

Nevada Connections Academy

CHARTER SCHOOL AMENDMENT REQUEST

Request to Offer Dual Credit Programming in Partnership with a Community College

Submitted by:

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Introduction

The mission of Nevada Connections Academy (NCA) is to help each student maximize his or her potential and meet the highest performance standards through a uniquely individualized learning program.

In support of NCA's mission and in accordance with Nevada Revised Statute 389.160¹, NCA wishes to offer to eligible high school students the opportunity to participate in a Dual Credit Program. NCA proposes to partner with Truckee Meadows Community College (TMCC) of Reno, Nevada. NCA looks forward to working with the Nevada State Public Charter School Authority in support of this Charter School Amendment Request to offer a Dual Credit Program to NCA's eligible students.

Amendment Request Narrative

(1) Governing Body Meeting

Please identify the date and location of the governing body meeting or meetings at which this completed amendment request and the application for dual credit approval by the State Board of Education were approved by the governing body. Please specifically identify the agenda item(s) in the agenda provided as Attachment 1A and identify specific page numbers on which the approvals can be found in the minutes provided as Attachment 1B.

At its meeting on January 15, 2019, held at Nevada Connections Academy, 555 Double Eagle Court, Site 2000, Reno, NV, the governing body reviewed and approved the charter amendment request to offer a Dual Credit Program. This is agenda item VII, "Action Items," item a. "Ratification of Charter Amendment," on page 20 of the agenda in Attachment 1A, and on page 25 of the minutes in Attachment 1B.

(a) Formal Agenda

Please certify that the school has provided a copy of the formal agenda(s) for the governing body meeting during which this completed amendment request and the complete application for dual credit approval to be submitted to the State Board of Education were approved by the governing body as Attachment 1A.

The school has provided a copy of the formal agenda in Attachment 1A (see page 18) for the governing body meeting during which the governing body unanimously approved the charter amendment request to offer a Dual Credit Program.

(b) Approved Minutes

Please certify that the school has provided a copy of the approved minutes of that meeting or those meetings as Attachment 1B.

The school has provided a copy of the minutes of that meeting in Attachment 1B (see page 22) during which the governing body unanimously approved the charter amendment request to offer a Dual Credit Program.

¹ <https://www.leg.state.nv.us/NRS/NRS-389.html#NRS389Sec160>

(2) Course List

As required by NRS 389.160(2), please provide as Attachment 2 a list of the specific courses for which dual credit may be received and the amount of credit allowed by both the charter school and college or university for the completion of these courses.

This list must be identical to the list that will be submitted to the State Board of Education for approval pursuant to NRS 389.160 following approval of the amendment request and should use the template provided at http://CharterSchools.nv.gov/uploadedFiles/CharterSchoolsnvgov/content/Grocers/Dual_Credit_Worksheet_for_Submission_to_SBOE.xlsx. If you are submitting a request for more than one college or university, please ensure that this list is sorted by college/university name and then by course number and name. Please certify in this narrative that the school has provided this information as Attachment 2.

The school has provided as Attachment 2 (a separate Excel file, per the template) a list of the specific courses for which dual credit may be received and the amount of credit allowed by both the charter school and college for the completion of these courses.

(3) Draft Memorandum of Understanding

Provide as an attachment 3 a draft memorandum of understanding between the charter school and the college or university through which the credits will be earned. If you are providing materials for more than college or university, please label these in both the header/footer and in the file name as Attachment 3A, 3B, etc. Please certify in this narrative that the school has provided this information as Attachment 3.

The school has provided the draft Memorandum of Understanding (MOU) as Attachment 3 on page 29.

(4) Term Sheet

Provide as Attachment 4 a term sheet confirming the commitment of both entities to the specific terms outlined in this amendment application. If you are providing materials for more than college or university, please label these in both the header/footer and in the file name as Attachment 4A, 2B, etc. Please certify in this narrative that the school has provided this information as Attachment 4.

The school has provided the signed agreement, which contains the terms of the agreement, as Attachment 4/5 on page 36. As only one signed document exists between the school and the college, the school has titled the document, "Attachment 4/5." The signatures on page 42 of the attachment confirm the commitment of both entities to the terms outlined in the signed agreement.

(5) Proposed Cooperative Agreement

Provide as Attachment 5 a copy of the proposed cooperative agreement with the community college, state college, or university. If you are providing materials for more than college or university, please label these in both the header/footer and in the file name as Attachment 5A, 5B, etc. Please certify in this narrative that the school has provided this information as Attachment 5.

As only one signed document exists between the school and the college, the school has provided the signed agreement as Attachment 4/5 on page 36.

(6) Proposed Application for Enrollment

Provide a copy of the proposed application for enrollment in a dual credit course prescribed by NRS 389.300(2) as attachment 6.

The school has provided the proposed application for enrollment in the Dual Credit Program as Attachment 6 on page 44.

(7) Employees of College Serving on Governing Body

Identify any employees of any proposed college or university partner who will serve on the governing body of the charter school and demonstrate, including by citing specific page numbers in the minutes provided at Attachment 1B, how the employee addressed the requirements of Chapter 281 of NRS.

NCA does not anticipate any changes in the governing board at this time, including any additions of employees from the proposed college partnership with TMCC.

(8) Proposed Duration of Agreement

Describe the proposed duration of the relationship between the charter school and each college or university and the conditions for renewal and termination of the relationship and identify by page number and, as appropriate, quote supporting evidence for the claims made in the narrative based on the materials found in Attachments 3, 4, and 5.

The signed agreement between NCA and TMCC will be active until June 30, 2020, per page 42 of the signed agreement (Attachments 4/5). Conditions for renewal will be based upon mutual agreement of the parties.

(9) Roles and Responsibilities

Describe in detail in this narrative the roles and responsibilities of the governing body of the charter school, the employees of the charter school, and each college or university. Please identify by page number and, as appropriate, quote supporting evidence for the claims made in the narrative based on the materials found in Attachments 3, 4, and 5.

The role of the NCA governing body is to approve of and oversee the Dual Credit Program from its conception to its execution, including monitoring the success of the program. The NCA governing body's responsibilities include establishing the criteria for student participation and the issuance of high school credit.

The role of NCA employees is to support the execution of the Dual Credit Program. NCA employees' responsibilities include:

- Providing the student application form as well as assistance to students in determining eligibility and appropriateness, and in completing the application form;
- Reviewing and approving student applications for participation in the Dual Credit Program;
- Monitoring student progress and issuing high school credit, following the guidelines and criteria established by the NCA School Leader and approved by the governing body;
- Providing supports for students participating in the Dual Credit Program, including those in special populations who may need academic and/or non-academic supports;
- Communicating with TMCC which students are enrolled at TMCC; and
- Working with TMCC to review TMCC invoices and submit payments for TMCC courses.

The role of TMCC is to provide the courses that will be offered to NCA high school students for the Dual Credit Program. TMCC's responsibilities include:

- Developing and offering appropriate college courses for the Dual Credit Program;
- Working with NCA administrators to determine the needs of the staff;
- Providing unofficial transcripts to NCA at the end of each TMCC academic term;
- Providing support for NCA high school students enrolled in TMCC Jump Start classes, which may include orientation, college success workshops, access to campus and online tutoring services and assistance with registration and enrollment in college classes;
- Providing accommodations for students with disabilities;
- Invoicing NCA within 30 days of the start of each term;
- Complying with FERPA regulations; and
- Refunding tuition pursuant to the refund policies of TMCC if the student elects to drop a course or if the student is administratively dropped.

Information related to roles and responsibilities is found on the first five pages of the signed agreement, Attachment 4/5.

(10) Scope of Services and Resources

Discuss the scope of the services and resources that will be provided by each college or university. Identify by page number and, as appropriate, quote supporting evidence for the claims made in the narrative based on the materials found in Attachments 3, 4, and 5.

The scope of services and resources of TMCC is to provide the courses that will be offered to NCA high school students for the Dual Credit Program. TMCC's responsibilities include the following, as outlined above in the Roles and Responsibilities:

- Developing and offering appropriate college courses for the Dual Credit Program;
- Working with NCA administrators to determine the needs of the staff;
- Providing unofficial transcripts to NCA at the end of each TMCC academic term;
- Providing support for NCA high school students enrolled in TMCC Jump Start classes, which may include orientation, college success workshops, access to campus and online tutoring services and assistance with registration and enrollment in college classes;
- Providing accommodations for students with disabilities;
- Invoicing NCA within 30 days of the start of each term;
- Complying with FERPA regulations; and
- Refunding tuition pursuant to the refund policies of TMCC if the student elects to drop a course or if the student is administratively dropped.

