

Iowa Western Community College

College Early Start

Concurrent Enrollment Courses

Educational Service Agreement

This is an Educational Service Agreement between Iowa Western Community College (IWCC) and Clarinda Community School District.

I. Purpose

The purpose of this agreement is to establish an IWCC College Early Start Program for concurrent enrollment in cooperation with the School District.

II. Description

A. IWCC agrees to provide the college curriculum offered through the College Early Start Program. The concurrent students will receive IWCC college credits upon successful completion of the course.

B. The College Early Start Program/Course will be established and coordinated between IWCC and the School District.

C. The School District may, if they choose, include as an appendix to this agreement a list of IWCC courses approved by the School District Board of Directors for offer.

III. Program Administration

The School District and IWCC will jointly administer the program for the duration of this contract. The School District and IWCC will jointly ensure that courses match the quality of courses offered on the IWCC campus, are appropriate in class size, and follow State of Iowa Senior Year Plus, NACEP, and IWCC guidelines. The following scenarios describe how the School District and IWCC are individually responsible:

A. When course is offered at IWCC site, taught by IWCC instructor, IWCC will be responsible for:

1. Curriculum and instruction
2. Submission of student progress reports and grades
3. Submission of course assessment data
4. Ordering equipment and supplies
5. Ordering tool kits and issuing rental tool kits to students if applicable to the program (See Table 3)
6. Student course evaluations
7. Instructional calendar
8. Providing space for instruction
9. Facilities and custodial services
10. Course syllabi
11. Awarding credits to program participants
12. Compliance with national, state, and local standards for student safety, facilities, and equipment
13. Providing students career planning opportunities

B. When course is offered at IWCC site, taught by School District instructor, School District will be responsible for:

1. Lesson planning and instruction in accordance with IWCC standards
2. Furnishing students with approved textbooks
3. Submission of student progress reports and grades
4. Submission of course assessment data
5. Ordering equipment and supplies, including tools for students
6. Instructional calendar
7. Completing course syllabi using the syllabus template in the learning management system, in accordance with IWCC standards
8. Compliance with national, state, and local standards for student safety, facilities, and equipment
9. Providing students career planning opportunities, and

IWCC will be responsible for:

1. Providing space for instruction
2. Facilities and custodial services
3. Approving School District instructors
4. Providing the course syllabus template within the learning management system
5. Student course evaluations
6. Sharing curriculum and monitoring programming
7. Awarding credits to program participants
8. Providing School District instructor site visit every three years.
9. Providing professional development to School District instructor

C. When course is offered at School District site, taught by IWCC instructor, School District will be responsible for:

1. Furnishing students with approved textbooks
2. Ordering equipment and supplies, including tools for students
3. Instructional calendar
4. Providing space for instruction
5. Facilities and custodial services
6. Compliance with national, state, and local standards for student safety, facilities, and equipment, and

IWCC will be responsible for:

1. Curriculum and instruction
2. Submission of student progress reports and grades
3. Submission of course assessment data
4. Student course evaluations
5. Course syllabi
6. Awarding credits to program participants
7. Providing students career planning opportunities

D. When course is offered at School District site, taught by School District instructor, School District will be responsible for:

1. Lesson planning and instruction that adheres to IWCC curriculum and standards
2. Furnishing students with approved textbooks
3. Submission of student progress reports and grades
4. Submission of course assessment data
5. Ordering equipment and supplies, including tools for students
6. Instructional calendar
7. Completing course syllabi using the syllabus template in the learning management system, in accordance with IWCC standards
8. Compliance with national, state, and local standards for student safety, facilities, and equipment
9. Providing students career planning opportunities, and

IWCC will be responsible for:

1. Approving School District instructors
 2. Providing the course syllabus template within the learning management system
 3. Student course evaluations
 4. Sharing curriculum and monitoring programming
 5. Awarding credits to program participants
 6. Providing School District instructor site visit every three years.
 7. Providing professional development to School District instructor
- E. When course is offered Online, taught by IWCC instructor, IWCC will be responsible for:
1. Curriculum and instruction
 2. Submission of student progress reports and grades
 3. Submission of course assessment data
 4. Student course evaluations
 5. Instructional calendar
 6. Course syllabi
 7. Awarding credits to program participants
 8. Providing students career planning opportunities
- F. Career Academy Programs
1. Academy classes will follow the IWCC academic calendar.
 - a) First semester classes begin on August 17, 2026, and end on December 11, 2026.
 - b) Second semester classes begin on January 6, 2027, and end on May 7, 2027.
 - c) The cancellation of Academy classes due to weather or extenuating circumstances will be based upon decisions made by IWCC.

