

NORCO COLLEGE

FACULTY HANDBOOK DUAL ENROLLMENT OF NORCO COLLEGE



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Welcome

Welcome to the Dual Enrollment Program of Norco College. The Dual Enrollment Program provides face-to-face college instruction to students in high schools. Dual Enrollment offers courses that fulfill some general education requirements of the Associate Degree for Transfer or program certificates. The courses are within pathways such as Business, Administration of Justice, Gaming, STEM, Child Development, Health Science, and IGETC. We take a student-centered approach to our teaching, providing access and opportunity to student that might not have college in mind. The program is designed to meet our students' enthusiasm for learning with engaging, challenging instruction that mirrors the academic rigor provided in any other Norco College classroom.

Program Philosophy

In Fall of 2015, Norco College meet with our High School partners and developed the Vision, and Values statements to align with the colleges Mission and provide the program with guiding principles:

Mission	Vision	Values
<p>College Mission: Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.</p>	<p>Dual Enrollment provides college opportunities to high school student on their high school campuses to break down barriers of access and increasing the college going rate in the Inland Empire.</p>	<p>Access to college Academic rigor Critical analysis Mutual respect Kindness, empathy, and community Optimism</p>

Program Personnel

As a member of the Dual Enrollment program, your work is supported by a team that bridges Norco College and our partnering high school districts.

At Norco College, the Director of Dual Enrollment, Dr. Maureen Sinclair, is responsible for ensuring the long-term health of the Dual Enrollment program, coordinating with the high schools, and addressing student and faculty needs. Please go to Maureen Sinclair with any questions you have about teaching at the high school sites. Students are supported on-site by an Outreach Specialist and an Educational Advisor. Off-site supports for Dual Enrollment include Admission & Records and Library Services.

At the high schools, you will interact most frequently with the high schools designated personal (School information sheets are distributed each year) and the colleges Dual Enrollment team.

Instructor Information

Faculty Clearance

College faculty teaching inside of the high schools are Norco College employees. (They are paid by the college, not the high school) and must check in and get an ID for the school. The process for receiving a first-time clearance involves obtaining an up-to-date TB test, and completing finger printing for some of the Districts. After these steps are complete, instructors make an appointment at the high school to obtain a high school ID and room key.

Dress Code

You should dress professionally.

Facility Rules

These will vary from high school to high school. If you follow Norco College's facility rule you will be fine.

Facility Norms

In addition to formal rules, there are many informal norms that operate inside of the high schools. Some staff may describe these to you as rules; some may even lecture you if you do not follow these norms. In these situations, the appropriate response is to listen respectfully and to comply in the moment. Then, once you leave the high school, please let the Director Maureen Sinclair know so that she can clarify the purported rule with the high school administrators.

Instructor Absence

If you need to cancel class due to instructor absence, please follow all **two steps** below.

STEP 1: Follow Norco College policy for class cancellations.

- Email & call your IDS (contact info below)
- If you do not reach her by phone, leave a message on her voicemail and leave a message on the instructor absence line.

IDS	Departments	Phone and Email
Instructor Absence Line		951-372-7056
Dr. Maureen Sinclair	Student Services	951-738-7746 Maureen.sinclair@norcocollege.edu
Sue Lafferty	Math, Science, and Kines.	951-372-7079 Susan.Lafferty@norcocollege.edu
Debra Karrer	World langs., Art, Photo, Phil, SBS	951-372-7076 Debra.Karrer@norcocollege.edu

Cynthia Acosta	Business, Engineering, and Information Tech.	951-738-7777 Cynthia.acosta@norcocollege.edu
Yolanda Stanley	Communications, Dance, Music, & Theater	951-372-7067 Yolanda.Stanley@norcocolleg.edu

STEP 2: Text Maureen Sinclair (714 350-4755).

Late to Class

It is important to avoid being late to class at the high schools. If you are running late, please contact Maureen Sinclair so she can inform the school site.

Course Information

Attendance

In the first two weeks of class, please send the names of absent or missing to Maureen Sinclair so she can contact the student. After the first few weeks, please continue to keep track of attendance – if a student misses a few classes in a row, we should follow up on this students' status in the class.