Information related to the scope of services and resources of TMCC is found on the first five pages of the signed agreement, Attachment 4/5, which begins on page 36.

(11) Financial Provisions

Provide an overview of the financial provisions of this relationship between the charter school and college or university partner.

TMCC will offer the courses to students and will invoice NCA following the guidelines outlined below. NCA will pay TMCC in two installments, one each in the fall and spring semester.

(a) Compensation

Explain the manner and amount that the college or university will be compensated for providing such services and resources, including, without limitation, any tuition and fees that pupils at the charter school will pay to the college or university. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

NCA will communicate which students (who will be funded by NCA, likely via grant funding) are enrolled at TMCC to the TMCC Access, Outreach and Recruitment Jump Start Specialist or designee throughout the school's registration process. TMCC will be compensated the fees shown below and will invoice NCA for these amounts within 30 days from the start of each term. NCA will reconcile this invoice and pay in two even installments 50% each no later than the 20th for each of the months of October/November for fall semesters and March/April for spring semesters. For students who are not funded by NCA, or for portions of payment that NCA does not claim responsibility for, TMCC will do third-party billing directly to the student/family. NCA will communicate clearly with families what NCA will be responsible for in regard to payment.

Fees :

1. TMCC shall charge, for online courses, the current per credit registration fee, and other fees to be determined each school year: a technology fee per credit, a distance education fee, a sports complex fee per credit, a student association fee per credit and an online fee, plus any special course fees. Textbooks will be an additional expense.
2. TMCC shall provide a 25% discount on the per credit registration fee for in-person courses. Additional fees will include a technology fee per credit, a sports complex fee per credit and a student association fee per credit, plus any special course fees. Textbooks will be an additional expense. If the TMCC course is offered on-site at NCA high school with a TMCC instructor, there will be no charge for rent of space.

The supporting evidence and further details are in Attachment 4/5 in the following locations:

- Page 37 under the heading, "Roles and Responsibilities of Parties"
- Page 38 under the heading, "Program/Activity"
- Pages 39-40 under the headings, "Fees" and "Payment Responsibilities/Payment Schedule"

(b) Charter School and Student Financial Responsibilities

Please specify in this narrative under what circumstances the charter school will pay for all costs associated with the course and under what circumstances a pupil is responsible for paying all or a portion of the costs for the dual credit course. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

NCA will pay the costs associated with the course with any grant money that the school is able to utilize. Beyond that, the student will be responsible for any costs. Information related to payment responsibility is contained in Attachment 4/5 (first four pages), as well as the student application in Attachment 6.

(c) NDE Grant Funding

Please specify under what circumstances and for what specific courses the charter school will use funds from grants from NDE to pay for some or all of the costs of the course. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

For fiscal year 2019, the school received grant funding from a College/Career Readiness grant to fund 50 student courses and associated textbook costs. NCA hopes to be able to continue to access this funding. NCA will seek potential funding streams from any grant sources that may help enable as many qualified students complete as many dual credit options as possible.

(d) Non-Grant Funding

Please also specify under what circumstances and for what specific courses the charter school will use non- grant funding sources to pay for some or all of the costs of the course. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

NCA has not identified any non-grant revenues/funding sources from the Nevada Department of Education for use in support of the Dual Credit Program.

(e) Other Funding Sources

Please specify any other funding sources, including federal funds or private philanthropy, which will be used to pay for some or all course costs and under what circumstances. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

There are no other funding sources that have currently been identified.

(12) Monitoring of Pupil Enrollment and Attendance

Describe the manner in which the college or university will ensure that the charter school can effectively monitor pupil enrollment and attendance and the acquisition of college credits. Explain in detail how the school will ensure that the charter school will adopt, and, as necessary, revise the academic plan developed for each pupil pursuant to NRS 388.205 to incorporate these dual credit courses on at least an annual basis. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

Dual-enrolled students at TMCC have an account hold. The account hold ensures all enrollment activity is monitored. In addition, all dual-enrolled students will need to submit to TMCC a Permission to Enroll: High School Students form. The form will require both parent and councilor signature, thus ensuring that NCA is fully informed of all enrollment activity for each student. Should the student request enrollment changes, TMCC's Jump Start Program will contact NCA to request permission to proceed with the request.

NCA creates and updates Individual Graduation Plans (IGPs) with student in grades 8-12 twice per year, in the fall and spring. If a student is enrolled in college courses for the Dual Credit Program, it will be reflected in this plan. IGPs are stored in the Individual Graduation Plan Data View in the learning management system.

(13) Unique Identification Number

Describe how the charter school will provide a unique identification number for each student enrolled in the dual-credit course and explain how the charter school will ensure that student progress, grades on assignments, attendance, and other required information will be updated in Infinite Campus and with what frequency. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

NCA will provide a unique identification number through the learning management system for each student enrolled in a dual credit course. Currently, NCA is required to enter only attendance information in Infinite Campus. NCA is open to working with the SPCSA and TMCC for potential alternative options, but at this time TMCC will provide a college transcript that can then be used to enter attendance and other required information into Infinite Campus.

Information on college transcripts can be found on the second page of the signed agreement (Attachment 4/5, page 38) under the heading, "Program/Activity."

(14) Retaining and Use of the Unique Identification Number

Describe how the college or university partner will retain and use the unique identification number discussed in question 13. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

Dual-enrolled students will be required to apply for admission to TMCC. Once an application is processed, TMCC provides each student a unique 10-digit student identification number. TMCC utilizes the Starfish early alert program. Participating faculty can provide progress report data. With approval from the dual-enrolled students and if the information is available, TMCC's Jump Start Program will update NCA. At the end of each semester, TMCC will provide an unofficial college transcript to the school's registrar.

Student records at TMCC are secured and protected by FERPA (shown on page 41 of the signed agreement, Attachment 4/5). A student account is created for each dual-enrolled student, and a unique identifier is provided to each student. The student account will be active as long as the student continues to be enrolled in college courses. Upon high school graduation, the student will need to reapply to TMCC as a degree-seeking student if he/she wishes to become a college freshman at TMCC.

(15) Eligibility of Students for Interscholastic Activities

Describe in detail how the charter school and the college or university partner will ensure that the student remains eligible for interscholastic activities. Identify by page number and, as appropriate, quote supporting evidence for the claims made in this narrative based on the materials found in Attachments 3, 4, and 5.

NCA tracks and strives to improve student achievement through the use of the education management system (EMS). The EMS provides data reporting and progress monitoring capabilities to equip teachers with the data necessary to ensure that students remain eligible for the Dual Credit Program and interscholastic activities. Teachers have immediate access to multiple points of NCA data, including the following: enrollment information; attendance and progress status; grade book, including all assessment and test results; and detailed learning benchmarks such as up-to-the-minute grades and course completion percentages. Student information and data views are accessible online any time to anyone with the correct login information, which includes instructors, administrators, students, and parents.

In addition, TMCC offers flexible schedules at convenient locations to enable the greatest access opportunities for students involved in interscholastic activities.

(16) Academic and Non-academic Supports

Provide an overview of the academic and non-academic supports that the charter school and/or college/university partner will provide or otherwise arrange for required and appropriate levels of academic supports and support services necessary to ensure that special populations are able to access, participate in, and successfully complete the dual-credit program(s) at the same rates as other students.

NCA is committed to providing its students with exceptionalities with equal access to its education program and a free and appropriate public education (FAPE).

We provide students with accessibility through resources tailored to each student's individual abilities and needs, including assistive technologies and individualized support. At the time of enrollment, all parents/guardians who indicate their students have special needs are asked to submit a copy of the student's most recent Individualized Education Program (IEP) or Section 504 Plan. All special education documents are reviewed by the school's Special Education Manager, and if necessary a member of the special education staff contacts the family to discuss specific student needs or to clarify the information. The team notes student's annual review date, and once enrollment is complete, the team schedules an IEP team or Section 504 meeting to amend the IEP to reflect implementation in the virtual environment.