G. Additional Terms

It is further mutually agreed upon that:

1. IWCC reserves the right to cancel any class for insufficient enrollment of fewer than 8 students. If the school district(s) chooses to run a class with fewer than 8 students, the school district(s) will be charged tuition for 8 students. If there is more

than one school district, the school districts will mutually agree on the break-out of the tuition for the 8 students.

2. School District accepts IWCC grading practices, and all instructors agree to follow IWCC grading standards.
3. Upon termination of the foregoing program, any student materials provided by the School District shall remain the property of the School District, and any property provided by IWCC shall remain the property of IWCC.
4. The School District agrees to provide liability insurance with respect to conduct of the educational program described above. The School District agrees to have IWCC named as an additional insured body when determined necessary pursuant to the aforesaid liability policy.
5. The School District will utilize the textbook selected by IWCC for each course. Any textbook substitution must be approved by IWCC's Academic Dean over the course and the Vice President of Academic Affairs.
6. College Early Start students will have access to IWCC student services.
7. Each party will comply with provisions of the Carl Perkins Vocational Education Act and Senior Year Plus, State of Iowa, NACEP, and IWCC guidelines.
8. Each party will follow all state and federal statutes regarding nondiscrimination based on race, marital status, color, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap, religion, or economic status.
9. Each party will designate in writing to the other party a person to coordinate all matters in connection with respect to the College Early Start Program offered at the School District.
10. The terms of this agreement apply to fall and spring IWCC terms.

IV. Program Admission

- A. The School District will identify and provide guidance and counseling for potential students interested in the program offered at each location. The School District agrees to make a good faith effort in recruiting students that have a high probability of successfully completing the courses and meet Senior Year Plus, State of Iowa, NACEP, and IWCC guidelines.
- B. The School District is responsible for ensuring that students participating in the College Early Start Program meet the academic requirements of both the School District and IWCC. Student eligibility may be demonstrated by one of the following three options: 1) Student

scores on the Iowa Statewide Assessment of Student Progress (ISASP), 2) Measures of college readiness jointly agreed upon by the School District Board and IWCC, or 3) Alternative but equivalent qualifying measures if established by the School District Board.

C. The School District will adhere to established course sequences and recommend high school courses which meet or exceed the minimum academic and technical proficiencies. Additional information is provided by IWCC in course sequence program guides, the College Catalog, and program informational and recruitment flyers.

D. The School District shall send written notice to the student, the student’s parent or guardian in the case of a minor child, of all enrolled concurrent enrollment courses.

II. Indemnity

To the extent permitted by Iowa law, IWCC and the School District will each indemnify and hold the other harmless from any and all claims, causes of action, attorney fees, costs, or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

III. Financial Requirements

A. Where School District is listed under Program Administration as responsible, School District will be responsible for tool and equipment costs.

B. For courses taught at an IWCC site by an IWCC instructor, or online by an IWCC instructor, School District will pay to IWCC an \$85 textbook fee per student for each course enrolled. School District will cover the full cost of textbooks that they provide to students at a School District site or when the course is taught by a School District instructor. If School District prefers to source the textbook through BibliU, the cost will be \$85 per student per course.

C. School District agrees to pay the assigned tuition percentage for each scenario listed in Table 1.

| Scenario | % Tuition Paid by School District | Course Fees Paid by School District? | Tools | Cost of Textbooks Paid by School District |
|---------------------------------------|--|---|---|---|
| IWCC site, IWCC instructor | 90 | Yes | Provided by IWCC; School District pays rental fee for applicable programs (see Table 3) | \$85 per student per course |
| IWCC site, School District instructor | 75 | No; School District supplies consumables | Provided by School District | Provided by School District or \$85 per student per course for BibliU |

| | | | | |
|--|----|--|-----------------------------|---|
| School District site, IWCC instructor | 75 | No; School District supplies consumables | Provided by School District | Provided by School District or \$85 per student per course for BibliU |
| School District Site, School District instructor | 50 | No | Provided by School District | Provided by School District or \$85 per student per course |
| Online, IWCC instructor | 80 | Yes | NA | \$85 per student per course |