As with classes taught outside the high school, attendance policies for classes in Dual Enrollment program are within the instructor's discretion.

Drops

If you receive word that a student has dropped the class, please tell that student (or tell others to get word to that student) that he *must* see his high school counselor. As dropping a class can have consequences to their high school requirements for graduation.

Class Breaks

Please follow Norco College policy.

Schedule and Interruptions

While teaching on the high school campuses you may encounter interruptions such as lock down or school events. Please work with the high school staff in these situations. Additionally, the high schools calendar does not always match up with the college's calendar. We follow the college's calendar and they have ensured us that they will open the campus if there is not school during the high school day. However, it is at your discretion and I encourage you to work with the high school staff/administration.

Textbooks and Instructional Supplies

Textbooks and supplies are provided by the college. You **CANNOT** ask the student to purchase anything. (AB288 prevents us from asking or requiring the student to purchasing anything) This includes Scantrons, textbooks, and access codes. If there is a material need please contact Maureen Sinclair.

Dual Enrollment assignment you are agreeing to use the selected textbook that was determined by the faculty/department chair/deans.

CAVA Dual Enrollment student are in a special program. All courses are Online and may also contain regular Norco College students. The CAVA students are **required** to buy all textbooks and supplies for the courses.

Photocopies

All printing for class should be done by Norco College. Please utilize your copy code at Norco's College Resource Center or send larger jobs to the RCCD print desk

Student Computer Access

Students in the high schools have access to computers, but this access is limited. However, internet access is very limited if at all on some high school campuses.

Internet Access

Internet access is difficult and not reliable on some high school campuses. You will need to contact the school administrator for an access code and login. (Name of contact person for the high school will be in the high school info sheet.)

Email addresses you need:

Maureen Sinclair - Maureen.sinclair@norcollege.edu Director

Rachel Rodriguez – rachel.rodriguez@norcollege.edu Educational Advisor

Adriana Martinez – adriana.martinez@norcollege.edu Outreach Specialist

Patricia Sanchez – Patricia.sanchez@norcollege.edu Outreach Specialist

Leo Garcia Rivera – leo.RiveraGarcia@norcollege.edu Outreach Specialist

Class Visitors

You can arrange for a guest speaker to visit your class or for Norco College faculty to observe your teaching inside the high school. The visitor will just need a visitors pass to enter the facility. Check in with the front office and bring a driver's license.

High School Information Sheets

Each high school has their own information sheet. These are updated yearly but are subject to change during the year.

**Eleanor Roosevelt High School
Dual Enrollment Information**

Contacts	Name	Phone Number	email	Location on Campus
HS Administrative Contact	Jennifer Montgomery	951-738-2100 909-721-8833 cell	jmontgomery@cnusd.k12.ca.us	Admin. Bldg. A
Pick up Keys 1 st day of class	Jennifer Montgomery	951-738-2100	jmontgomery@cnusd.k12.ca.us	Admin. Bldg. A
Custodian	Antonio Tavares	909-438-3672		
Dual Enrollment Director- Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110
Outreach Specialist	Adriana Martinez		Adriana.martinez@norcollege.edu	Norco College OC 110

FAQ

Do I need a Parking Pass? No

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login? Yes, will get info from Jennifer Montgomery

Do I need a school ID? Yes, come early to first day to get ID or arrange another time with Jennifer Montgomery

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcollege.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Custodian.

Can I rearrange furniture? Yes, if you put it back the way you found it.

**Santiago High School
Dual Enrollment Information**

Contacts	Name	Phone	Email	Location on Campus
S.H.S Principal	Seth Bond	909-732-7304	sbond@cnusd.k12.ca.us	Front Office
AP – Dual Enrollment Pick up keys/Staff ID	Kristen Harris	951-739-5600 C: 714-943-6316	kristen.harris@cnusd.k12.ca.us	A.P Office
S.H.S Night Lead Custodian	Jose Delvillar			
S.H.S Security Lead	Michael Faulkner	951-850-4543		
Dual Enrollment- Ed Advisor	Rachel Rodriguez	951-738-7735	Rachel.Rodriguez@norcollege.edu	Norco College OC-110
Dual Enrollment Director – Norco College	Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110

FAQ

Do I need a Parking Pass? Yes

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login? Yes, Kristen Harris will provide.