At the beginning of the school year, the special education team ensures that teachers have access to the IEPs or Section 504 Plans of the students in their classes. The teachers are made aware of each student's special learning needs and are given guidance on how to make the necessary program accommodations and modifications as described in each student's plan.

The school's special education department will work closely with the general education teachers to ensure that every student with an IEP is included with their non-disabled peers and has access to the general education curriculum to the maximum extent possible. Students whose IEP states a need for related services (e.g., speech-language therapy, occupational therapy, etc.) are provided such services virtually first. If the IEP team determines that virtual services are not appropriate, these services are provided face-to-face in a location proximate to the child. Finally, IEP and Section 504 Plan team meetings are typically held virtually. All meetings occur in compliance with all state and federal laws.

(a) Support for Students with IEPs

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, 5, and 6, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students with IEPs:

Students with IEPs at NCA who participate in the Dual Credit Program will retain all protections provided in the Individuals with Disabilities Education Improvement Act (IDEA), 20 U.S.C.A. §§ 1400 et seq. and implementing regulations, including Section 300.209 of Title 34 of the Code of Federal Regulations, and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (sec. 504) and the Americans with Disabilities Act. To that end, as the students' local education agency, NCA will maintain all special education procedures and services, including related services, as outlined in these students' IEPs and/or Section 504 Plans.

In order to support students with IEPs in the college environment, NCA will provide students with IEPs with Section 504 plans to ensure the college will be aware of and provide each student's accommodations as they remain eligible for such accommodations under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (sec. 504) and the Americans with Disabilities Act. The college will be provided with copies of students' Section 504 plans so they may implement the accommodations at their sites.

To support students with IEPs, NCA will:

- Conduct IEP team meetings, including the parents, for all new students to adopt or amend the IEP. Prior Written Notice detailing the decisions of the IEP team will be provided to parents along with Parental Rights.
- Hold annual reviews of the IEP, including reviewing progress within the existing IEP, reevaluating whether the student is benefitting from the program and creating new IEP goals. A full continuum of special education and related services will be provided, ranging from consultation to support facilitation to full-time resource room. Services include but are not limited to assistive technology and accessibility tools. Program adjustments will be made based on student performance.
- Provide required services, including speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, social work services, and transportation according to the needs of each student. Services are typically successfully provided virtually but may also be provided in-person as determined by the IEP team. NCA's education management organization, Connections Education (Connections) will contract with quality providers across the state and proximate to students' homes for face-to-face related services. These services will be provided to students for free.
- Provide related services which may also include parent training, autism support, parent groups, student support groups, and itinerant hearing or vision support consistent with the student's IEP.
- Conduct triennial evaluations, or more frequently as appropriate, or, if no new data is needed, conduct a review of the records. Evaluations will be conducted by experienced and qualified examiners in person at a location proximate to each student at a mutually agreeable time.
- Ensure student participation in state-mandated assessments.
- Monitor progress for every student, including frequent and thorough review of student performance, attendance, and participation data as reported to the student, parent, and teacher through their respective home pages.
- Report progress regularly to parents at least as frequently as general education progress reporting.
- Log carefully in the EMS every conversation, contact, (by phone, WebMail message, LiveLesson session, or other means) and consultation with the student and/or parent as well as general education teachers. LiveLesson sessions allow teachers to create and lead real-time, lively interactions directly with students in an online setting utilizing unique, interactive tools.
- Track and report providers of direct/related services, with close scrutiny by the special education staff of any missed appointments or incomplete services.
- Conduct, as required by law, annual reviews and triennial evaluations.

Compliance and academic progress of students with IEPs at NCA will be communicated monthly to school leadership via data collection practices shared with school leadership. Metrics related to attendance, participation, and performance of students with IEPs will be closely monitored by the school's Special Education Manager. Student issues will be escalated to the NCA School Leader and processes will be followed to intervene with students with IEPs who are disengaged or not performing. If necessary, IEP team meetings will be held to make adjustments to these students' IEPs to better address their needs.

Training is provided throughout the year for special education teachers.

Training will be provided for the entire school leadership team regarding the identification of students suspected of having a disability and types of services available for all students with disabilities including how to implement the Child Find practices in the virtual environment.

(b) Support for Students Eligible under Section 504

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, 5, and 6, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students who are eligible under Section 504.

NCA students with Section 504 plans will retain these plans and all rights therein when they participate in the Dual Credit Program. Section 504 of the Rehabilitation Act of 1973 is a statute designed to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those of non-disabled students. An eligible student under §504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment that substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. §504 plans are typically written for students who are not receiving services under IDEA but who require accommodations and modification to their instructional program. §504 plans may also be written for students who need modified instructional materials or assistive technology due to their disability. Preexisting §504 plans will remain in place for new students, will be potentially revised to capture needed accommodations in the college as well as the virtual environment. NCA will update these plans periodically and communicate any changes to the college. NCA personnel will be alert for and will identify §504-eligible students and will complete a §504 plan for each identified eligible student.

The NCA Section 504 coordinator will work closely with the students' general education teachers as well as disability offices at the college to ensure that every student receives accommodations and modifications according to his/her Section 504 Plan to access and progress in the general education and college curriculum in the LRE. Section 504 plans will be reviewed regularly to ensure accuracy and that student needs are met. Any services associated with students' Section 504 plans will be provided by NCA (i.e., assistive technologies, special equipment, etc.).

TMCC will provide accommodations for students with disabilities (fifth page of the signed agreement beginning on page 41 Attachment 4/5, under the heading, "Student Conduct and Disability Service").

(c) Support for ELL Students

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, 5, and 6, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students who are ELL:

NCA will meet the needs of English Language Learners (ELL) as required by Nevada and federal law. NCA employs EL teachers with the required English for Speakers of Other Language (ESOL) endorsement. NCA will follow Nevada ESOL Programmatic Procedures. NCA implements the Pearson English Learning System[®] (PELS) as the basis for its ESL curriculum. The PELS program is correlated to the English Language Proficiency Standards outlined in the WIDA framework.²

Once identified as an EL, a student receives support based on English proficiency via LiveLesson sessions by a certified EL teacher. Instruction is aligned to standards based on scientific research for English acquisition in reading, writing, listening, and speaking. NCA will maintain this service for identified ELs who also participate in the Dual Credit Program.

² http://assets.pearsonschool.com/correlations/WIDA%20PRIME_Correlation_LC2013%20Grades%206-10.pdf

NCA's designated EL Lead Teacher will work with content teachers, Learning Coaches, and students to ensure material is adapted and accessible for all EL students. The EL Lead Teacher will maintain student files, consult with Learning Coaches, provide direct instruction to EL students via LiveLesson sessions and telephone calls, conduct progress monitoring throughout the school year, create and implement targeted interventions based on the data from progress monitoring, monitor exited EL students for academic progress using state-specific criteria, and comply with state and federal law pertaining to EL students. The NCA EL Lead Teacher will collaborate with any college staff to ensure EL students' needs are met.

NCA staff will have access to Connections' EL experts who will support the school and its efforts to identify and educate EL students and support them in the Dual Credit Program. NCA EL staff will also facilitate oral communication and written translation with families as needed as required by Title VI of the Civil Rights Act of 1964.

(d) Support for FELL Students

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, 5, and 6, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students who are FELL:

For Former English Language Learners (FELL), NCA will continue its support via the school's EL Lead Teacher to ensure that students continue to receive the supports they need to be successful. Supports may include LiveLesson sessions, adaptations and/or modifications of materials, progress monitoring, and implementation of targeted interventions based on the data from progress monitoring. NCA will facilitate communication of any academic or communication needs of Former English Language Learners to the college.

(e) Support for Students Who Are Homeless/McKinney-Vento Eligible

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, 5, and 6, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students who are homeless/McKinney-Vento eligible:

NCA abides by all applicable federal, state, and local statutes, policies, and guidelines for student enrollment and will not impose enrollment requirements that are inconsistent with these policies and guidelines. These policies and guidelines include compliance with the McKinney-Vento Act regarding homeless students. The School Leader or his designee will serve as the liaison for homeless students. Students who meet the definition of homeless shall not be barred from participating in the Dual Credit Program due to lack of required documents.

(f) Support for Students in Foster Care

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, 5, and 6, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students who are in foster care:

NCA will provide students equal access to the Dual Credit Program, including those who may be in foster care. Students who may be in foster care, including those with disabilities as described above, will receive access through the delivery of resources and accommodations tailored to each student's individual abilities and needs, including assistive technologies and individualized support. Consultative support will be provided for the general education teachers to provide modifications and accommodations to the general education curriculum.