Table 1

D. School District is responsible for any applicable course fees (See Table 2) for courses taught at IWCC site by IWCC instructor and online by IWCC instructor.

| Course | Course Fee Description | Course Fee |
|--------------------|--------------------------------------|-------------------|
| ART-120 | Art Supplies | \$25.00 |
| ART-123 | Art Supplies | \$25.00 |
| ART-125 | Adobe Software License | \$80.00 |
| ART-126 | Adobe Software License | \$80.00 |
| ART-133 | Art Supplies | \$25.00 |
| ART-134 | Art Supplies | \$25.00 |
| ART-143 | Art Supplies | \$60.00 |
| ART-151 | Art Supplies | \$15.00 |
| ART-184 (F2F only) | Photography Printing Consumables | \$15.00 |
| ART-196 | Art Supplies | \$50.00 |
| ATR-113 | Roboguide Software License | \$125.00 |
| AUT-116 | Automotive Lab Consumables | \$125.00 |
| AUT-220 | Automotive Lab Consumables | \$125.00 |
| AUT-249 | Automotive Lab Consumables | \$125.00 |
| AUT-421 | Automotive Lab Consumables | \$125.00 |
| AUT-521 | Automotive Lab Consumables | \$125.00 |
| BIO-105 (F2F only) | Consumables, Lab Supplies, Specimens | \$15.00 |
| BIO-112 (F2F only) | Dissection Materials | \$20.00 |
| BIO-113 (F2F only) | Dissection Materials, Specimens | \$20.00 |
| BIO-157 (F2F only) | Lab Supplies/Dissection Materials | \$20.00 |
| BIO-168 (F2F only) | Lab Supplies/Dissection Materials | \$30.00 |
| BIO-173 (F2F only) | Lab Supplies/Dissection Materials | \$30.00 |

| | | |
|--------------------|----------------------------------|----------|
| BIO-186 | Lab Supplies/Specimens | \$30.00 |
| CHM-122 (F2F only) | Lab Supplies and Chemicals | \$25.00 |
| CHM-132 | Lab Supplies and Chemicals | \$25.00 |
| CHM-166 | Lab Supplies and Chemicals | \$25.00 |
| CHM-176 | Lab Supplies and Chemicals | \$25.00 |
| CHM-263 | Lab Supplies and Chemicals | \$40.00 |
| CHM-273 | Lab Supplies and Chemicals | \$40.00 |
| CON-170 | Construction Lab Consumables | \$100.00 |
| CON-171 | Construction Lab Consumables | \$100.00 |
| CON-266 | OSHA 30-hour Card | \$65.00 |
| CON-440 | Construction Lab Consumables | \$75.00 |
| DRA-162 | Stage Supplies | \$35.00 |
| DSL-846 | Diesel Lab Consumables | \$125.00 |
| DSL-856 | Diesel Lab Consumables | \$125.00 |
| DSL-863 | Diesel Lab Consumables | \$125.00 |
| DSL-876 | Diesel Lab Consumables | \$125.00 |
| DSL-886 | Diesel Lab Consumables | \$125.00 |
| ECE-153 | Criminal Background Check | \$45.00 |
| EDU-219 | Fingerprinting, Background Check | \$45.00 |
| ELE-179 | Electrical Lab Consumables | \$100.00 |
| ELE-207 | Electrical Lab Consumables | \$100.00 |
| ELE-326 | Electrical Lab Consumables | \$100.00 |
| ELT-196 | Electronics Lab Consumables | \$55.00 |
| ELT-215 | Electronics Lab Consumables | \$55.00 |
| ELT-251 | Electronics Lab Consumables | \$55.00 |
| ELT-252 | Electronics Lab Consumables | \$55.00 |
| ELT-313 | Electronics Lab Consumables | \$55.00 |
| ELT-316 | Electronics Lab Consumables | \$55.00 |