Do I need a school ID? Yes, **Must wear at all times when you are on campus.**

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcollege.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Security.

Can I rearrange furniture? Yes, if you put it back the way you found it.

**Centennial High School
Dual Enrollment Information**

Contacts	Name	Phone Number	email	Location on Campus
HS Administrative Contact	DJ Johnson Assistant Principal	951-739-5167	Dj.Johnson@cnusd.k12.ca.us	Admin. Building
Pick up Keys 1 st day of class	DJ Johnson Assistant Principal	951-739-5167	Dj.Johnson@cnusd.k12.ca.us	Admin. Building
Principal	Dr. Alexis Barile		Alexis.barile@cnusd.k12.ca.us	Admin. Building
Security	Steve Dilts	951-642-1371		Mobil
Ed. Advisor	Rachel Rodriguez	951-738-7735	Rachel.rodriquez@norcollege.edu	Norco College OC-110
Dual Enrollment Director-Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110

FAQ

Do I need a Parking Pass? No

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login? Yes, will get info from Adriana Magallanes

Do I need a school ID? Yes, **Must wear at all times when you are on campus.**

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcollege.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Security.

Can I rearrange furniture? Yes, if you put it back the way you found it.

**Corona High School
Dual Enrollment Information**

Contacts	Name	Phone Number	email	Location on Campus
HS Administrative Contact	Deena Rodriguez	951-771-9464	Deena.rodriquez@cnusd.k12.ca.us	Admin. Building
Pick up Keys 1 st day of class	Ann Aceves	951-736-3392	aaceves@cnusd.k12.ca.us	Admin. Building
Custodial	Mario Rivera	951-833-2333		Admin. Building
Principal	Ben Sanchez		(Ben.Sanchez@cnusd.k12.ca.us).	Admin. Building
Career Tech	Kelly Smith	951-733-8583	ksmith@cnusd.k12.ca.us	
Ed. Advisor	Rachel Rodriguez	951-738-7735	Rachel.rodriquez@norcollege.edu	Norco College OC-110
Outreach Specialist	Leo Garcia Rivera		Leo.RiveraGarcia@norcollege.edu .	Norco College OC-110
Dual Enrollment Director-Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110

FAQ

Do I need a Parking Pass? No

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login? Yes, will get info from Deena Rodriguez

Do I need a school ID? Yes, **Must wear at all times when you are on campus.**

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcollege.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Security.

Can I rearrange furniture? Yes, if you put it back the way you found it.

**Jurupa Valley High School
Dual Enrollment Information**

Contacts	Name	Phone Number	email	Location on Campus
HS Contact	Shelly Morris	951-360-2605	Shelly_morris@k12.ca.us	Admin. Building
HS Contact	Vicky Kaylor	951-360-2629	vkaylor@jUSD.k12.ca.us	
HS Principal	Kim Corbin	951-360-2600	Kimberly_corbin@jUSD.k12.ca.us	Admin. Building
Pick up Keys 1 st day of class	Judith Cypert	951-360-2600	Judith_cypert@jUSD.k12.ca.us	Admin. Building
Custodian	Juan	951-790-6626		
Outreach Specialist	Adriana Martinez	951-739-7856	Adriana.martinez@norcolleage.edu	Norco College OC-110
Dual Enrollment Director- Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcolleage.edu	Norco College OC-110

FAQ

Do I need a Parking Pass? No

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login? Yes. Kimberly Corbin will give access

Do I need a school ID? No. Wear you're Norco ID

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcolleage.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the A

administrator or Custodian.

Can I rearrange furniture? Yes, if you put it back the way you found it.