NCA will represent the school and participate in any family support or team meetings for students in foster care who are participating in the Dual Credit Program.

(g) Support for Students Who Are FRL-Eligible

Citing page numbers and, as appropriate, quoting supporting evidence based on the materials found in Attachments 3, 4, and 5, provide a narrative detailing how the charter school and/or university partner will meet these expectations for Students who are FRL-eligible:

NCA will provide all students equal access to the Dual Credit Program, including those who are FRL-eligible. For purposes of demographic documentation, NCA requests during the enrollment process that families who qualify for Free or Reduced Price Meals – based on past eligibility for these services or current family income – so identify themselves. The purpose of collecting this information is to ensure that the school will be prepared to arrange supplemental educational resources available to students and the school based on incidence of poverty. Parents will be fully informed that volunteering this information will not entitle their family to meal service. Staff will refer families who qualify for Free or Reduced Price Meals to local social service agencies for food assistance upon request. (In the event that the federally funded lunch program is changed to permit the distribution of direct assistance to families, NCA will be prepared to seek funds to provide this service.)

(17) Timeline and Process for Applications

Explain the timeline and process that the charter school will use to solicit, review, and approve applications from students to take dual-credit coursework in a manner that ensures equity, access, and non-discrimination and how the governing body will monitor equity, access, and non-discrimination on a regular basis.

NCA will inform 8th- through 12th-grade students of the opportunity for certain students to dual enroll and earn college credit within 30 days of receiving all necessary approvals. In subsequent years, announcements/reminders will be sent out each January for the next school year. Time permitting, applications will be reviewed and approved by the end of the school year. After the end of the school, applications will be reviewed on a rolling basis.

NCA will follow the recommendation of TMCC in the signed agreement (Attachment 4/5, page 38 under the heading, “Program/Activity”): “The GPA recommended for Jump Start enrollment at TMCC is that rising/current high school seniors have a minimum GPA of 2.5 and all other high school students have a minimum GPA of 3.0.” It is at the discretion of NCA to allow juniors and seniors to participate in dual courses with a lower than recommended GPA. Additionally, counselors will reach out to students/families individually who they believe could benefit and should consider applying. The counseling department will review and approve applications from students.

(18) Timeline for Application Submission

Please explain the timeline for submitting the application for dual-credit approval to the Department and the State Board following sponsor approval of this amendment, the likely date of submission and approval, how the charter school will notify the sponsor of SBOE approval and execute the charter contract amendment, and the anticipated semester when the charter school will begin offering dual-credit coursework following SBOE approval and contract execution.

NCA will submit the application for the Dual Credit Program to the Department and State Board within 30 days of sponsor approval. Once approved, the approval will be emailed to the executive director and authorizing director of the SPCSA within 10 business days. NCA anticipates offering the Dual Credit Program, following SBOE approval and contract execution, in fall 2019.

Attachment 1A: Board Meeting Agenda



NEVADA CONNECTIONS ACADEMY (NCA)
BOARD MEETING
AGENDA

Pursuant to the Nevada Open Meeting Law, notice is hereby given to the members of the NCA Board and the general public that the NCA Board will hold a meeting open to the public on:

Date and Time:

Tuesday, January 15, 2019 at 6:30 p.m. PT

Held at the following location:

Nevada Connections Academy
555 Double Eagle Court, Suite 2000
Reno, NV 89521

And via teleconference:

800-504-8071; 184-9889#

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Chris McBride at (775) 826-4200. Requests should be made as early as possible to arrange the accommodation; no later than twenty four (24) hours prior to the meeting.

AGENDA

- I. Call to Order – S. Harrington
- II. Roll Call – S. Harrington
- III. Public Comment

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to Board. Individuals who wish to address the Board telephonically must contact the School Principal by phone or by email at least twenty four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Principal at least twenty four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Leader at least fourteen (14) days prior to the meeting. Any such presentations shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

To view the Board Public Comment Policy, visit the school's "Our School Board" page at www.connectionsacademy.com

Nevada Connections Academy Charter School Amendment Request

- IV. Routine Business
 - a. Approval of Agenda – S. Harrington
- V. Oral Reports
 - a. School Leader's Report (MSR attached) – C. McBride
 - i. School Activities Update
 - ii. School Updates
 - iii. Points of Contact Update
 - iv. Nevada Charter Authority Update
 - 1. Site Evaluation Update
 - b. Financial Report (attached) – M. Holston
 - i. Cash Deposits Update (attached)
 - ii. Board Support Update
- VI. Consent Agenda
 - a. Approval of Minutes from the November 13, 2018 Board Meeting (attached)
 - b. Approval of Staffing Report (attached)
 - c. Approval of Connections Education Invoices for November and December (attached)
 - d. Approval of Approval of Credit Memo(s) for June 2018 (attached)
 - e. Approval of LiveSpeech Invoice(s) (attached)
 - f. Approval of the 2019-2020 School Year General School Handbook (attached)
 - g. Approval of the 2019-2020 School Year State Specific School Handbook (attached)
- VII. Action Items
 - a. Ratification of Charter Amendment (attached) – C. McBride/ J. Daniels
 - b. Approval of Funded Enrollment Target for the 2019-2020 School Year – C. McBride
- VIII. Information Items
 - a. State & Strategic Client Relations Update – J. Daniels
 - i. Pearson Online & Blended Learning Statement of Agreement and Charter Renewal Timeline Update
 - ii. Board Support Update
 - b. Partner School Leadership Team (PSLT) Update – B. Rosta
 - i. School Operations Metrics (attached)
 - c. Board Recruitment Update – S. Harrington
 - d. Budget Development Process – J. Daniels/ M. Holston
- IX. CLOSED SESSION: Pursuant to NRS §241.030(1)(a), a closed session will be held for the purposes of discussion of the character and professional competence/mid-year performance of Chris McBride (attached) – B. Rosta
- X. Public Comment (as detailed previously in agenda)
- XI. Adjournment and Confirmation of the Next Meeting – Tuesday, February 19, 2019 at 6:30 p.m. PT

Nevada Connections Academy Charter School Amendment Request

Notices of this meeting have been appropriately posted as required by the Nevada Open Meeting Law N.R.S 241.020(2) on or before 9:00 a.m. on the third working day before the meeting at the following locations:

- (1) Nevada Connections Academy, 555 Double Eagle Court, Suite 2000, Reno, NV 89251
- (2) Starbucks, 6637 S. Virginia St., Reno, NV 89511
- (3) Starbucks, 4809 Kietzke Ln., Reno, NV 89509
- (4) Save Mart, 4995 Kietzke Ln., Reno, NV 89509
- (5) Starbucks, 6890 S. McCarran Blvd., Suite 100, Reno, NV 89509

Further in compliance with NRS 241.020, this Agenda has been posted on the official website for the Nevada Connections Academy, www.connectionsacademy.com

For copies of the supporting materials for this agenda, please contact Jenny Sparks at Holland & Hart, at 775-327-3012 or JESparks@hollandhart.com. Copies of the supporting materials will also be available at the meeting, or prior to the meeting at the offices of Holland & Hart, 5441 Kietzke Lane, Suite 200, Reno, NV 89511, attention Jenny Sparks.

Attachment 1B: Approved Minutes



APPROVED 03/05/2019

**NEVADA CONNECTIONS ACADEMY (NCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING**
Tuesday, January 15, 2019 at 6:30 p.m. PT

Held at the following location and via teleconference:
Nevada Connections Academy
555 Double Eagle Court, Suite 2000
Reno, NV 89521

I. Call to Order

Dr. Harrington called the meeting to order at 6:33 p.m. when all participants were present and able to hear each other. The school was open for the public to attend the meeting.

II. Roll Call

Board Members Present: Scott Harrington (in person); Amy Cook, Kelly McGlynn, Mindi Dagerman, Morgan Jackson and Kevin Arnold (via phone);

Board Members Absent: Naima Benjelloun;

Guests Present: Chris McBride, School Leader; Tom Ap Simon and Anne Parmley, Pearson Online & Blended Learning (POBL) staff (in person); Amy Taylor, School staff; Brian Rosta, Josh Daniels, Megan Holston and Laura Coleman, POBL staff (via phone).

