them in the college system. (Simply right click and choose print, then select the PDF option. You will be able to save your roster and then email the PDF version to [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu). We will then send a copy of the student's transcript to the high school, so they can grant high school credit in reverse transfer from the college credit/grade.

### **Attached Items for New HSP Instructors**

- ISP 160 & 160A
- CCC Course Outline for assigned HSP Course
- Map to the High School
- High School Calendar of Important Dates
- HSP Contact List – This will provide you with the college department contacts, the Office of Education Partnerships contacts and the key contacts at the high school
- HSP Course Confirmation

### **Student Expectations for HSP Participation**

Students are responsible for registering for the college course and are provided information from the High School Connections Enrollment Specialist, Ashlee Hodgkinson. Students should be registered no later than the Friday of the 1st week of class.

Students also have the option to drop the course by Friday of the first week of class. After the first week, students are in the course. Up to the 6<sup>th</sup> week, students have the option to drop the course or discuss changing their grade option from letter to Pass/No Pass, or to request a withdraw prior to grades being posted, just as students on campus do.

Students cannot remain in an HSP course if not registered for the college course, or if they have been withdrawn or dropped as a student at the high school. Students must be a current high school student and registered for the college course to attend the HSP course.

If college credit is not awarded/earned, there is no basis for high school credit to be awarded.

All students participating in HSP classes are expected to follow all CCC rules and policies in the CCC student handbook that can be found at:

<http://www.clackamas.edu/uploadedFiles/Resources/PDFs/Documents/StudentHandbook.pdf>