On Hold This Semester

La Sierra High School Dual Enrollment Information

Contacts	Name	Phone Number	email	Location on Campus
Principal	Brad Lyall		Brad.luall@alvordschools.org	Main Office
HS Administrative Contact	Georgina Ramirez		Georgina.ramirez@alvordschools.org	Main Office
Pick up Keys 1 st day of class	Judy Calderon Principals Sec.	951-358-1725 Ext. 611100	jcalderon@alvordschools.org	Main Office
Security	General after 4:30	951-538-2474 951-538-2587		
Custodian	Yolanda Knox	951-963-5334		
Outreach Specialist	Adriana Martinez		Adriana.martinez@norcollege.edu	Norco College OC-110
Dual Enrollment Director-Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110

FAQ

Do I need a Parking Pass? No

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login? Yes, **Login:** lshsstudent **Password:** student

Do I need a school ID? No the electronic key badge that will be issued will suffice.

Are the bathrooms unlocked? Yes,

- Student restrooms will be open (will be either 100 or 600 building restrooms, both are very close to the classrooms)
- Staff restroom will be located in the Library/copy room which will be included on the electronic badge access.

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcollege.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a students is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Custodian.

Can I rearrange furniture? Yes, if you put it back the way you found it.

On Hold This Semester

Norco High School

Dual Enrollment Information

Contacts	Name	Phone Number	email	Location on Campus
HS Administrative Contact	Nick Beronich	951-736-3241	nberonich@cnusd.k12.ca.us	Admin. Building
Pick up Keys 1 st day of class	Nick Beronich	951-736-3241	nberonich@cnusd.k12.ca.us	Admin. Building
Custodian				
Outreach specialist	Vacant			
Dual Enrollment Director-Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110

FAQ

Do I need a Parking Pass?

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Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login?

Do I need a school ID?

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcollege.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a students is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Custodian.

Can I rearrange furniture? Yes, if you put it back the way you found it.

**JFK Middle College High School
Dual Enrollment Information**

Contacts	Name	Phone Number	email	Location on Campus
HS Administrative Contact	Petria Gonzales		Petria.Gonzales@cnusd.k12.ca.us	Admin. Building
Pick up Keys 1 st day of class	Petria Gonzales		Petria.gonzales@cnusd.k12.ca.us	Admin. Building
Outreach Specialist	Patricia Sanchez	951-738-7748	Patricia.Sanchez@norcolleage.edu	Norco College OC-110
College Counselor	Ailene Zamora		Ailene.Zamora@rccd.edu	JFK/NC
Dual Enrollment Director-Norco College	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcollege.edu	Norco College OC-110

FAQ

Do I need a Parking Pass?

How do I get my keys? Keys can be picked up in Administrators office before your first class. Other arrangements may be made by calling the administrator.

Where do I make copies? Norco College

What if I'm sick? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

What if I'm late? Call the Administrator and have them post a note on the door. Email students if you have email addresses.

Do I need a computer login?

Do I need a school ID?

Are the bathrooms unlocked? Yes

What if I need classroom supplies? Contact Maureen Sinclair at Norco College.

Maureen.sinclair@norcolleage.edu

What about textbooks? Textbooks will be checked out to students by the High School. They are on loan.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

What if something is wrong in my classroom? Contact the Administrator or Custodian.

Can I rearrange furniture? Yes, if you put it back the way you found it.

**CAVA (California Virtual Academy)
Dual Enrollment Information**

Contacts	Name	Phone Number	email	Location on Campus
HS Administrative Contact	Rebecca Mortier	619-521-2827	rmortier@caliva.org	Online
Teacher lead	Crystal Maillet	657-222-1539	cmaillet@caliva.org	Online
Teacher lead	Tom Beeman	562-215-4978	tbeeman@caliva.org	Online
Outreach Specialist	Patricia Sanchez	951-738-7748	Patricia.sanchez@norcocollege.edu	Online
Director of Dual Enrollment	Dr. Maureen Sinclair	951-738-7746	Maureen.sinclair@norcocollege.edu	Online

FAQ

What about textbooks? Student will buy their own textbooks and supplies.

What do I do about student discipline? You will follow the Norco College procedures.

What if a parent contacts me? Don't talk to them regarding the students. You can refer them to Maureen Sinclair. College FERPA rules apply.

What if a student is a special needs student? Please contact Kimberly Bell, Disability Counselor at Norco College.

Do I need to change my curriculum? No, this is the same class as if it were taught on Norco College campus.