III. Public Comment

There were no public comments at this time.

IV. Routine Business

a. Approval of Agenda

Dr. Harrington asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, Dr. Cook made the following motion and it was seconded by Mr. Arnold as follows:

RESOLVED, that the Agenda for the January 15, 2019 Meeting of the Board of Directors of the Nevada Connections Academy, as presented, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. School Leader's Report

i. School Activities Update

Dr. McBride discussed with the Board recent and upcoming school activities, including staff and learning coach trainings.

ii. School Updates

Dr. McBride advised the Board that the School Principals will be present at future Board meetings to give regular updates on their focus areas and grade levels.

iii. Points of Contact Update

Dr. McBride reviewed with the Board the number of various contacts staff have made with students thus far this school year.

iv. Nevada Charter Authority Update

Dr. McBride provided the Board with an update on the upcoming meeting with the Nevada Charter Authority.

1. Site Evaluation Update

Dr. McBride further provided the Board with an update on the upcoming Nevada Charter Authority site evaluation and reiterated the importance of Board member participation.

b. Financial Report

Ms. Holston reviewed the financial materials included in the Board materials. She reviewed the changes in the financial and forecasted expenses since the last meeting's statements in detail. She further reviewed the balance sheet and the school's revenue statements with the Board.

i. Cash Deposits Update

Ms. Holston reviewed with the Board the cash deposits to date for the current school year, as included in the meeting materials. The Board discussed the cash deposits report with Ms. Holston and requested additional check receipt information on future reports.

ii. Board Support Update

Ms. Holston provided the Board with an update on support services and personnel provided to the school and Board by Pearson Online & Blended Learning (POBL). She advised that Ms. Tracey Gianoni would be transitioning into the role of School Financial Services representative for the Board.

VI. Consent Agenda

Dr. Harrington asked the Board members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. There being no changes, Ms. Dagerman made the following motion and it was seconded by Dr. Cook as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the November 13, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoices for November and December;
- d. Approval of Credit Memo(s) for June 2018;
- e. Approval of LiveSpeech Invoice(s);
- f. Approval of the 2019-2020 School Year General School Handbook; and
- g. Approval of the 2019-2020 School Year State Specific School Handbook, are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Ratification of Charter Amendment

Dr. McBride reviewed with the Board the process completed to date on the draft Charter Amendment, including himself, Mr. Daniels and Dr. Harrington as Board Designee. Dr. McBride reviewed the areas the Charter Amendment was revised based on the Board's discussion at the previous meeting, including the conversion of college course credit to high school credit and how charges will be processed. Mr. Daniels reviewed the process and expected timeline for final approval by the sponsor. There being no further discussion, Ms. Dagerman made the following motion and it was seconded by Dr. Cook as follows:

RESOLVED, that the Charter Amendment, is hereby ratified.

The motion passed unanimously.

b. Approval of Funded Enrollment Target for the 2019-2020 School Year

Dr. McBride reviewed the proposed enrollment target for the 2019-2020 school year of 3,400 students and sought Board input in regards to the number. He further advised this was a good target to set for the upcoming school year based on anticipated growth, staffing and budget. There being no further discussion, Dr. Cook made the following motion and it was seconded by Mr. Arnold as follows:

RESOLVED, that funded enrollment target for the 2019-2020 school year, as discussed, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. State & Strategic Client Relations Update

Mr. Daniels updated the Board on the recent legislative activities in Nevada, which may impact the school.

i. Pearson Online & Blended Learning Statement of Agreement and Charter Renewal Timeline Update

Mr. Daniels provided the Board with an update on the upcoming Agreement renewal with POBL, as well as the timeline and process for the renewal.

ii. Board Support Update

Mr. Daniels provided the Board with an update on support services and personnel provided to the school and Board by Pearson Online & Blended Learning (POBL). He announced his recent resignation and advised they would have a new State & Strategic Client Relations representative for the Board in the near future. The Board thanked Mr. Daniels for his work with the school.

b. Partner School Leadership Team (PSLT) Update

Dr. Rosta presented an update to the Board on behalf of POBL Partner School Leadership Team.

i. School Operations Metrics

Dr. Rosta presented the quarterly School Operations Metrics to the Board. He reviewed the data included in the Board materials, highlighting the school's performance as compared with other Pearson Online and Blended Learning's (POBL) partnering schools of similar size and years in operation. The Board discussed the metrics in detail with Dr. Rosta.

c. Board Recruitment Update

Dr. Harrington provided the Board with an update on the continued search for a new Board member. Board members discussed the current composition, as well as their preferred background and credentials for the next candidate for the Board.

d. Budget Development Process

Mr. Daniels reviewed the 2019-2020 budget development process with the Board, as well as potential long-term financial planning options. He reminded the Board that the process, while ongoing, is significantly aided by the Board's approval of a funded enrollment target as completed earlier in the meeting. Mr. Daniels reminded the Board of the approximate timeline and those involved heavily in the process, including the Board Treasurer, School Leader and POBL. Dr. Harrington requested Board members send their priorities to Mr. Daniels and Ms. Coleman for discussion at the next Board meeting.

IX. CLOSED SESSION: Pursuant to NRS §241.030(1)(a), a closed session will be held for the purposes of discussion of the character and professional competence/mid-year performance of Chris McBride

The Board entered into Closed Session at 7:46 p.m. upon a motion being made by Mr. Arnold seconded by Ms. Jackson and confirmed via a roll call vote of all Board members present, pursuant to NRS 241.030(1)(a), for purposes of the discussion of the character and professional competence/mid-year performance of Chris McBride. Board members in attendance to begin the session were: Scott Harrington, Amy Cook, Kelly McGlynn, Mindi Dagerman, Morgan Jackson and Kevin Arnold. Guests invited by the Board to attend were: Tom Ap Simon, Anne Parmley, Brian Rosta and Laura Coleman. All others left the meeting at this time.

[Mr. Arnold left at 7:47 p.m.]

[Mr. Arnold rejoined at 7:53 p.m.]

The Board ended the Closed Session and resumed open session at 8:11 p.m. upon a motion being made by Dr. Cook, seconded by Ms. McGlynn and confirmed via roll call vote of all Board members present. No action was taken during Closed Session.

[Ms. McGlynn left at 8:11 p.m.]

X. Public Comment (as detailed previously in agenda)

There were no public comments at this time.

XI. Adjournment and Confirmation of Next Meeting and Training – Tuesday, February 19, 2019 at 6:30 p.m. PT

Dr. Harrington noted that the Board was at the end of its agenda and that the next meeting is scheduled for Tuesday, February 19, 2019 at 6:30 p.m. There being no further business, Dr. Cook made a motion, seconded by Mr. Arnold and carried unanimously, the meeting was adjourned at 8:14 p.m.

Attachment 2: Dual Credit Course List

Please see the separate Excel file titled, "Attachment 2: Dual Credit Course List."

Attachment 3: Draft Memorandum of Understanding (MOU)

**AGREEMENT AND PROPOSAL FOR THE DELIVERY OF LOWER DIVISION
COURSEWORK TO NEVADA CONNECTIONS ACADEMY**
May 10, 2018

This memorandum of Understanding, herein referred to as “Agreement” made and entered into this 10th day of March 2018, by and between the Nevada Connections Academy, a K-12 virtual school operating under a state-wide charter, herein referred to as NCA, with a place of business at 555 Double Eagle Court #2000 Reno, Nevada 89512 and the Board of Regents of the Nevada System of Higher Education, on behalf of Truckee Meadows Community College, herein referred to as TMCC, provides for the communication, support and processing of TMCC dual credit courses located at 7000 Dandini Blvd., Reno, Nevada 89521 owned and operated by TMCC. Specifically, Truckee Meadows Community College (TMCC) desires to work together with NCA to offer college courses that qualify for dual credit to NCA students. This agreement will be reviewed and revisions made as necessary. Any renewal will be subject to further negotiation and agreement.