| | | |
|--------------------|---------------------------------------|----------|
| ELT-321 | Electronics Lab Consumables | \$55.00 |
| ELT-323 | Electronics Lab Consumables | \$55.00 |
| ELT-425 | Electronics Lab Consumables | \$55.00 |
| ELT-448 | Electronics Lab Consumables | \$55.00 |
| ELT-460 | Electronics Lab Consumables | \$65.00 |
| ELT-523 | Electronics Lab Consumables | \$55.00 |
| ENV-111 (F2F only) | Field Trip Expenses | \$21.00 |
| GRA-104 | Adobe Software License | \$80.00 |
| HCM-191 | Lab Consumables: Food and Ingredients | \$50.00 |
| HCM-192 | Lab Consumables: Food and Ingredients | \$50.00 |
| HCM-247 | Lab Consumables: Food and Ingredients | \$25.00 |
| HCM-249 | Lab Consumables: Food and Ingredients | \$25.00 |
| HCM-322 | Lab Consumables: Food and Ingredients | \$25.00 |
| HCM-323 | Lab Consumables: Food and Ingredients | \$25.00 |
| HCR-201 | HVAC Lab Consumables | \$125.00 |
| HCR-301 | HVAC Lab Consumables | \$125.00 |
| HCR-350 | HVAC Testing Fee | \$45.00 |
| HCR-448 | HVAC Lab Consumables | \$125.00 |
| HSC-172 | Iowa SING Background Check | \$40.00 |
| HSC-203 | Lab Consumables | \$50.00 |
| IND-109 | OSHA 10-hour card and PPE | \$70.00 |
| MAT-117 (F2F only) | Math Kits | \$46.00 |
| MMS-204 | Adobe Software License | \$80.00 |
| MMS-311 | Adobe Software License | \$80.00 |
| MMS-315 | Adobe Software License | \$80.00 |
| MMS-338 | Adobe Software License | \$80.00 |
| MMS-306 | Adobe Software License | \$80.00 |
| MMS-308 | Adobe Software License | \$80.00 |
| MMS-309 | Adobe Software License | \$80.00 |
| MMS-297 | Adobe Software License | \$80.00 |
| MMS-301 | Adobe Software License | \$80.00 |
| PLU-178 | Plumbing Lab Consumables | \$100.00 |
| PLU-188 | Plumbing Lab Consumables | \$100.00 |
| PLU-198 | Plumbing Lab Consumables | \$100.00 |

| | | |
|---------|-------------------------|---------|
| WEL-103 | Welding Lab Consumables | \$60.00 |
| WEL-149 | Welding Lab Consumables | \$85.00 |
| WEL-192 | Welding Lab Consumables | \$85.00 |
| WEL-208 | Welding Lab Consumables | \$60.00 |
| WEL-240 | Welding Lab Consumables | \$85.00 |

Table 2

E. School District accepts responsibility for the full cost of tuition for students who drop courses after the designated drop deadline as established each semester.

F. Should legislation allow for the School District to bill students for dropped or failed courses, such billing will be between School District and student, not IWCC.

G. When the following programs are offered at IWCC site, taught by IWCC instructor, School District accepts responsibility for 5% of total tool kit costs per student per semester:

| Program | 5% Tool Cost per Student per Semester |
|-------------------------|--|
| Automotive Technology | \$223.11 |
| Construction Technology | \$19.59 |
| Diesel Technology | \$216.11 |
| Electrical | \$23.55 |
| HVAC | \$101.99 |
| Plumbing | \$17.36 |
| Welding | \$31.28 |

Table 3

H. School District accepts responsibility for the full cost of damaged, lost, or stolen tools that are issued as rentals to students in applicable programs (See Table 3). School District will be invoiced at the end of each semester.

I. If the instruction for any Senior Year Plus program is provided at a school district facility or a neutral site, the teacher or instructor shall have successfully passed a background investigation conducted in accordance with Iowa Code section 272.2(17) prior to providing such instruction. The background investigation also applies to a teacher or instructor who is employed by an eligible postsecondary institution if the teacher or instructor provides

instruction under this chapter at a school district facility or a neutral site. For purposes of this rule, "neutral site" means a facility that is not owned or operated by an institution.

IV. Duration

This agreement is effective starting July 1, 2026 and will automatically renew each year unless notification of intent to terminate is given by either party no later than February 15 of the following year.

V. Execution

This agreement becomes effective only after all parties have signed, whether on the same or separate pages of this agreement.

Board President

Date

Iowa Western Community College

School District Representative

Date

_____ Community School District