WITNESSETH:

WHEREAS, NCA and TMCC are committed to promoting student success and improve college readiness of students,

WHEREAS, NCA and TMCC are committed to collaborating to assure a high graduation rate of NCA students through cooperative programs, and

WHEREAS, NCA and TMCC are mutually interested in students completing college work while still in high school,

NOW, THEREFORE, in consideration of the aforementioned premises and the mutual promises, covenants and undertaking set forth herein, the parties agree as follows:

Roles and Responsibilities of Parties:

Truckee Meadows Community College will:

- Work with Administrators of Nevada Connections Academy or designee to determine needs of staff from each agency.
- Allow Representatives from TMCC Finance/Cashiers Office or similar to initiate or receive communication from the Administrators of NCA or designee throughout each semester to determine which students are billed to Nevada Connections Academy under 3rd Party billing.
- Permit Nevada Connections Academy to reconcile their invoice from 3rd Party billing as stated in the payment schedule of this contract.
- As permitted by FERPA, maintain open communication with Administrators of Nevada Connections Academy to build a collaborative relationship and promote positive outcomes for students and the safety of each agency.

**MEMORANDUM OF UNDERSTANDING BETWEEN
TRUCKEE MEADOWS COMMUNITY COLLEGE AND
NEVADA CONNECTIONS ACADEMY — 2018-2019**

Program/Activity:

1. TMCC shall develop and offer appropriate college courses in which NCA grades 9-12 may enroll in college credit courses to meet high school elective or graduation requirements.
2. NCA will work with TMCC to review and to seek approval for TMCC courses for dual credit by the Nevada Department of Education.
3. Principals or their designee will be responsible for approving all students enrolled in Jump Start courses to ensure the course is appropriate and the student is prepared to be successful.
4. NCA students will follow the required Steps to Enroll for Jump Start students, which include applying for admission to TMCC and completing an online Jump Start Orientation.
5. If student has provided written permission to TMCC to release transcripts to their high school, TMCC will provide one unofficial transcript for each student to participating WCSO high schools within three weeks after grades are posted at the end of each TMCC academic term.
6. The GPA recommended for Jump Start enrollment at TMCC is that rising/current high school Seniors have a minimum GPA of 2.5 and all other high school students have a minimum GPA of 3.0 As it is the discretion of NCA to allow juniors and seniors to participate in dual credit courses with a lower than recommended GPA.
7. TMCC may provide student support for high school students enrolled in TMCC Jump Start classes, which may include orientation, college success workshops, access to campus and online tutoring services and assistance with registration and enrollment in college classes.

The following statute supplies the legislative mandate for dual credit (NRS. 389.160):

NRS 389.160 Credit toward graduation from high school for courses taken at community college or university:

1. A pupil enrolled in high school, including, without limitation, a pupil enrolled in grade 9, 10, 11 or 12 in a charter school or a pupil enrolled in a program designed to meet the requirements of an adult standard diploma, who successfully completes a course of education offered by a community college or university in this State which has been approved pursuant to subsection 2, must be allowed to apply the credit received for the course so completed to the total number of credits required for graduation from the high school or the charter school in which the pupil is enrolled or the credits required for receipt of an adult standard diploma, as applicable.
2. With the approval of the State Board, the board of trustees of each county school district and the governing body of each charter school shall prescribe the courses for which credits may be received pursuant to subsection 1, including occupational courses for academic credit, and the amount of credit allowed for

**MEMORANDUM OF UNDERSTANDING BETWEEN
TRUCKEE MEADOWS COMMUNITY COLLEGE AND
NEVADA CONNECTIONS ACADEMY — 2018-2019**

the completion of those courses. (Added to NRS by 1989, 1089; A 1991, 1700; 1993, 103; [1999, 3313](#); [2007, 1997](#))

Concept:

NCA students may enroll in a course at Truckee Meadows Community College (TMCC) and receive both high school and college credit. Academic credit refers to those courses, which have been approved to meet graduation requirements. The Office of Academics, the NCA Governing Body, and the State Board of Education approve those courses. Only the approved courses may be used for academic credit. An approved dual credit course may be applied for either elective or core academic high school credit as deemed by NCA. During the traditional school day and/or regular public hours, NCA students may enroll in any TMCC college course. Students will need to receive final approval for their course schedule each semester that is consistent with their high school academic plan.

Jump Start Instruction:

1. Academic freedom is practiced at TMCC and allows faculty and students to pursue whatever inquiry they feel is important in the classroom without fear of censorship. In a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. Parents are encouraged to help their students practice important communications skills by allowing the students to be the main point of contact for all Jump Start inquiries. Students should be the only point of contact with professors regarding any questions they have.
2. The grades earned through Jump Start will be a part of student's permanent college record. To drop a class students must withdraw from the class by contacting the Jump Start Program in advance of the deadline. If dropped after the deadline, the student will have a permanent transcript showing a grade of "W." Students should review TMCC's dates and deadlines carefully and frequently. Students who do not request to be dropped from a course and fail to attend or submit work will receive the grade they earn.

Courses Available:

1. College/Community College courses may be taken for college credit only or for dual (high school/college) credit.
2. Any course offered through TMCC and approved by the NCA Governing Body is available for dual credit. Community Service courses are not available for dual credit.

Fees:

1. TMCC shall charge, for online courses, the current per credit registration fee, and other fees to be determined each school year: a technology fee per credit, a distance education fee, a sports complex fee per credit, a student association fee per credit and an on-line fee —plus any special course fees. Textbooks will be an additional expense.

**MEMORANDUM OF UNDERSTANDING BETWEEN
TRUCKEE MEADOWS COMMUNITY COLLEGE AND
NEVADA CONNECTIONS ACADEMY — 2018-2019**

2. TMCC shall provide a 25% discount on the per credit registration fee for in-person courses. Additional fees will include a technology fee per credit, a sports complex fee per credit and a student association fee per credit, plus any special course fees. Textbooks will be an additional expense. If the TMCC course is offered on-site at NCA high school with a TMCC instructor, there will be no charge for rent of space.

Payment Responsibilities/Payment Schedule:

NCA will communicate which students are enrolled at TMCC to the Access, Outreach and Recruitment Jump Start Specialist or designee throughout the school's registration process. This communication will result in a service indicator being applied to each student's account, so that the student will not be dropped from their respective classes for non-payment.

TMCC will invoice NCA within 30 days from the start of each term. NCA will reconcile this invoice and pay in two even installments 50% each no later than the 20th for each of the months of October/November for fall semesters and March/April for spring semesters.

TMCC may not allow registration of subsequent courses if there is an outstanding balance due. To maintain a positive working partnership, NCA will be responsible for payment on any outstanding charges on a student's account and NCA will deal directly with the student for any reimbursement of these charges. This does not preclude NCA from raising questions or appeals to TMCC on certain items that will generate a clean reconciliation of each invoice from TMCC.

NCA understands that failure to pay as agreed upon will result in immediate termination of third party billing by TMCC.

Marketing:

The design content, and distribution of all marketing efforts (i.e., written materials, displays, broadcasts, media releases, announcements, etc.) associated with this partnership will be mutually developed and agreed upon by both parties prior to release/distribution. All promotional materials requiring the use of the TMCC logo shall be approved by the TMCC Marketing and Communications Office via email (marketing@tmcc.edu) prior to being posted or distributed. All promotional materials requiring the use of the NCA logo shall be approved by TMCC's Marketing Office via email prior to being posted or distributed.

Facility Use:

NCA and TMCC will establish guidelines and costs for the use of any TMCC campus by NCA through a "Site Facility Use Agreement", to be developed through the Office of the Vice President of Finance and Administrative Services.

Hold Harmless:

To the extent authorized by law, NCA agrees to indemnify and hold harmless TMCC, its officers, agents, servants or employees, from any damages, costs, or expenses by reason

**MEMORANDUM OF UNDERSTANDING BETWEEN
TRUCKEE MEADOWS COMMUNITY COLLEGE AND
NEVADA CONNECTIONS ACADEMY — 2018-2019**

of liability as a result of any negligent act or omission by NCA, or sub-users of NCA, in the operation, supervision, control, or sponsorship of any activity or program upon the TMCC premises. To the extent authorized by law, TMCC agrees to indemnify and hold harmless NCA, its officers, agents, servants, or employees, from any damages, costs, or expenses by reason of liability as a result of any negligent act or omission by TMCC; or sub-users of TMCC, in the operation, supervision, control, or sponsorship of any activity or program upon NCA premises. Any liability under this section shall be limited to \$100,000 for any action sounding in tort under NRS Chapter 41 and to acts or omissions of a party or its agents or employees within the course and scope of their agency or employment. Any party may raise the defense of sovereign immunity, if applicable.

Student Conduct and Disability Services:

TMCC students must comply with the NSHE Student Code of Conduct. Included in the Steps to Enroll is an agreement between the college and parents/students that dual credit students are college students and that all TMCC policies/processes apply to them.

Accommodations will be provided for students with disabilities in dual credit classes. Only 504 and the ADAA apply to accommodations for college classes, not IEP's.

Insurance:

NCA shall, at its option, procure and maintain general liability insurance or self-insurance in compliance with NRS Chapter 41. The Board of Regents shall, at its option, procure and maintain general liability insurance or self-insurance in compliance with NRS Chapter 41. NCA will obtain and maintain \$1 million in general liability insurance and, if they own or lease any motor vehicles a minimum limit of \$1,000,000 combined single limit per occurrence for bodily injury and property damage of business vehicle insurance, naming TMCC as an additional insured. NCA shall obtain and maintain worker's compensation insurance on its employees as required by Nevada law.

Responsibility of the College, Community College or University:

1. TMCC will comply with FERPA regulations.
2. Tuition will be refunded pursuant to the refund policies of TMCC if the student elects to drop a course or if the student is administratively dropped.

Amendment:

This MOU may be amended upon mutual consent of the Nevada Connections Academy and the Board of Regents of the Nevada System of Higher Education, on behalf of the Truckee Meadows Community College, so long as it is consistent with the law of the State of Nevada.

Agreement Term:

**MEMORANDUM OF UNDERSTANDING BETWEEN
TRUCKEE MEADOWS COMMUNITY COLLEGE AND
NEVADA CONNECTIONS ACADEMY — 2018-2019**

This Memorandum of Understanding shall be in effect August 1, 2019 (Fall 2019) upon the execution of the parties and will end on June 30, 2020. Any work done prior to this date shall be governed by the terms of this agreement.

Complete Agreement:

Nevada Connections Academy and TMCC agree and declare that it is their intention that all of the foregoing constitutes the complete and final expression of their agreement. THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, on behalf of Truckee Meadows Community College.

Signatures:

By: _____
Dr. Karen Hilgersom President
Truckee Meadows Community College

Date

By: Chris McBride
Chris McBride , Ph.D. Superintendent
Nevada Connections Academy

11/7/18
Date

Attachment 4/5: Terms and Agreement

**AGREEMENT AND PROPOSAL FOR THE DELIVERY OF LOWER DIVISION
COURSEWORK TO NEVADA CONNECTIONS ACADEMY**
May 10, 2018

This memorandum of Understanding, herein referred to as “Agreement” made and entered into this 10th day of March 2018, by and between the Nevada Connections Academy, a K-12 virtual school operating under a state-wide charter, herein referred to as NCA, with a place of business at 555 Double Eagle Court #2000 Reno, Nevada 89512 and the Board of Regents of the Nevada System of Higher Education, on behalf of Truckee Meadows Community College, herein referred to as TMCC, provides for the communication, support and processing of TMCC dual credit courses located at 7000 Dandini Blvd., Reno, Nevada 89521 owned and operated by TMCC. Specifically, Truckee Meadows Community College (TMCC) desires to work together with NCA to offer college courses that qualify for dual credit to NCA students. This agreement will be reviewed and revisions made as necessary. Any renewal will be subject to further negotiation and agreement.

WITNESSETH:

WHEREAS, NCA and TMCC are committed to promoting student success and improve college readiness of students,

WHEREAS, NCA and TMCC are committed to collaborating to assure a high graduation rate of NCA students through cooperative programs, and

WHEREAS, NCA and TMCC are mutually interested in students completing college work while still in high school,

NOW, THEREFORE, in consideration of the aforementioned premises and the mutual promises, covenants and undertaking set forth herein, the parties agree as follows:

Roles and Responsibilities of Parties:

Truckee Meadows Community College will:

- Work with Administrators of Nevada Connections Academy or designee to determine needs of staff from each agency.
- Allow Representatives from TMCC Finance/Cashiers Office or similar to initiate or receive communication from the Administrators of NCA or designee throughout each semester to determine which students are billed to Nevada Connections Academy under 3rd Party billing.
- Permit Nevada Connections Academy to reconcile their invoice from 3rd Party billing as stated in the payment schedule of this contract.
- As permitted by FERPA, maintain open communication with Administrators of Nevada Connections Academy to build a collaborative relationship and promote positive outcomes for students and the safety of each agency.

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Program/Activity:

1. TMCC shall develop and offer appropriate college courses in which NCA grades 9-12 may enroll in college credit courses to meet high school elective or graduation requirements.
2. NCA will work with TMCC to review and to seek approval for TMCC courses for dual credit by the Nevada Department of Education.
3. Principals or their designee will be responsible for approving all students enrolled in Jump Start courses to ensure the course is appropriate and the student is prepared to be successful.
4. NCA students will follow the required Steps to Enroll for Jump Start students, which include applying for admission to TMCC and completing an online Jump Start Orientation.
5. If student has provided written permission to TMCC to release transcripts to their high school, TMCC will provide one unofficial transcript for each student to participating WUSD high schools within three weeks after grades are posted at the end of each TMCC academic term.
6. The GPA recommended for Jump Start enrollment at TMCC is that rising/current high school Seniors have a minimum GPA of 2.5 and all other high school students have a minimum GPA of 3.0 As it is the discretion of NCA to allow juniors and seniors to participate in dual credit courses with a lower than recommended GPA.
7. TMCC may provide student support for high school students enrolled in TMCC Jump Start classes, which may include orientation, college success workshops, access to campus and online tutoring services and assistance with registration and enrollment in college classes.

The following statute supplies the legislative mandate for dual credit (NRS. 389.160):

NRS 389.160 Credit toward graduation from high school for courses taken at community college or university:

1. A pupil enrolled in high school, including, without limitation, a pupil enrolled in grade 9, 10, 11 or 12 in a charter school or a pupil enrolled in a program designed to meet the requirements of an adult standard diploma, who successfully completes a course of education offered by a community college or university in this State which has been approved pursuant to subsection 2, must be allowed to apply the credit received for the course so completed to the total number of credits required for graduation from the high school or the charter school in which the pupil is enrolled or the credits required for receipt of an adult standard diploma, as applicable.
2. With the approval of the State Board, the board of trustees of each county school district and the governing body of each charter school shall prescribe the courses for which credits may be received pursuant to subsection 1, including occupational courses for academic credit, and the amount of credit allowed for

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the completion of those courses. (Added to NRS by 1989, 1089; A 1991, 1700; 1993, 103; [1999, 3313](#); [2007, 1997](#))

Concept:

NCA students may enroll in a course at Truckee Meadows Community College (TMCC) and receive both high school and college credit. Academic credit refers to those courses, which have been approved to meet graduation requirements. The Office of Academics, the NCA Governing Body, and the State Board of Education approve those courses. Only the approved courses may be used for academic credit. An approved dual credit course may be applied for either elective or core academic high school credit as deemed by NCA. During the traditional school day and/or regular public hours, NCA students may enroll in any TMCC college course. Students will need to receive final approval for their course schedule each semester that is consistent with their high school academic plan.

Jump Start Instruction:

1. Academic freedom is practiced at TMCC and allows faculty and students to pursue whatever inquiry they feel is important in the classroom without fear of censorship. In a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. Parents are encouraged to help their students practice important communications skills by allowing the students to be the main point of contact for all Jump Start inquiries. Students should be the only point of contact with professors regarding any questions they have.
2. The grades earned through Jump Start will be a part of student's permanent college record. To drop a class students must withdraw from the class by contacting the Jump Start Program in advance of the deadline. If dropped after the deadline, the student will have a permanent transcript showing a grade of "W." Students should review TMCC's dates and deadlines carefully and frequently. Students who do not request to be dropped from a course and fail to attend or submit work will receive the grade they earn.

Courses Available:

1. College/Community College courses may be taken for college credit only or for dual (high school/college) credit.
2. Any course offered through TMCC and approved by the NCA Governing Body is available for dual credit. Community Service courses are not available for dual credit.

Fees:

1. TMCC shall charge, for online courses, the current per credit registration fee, and other fees to be determined each school year: a technology fee per credit, a distance education fee, a sports complex fee per credit, a student association fee per credit and an on-line fee —plus any special course fees. Textbooks will be an additional expense.

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2. TMCC shall provide a 25% discount on the per credit registration fee for in-person courses. Additional fees will include a technology fee per credit, a sports complex fee per credit and a student association fee per credit, plus any special course fees. Textbooks will be an additional expense. If the TMCC course is offered on-site at NCA high school with a TMCC instructor, there will be no charge for rent of space.

Payment Responsibilities/Payment Schedule:

NCA will communicate which students are enrolled at TMCC to the Access, Outreach and Recruitment Jump Start Specialist or designee throughout the school's registration process. This communication will result in a service indicator being applied to each student's account, so that the student will not be dropped from their respective classes for non-payment.

TMCC will invoice NCA within 30 days from the start of each term. NCA will reconcile this invoice and pay in two even installments 50% each no later than the 20th for each of the months of October/November for fall semesters and March/April for spring semesters.

TMCC may not allow registration of subsequent courses if there is an outstanding balance due. To maintain a positive working partnership, NCA will be responsible for payment on any outstanding charges on a student's account and NCA will deal directly with the student for any reimbursement of these charges. This does not preclude NCA from raising questions or appeals to TMCC on certain items that will generate a clean reconciliation of each invoice from TMCC.

NCA understands that failure to pay as agreed upon will result in immediate termination of third party billing by TMCC.

Marketing:

The design content, and distribution of all marketing efforts (i.e., written materials, displays, broadcasts, media releases, announcements, etc.) associated with this partnership will be mutually developed and agreed upon by both parties prior to release/distribution. All promotional materials requiring the use of the TMCC logo shall be approved by the TMCC Marketing and Communications Office via email (marketing@tmcc.edu) prior to being posted or distributed. All promotional materials requiring the use of the NCA logo shall be approved by TMCC's Marketing Office via email prior to being posted or distributed.

Facility Use:

NCA and TMCC will establish guidelines and costs for the use of any TMCC campus by NCA through a "Site Facility Use Agreement", to be developed through the Office of the Vice President of Finance and Administrative Services.

Hold Harmless:

To the extent authorized by law, NCA agrees to indemnify and hold harmless TMCC, its officers, agents, servants or employees, from any damages, costs, or expenses by reason

**MEMORANDUM OF UNDERSTANDING BETWEEN
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of liability as a result of any negligent act or omission by NCA, or sub-users of NCA, in the operation, supervision, control, or sponsorship of any activity or program upon the TMCC premises. To the extent authorized by law, TMCC agrees to indemnify and hold harmless NCA, its officers, agents, servants, or employees, from any damages, costs, or expenses by reason of liability as a result of any negligent act or omission by TMCC; or sub-users of TMCC, in the operation, supervision, control, or sponsorship of any activity or program upon NCA premises. Any liability under this section shall be limited to \$100,000 for any action sounding in tort under NRS Chapter 41 and to acts or omissions of a party or its agents or employees within the course and scope of their agency or employment. Any party may raise the defense of sovereign immunity, if applicable.

Student Conduct and Disability Services:

TMCC students must comply with the NSHE Student Code of Conduct. Included in the Steps to Enroll is an agreement between the college and parents/students that dual credit students are college students and that all TMCC policies/processes apply to them.

Accommodations will be provided for students with disabilities in dual credit classes. Only 504 and the ADAA apply to accommodations for college classes, not IEP's.

Insurance:

NCA shall, at its option, procure and maintain general liability insurance or self-insurance in compliance with NRS Chapter 41. The Board of Regents shall, at its option, procure and maintain general liability insurance or self-insurance in compliance with NRS Chapter 41. NCA will obtain and maintain \$1 million in general liability insurance and, if they own or lease any motor vehicles a minimum limit of \$1,000,000 combined single limit per occurrence for bodily injury and property damage of business vehicle insurance, naming TMCC as an additional insured. NCA shall obtain and maintain worker's compensation insurance on its employees as required by Nevada law.

Responsibility of the College, Community College or University:

1. TMCC will comply with FERPA regulations.
2. Tuition will be refunded pursuant to the refund policies of TMCC if the student elects to drop a course or if the student is administratively dropped.

Amendment:

This MOU may be amended upon mutual consent of the Nevada Connections Academy and the Board of Regents of the Nevada System of Higher Education, on behalf of the Truckee Meadows Community College, so long as it is consistent with the law of the State of Nevada.

Agreement Term:

**MEMORANDUM OF UNDERSTANDING BETWEEN
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This Memorandum of Understanding shall be in effect August 1, 2019 (Fall 2019) upon the execution of the parties and will end on June 30, 2020. Any work done prior to this date shall be governed by the terms of this agreement.

Complete Agreement:

Nevada Connections Academy and TMCC agree and declare that it is their intention that all of the foregoing constitutes the complete and final expression of their agreement. THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, on behalf of Truckee Meadows Community College.

Signatures:

By: *Karen Hilgersom*
Dr. Karen Hilgersom President
Truckee Meadows Community College

11/19/18
Date

By: *Chris McBride*
Chris McBride, Ph.D. Superintendent
Nevada Connections Academy

11/7/18
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/8/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 7225 Northland Drive Suite 300 Minneapolis MN 55428	CONTACT NAME: Dana Smith PHONE (A/C, No, Ext): 763-746-8000 FAX (A/C, No): E-MAIL ADDRESS: dana.smith@marshmma.com														
INSURED CONNEEDUCA Connections Education, LLC Nevada Connections Academy 10960 Grantchester Way Columbia MD 21044	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Co.</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Philadelphia Indemnity Insurance Co.	18058	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 542901936 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1846218	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			PHPK1846218	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER The Board of Regents, Nevada System of Higher Education on Behalf of Truckee Meadows Community College 7000 Dandini Blvd. Reno NV 89512	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Attachment 6: Student Application for Enrollment

Nevada Connections Academy DUAL CREDIT ENROLLMENT APPLICATION

TERM: Fall Spring Summer Year: _____

Student's Name:
Last First Middle Student ID Number (EMS)

Student's Mailing Address (street) Telephone Number

City State Zip Code Student's E-mail Address

Student's Birthdate: Gender: Female Male

Student's School: Grade: Graduating Senior: Yes No

Student's Cumulative GPA:

Ethnic Background: American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or other Pacific Islander White

Are you a U.S. Citizen? Yes No If no, country of citizenship? _____

Do your parents live in Nevada? Yes No How long have you lived in Nevada? _____

Please indicate the class(es) in which you are applying to enroll: in credit box indicate A - Academic or E - Elective

Call No.	Dept.	Course No.	Section No.	Course Title	TMCC Credit

To qualify for the Dual Credit Program, I understand:

- I must have obtained HS status by the beginning of the school year. Dual Credit courses are available to high school students (9-12).
- I am responsible for providing my own transportation to and from the Dual Credit class.
- A Dual Credit course may be applied only to elective high school credit, unless specified for academic credit in the posted Dual Credit List.
- I must pay the costs of college enrollment for the class, including any application fees, class fee, and textbook costs.
- Registration is not complete until all fees, if any, are paid. I am responsible to pay fees by the published deadline date.
- I am considered an admitted student and as such, all policies and procedures as outlined in the college course catalog apply.
- Grades earned in Dual Credit courses will be averaged into my semester GPA. Dual Credit will not be awarded retroactively.
- I must have approval from the persons listed below:

 Student's Signature (Signature indicates understanding of above requirements and obligations) Date: _____

 Parent's Signature (Signature indicates understanding of above requirements and obligations) Date: _____

 Counselor's Signature (Signature indicates counselor has reviewed the Dual Credit Program with the student, including requirements, obligations, and restrictions and has verified the student's eligibility to enroll.) Date: _____

 Principal/Curriculum Assistant Principal Signature (Signature indicates verification of student's GPA and that this course is NOT offered at the student's home high school.) Date: _____

Family Educational Rights and Privacy Act (FERPA)

Each educational institution is required by federal law (FERPA), regardless of age or grade level, to keep student records confidential. Without the parents' express permission (or that of a student 18 or over), NCA cannot share student records with anyone but the student and parent (or appropriate school district employees). And without the student's express permission, Post-Secondary Institutions cannot share student record with anyone but the student (or appropriate college employees, high school employees, or dual credit instructors). Parents or guardians must be authorized to view student records.

Family Rights and Privacy Act (FERPA)
Parent and Student: Sign here to approve that NCA and the Nevada university or college in which you enroll may disclose your student records to either NCA or the institution in which you enroll.

Signed By

Signed By