

Memorandum of Understanding
between Lamar Institute of Technology
and Silsbee Independent School District
for operation of Silsbee Early College High School 2020-2021

This agreement is made and entered into between the Lamar Institute of Technology (LIT) and the Silsbee Independent School District (SISD) for the purpose of developing the Silsbee Early College High School. This agreement describes the governance and operation of Silsbee Early College High School (ECHS).

I. Partnership support for Early College High School

- A. Establish an agreement between LIT and Silsbee ISD to provide for a select population of SISD students a unique educational opportunity to attend both high school and college in an environment that will challenge students to excel in their academic and personal endeavors. Students will have the opportunity to earn a high school diploma and a two year Associate Degree upon high school graduation.
- B. LIT and SISD intend to enroll eligible students in grades 9-12 in to the ECHS and to provide financial support necessary to do so, including all resources allowed by law.
- C. Provide college readiness, dual credit, and college credit courses for cohorts of approximately 40 students per grade for students in grades 9-12 who are at risk of dropping out of school, including low-income or economically disadvantaged, first generation college students, and English language-learners.
- D. Collaborate in planning, implementation, and continuous improvement of ECHS programs, including the selection of faculty and staff; curriculum development, training, and student services.
- E. Collaborate financially to address costs to both institutions and assist each in obtaining necessary funds from local, state, federal, and private/foundation resources to support successful operation of ECHS.

II. General Information

- A. The ECHS will be established at Silsbee High School. Academic credit or technical courses may be provided at Silsbee High School or at LIT.
- B. The term of this agreement is for one year upon signature by both parties and concluding May 31, 2021 and may be renewed or extended by the partners based on mutual consent of both parties. This agreement may be amended by mutual written agreement of both parties. Both LIT and SISD reserve the right to terminate this agreement, with or without cause, upon service of 60-day written notice to the other party.

- C. It is the intent of the parties that no termination shall be made during the middle of the school year, which will disrupt the academic process for the students of Silsbee ECHS, unless the parties mutually agree. If the term of this Agreement is terminated, Silsbee ECHS will continue to operate for two more years to allow the students who have started working on their Associate's Degree time to finish. Freshmen and sophomore students will have to return to their home campus to finish their high school degree plans.
- D. ECHS shall be governed by SISD and LIT policies and is subject to statutes and corresponding regulations set forth by the State of Texas as well as the federal government. The principal of ECHS will report to the superintendent for SISD.

III. Instructors and Faculty

- A. All personnel instructing ECHS students must meet the criteria set forth by Lamar Institute of Technology and the State of Texas and Southern Association of Colleges and Schools Commission on Colleges and follow policies and procedures set forth by SISD, including verification of state certification requirements in their teaching field.
- B. LIT and SISD will verify the credentials of all adjunct or full-time faculty teaching dual enrollment courses that receive both high school and college-credit, or college-credit only.
- C. LIT will provide a master syllabus for each college-level course, and the instructor shall follow the approved syllabus.
- D. LIT and SISD faculty must meet each semester to review the curriculum, methodology, schedules, and student evaluation.
- E. LIT will provide in-service for ECHS faculty teaching courses for dual credit.
- F. Instructors must comply with all applicable rules governing attendance, classroom management and record keeping while conducting courses on the high school campus.

IV. Curriculum Alignment and Course of Study

LIT and SISD will collaborate to ensure that ECHS students have access to a course of study that enables students to earn a high school diploma and an associate's degree by the date of their high school graduation.

- A. LIT and SISD will assist with identification of approved dual credit courses and creation of articulation agreements.
- B. LIT and SISD faculty will meet each semester to review the curriculum, methodology, schedules, and student evaluation.
- C. LIT and SISD will monitor the quality of instruction in all courses for dual credit to assure compliance with standards established by the State of Texas, Southern Association of Colleges and School, LIT and SISD.

V. Instructional Calendar

LIT and SISD will work collaboratively to ensure that students have access to the courses they need each semester and at a time of the day that will facilitate successful graduation from high school and LIT.

- A. LIT will share its Instructional schedule and calendar with SISD at the earliest possible date.
- B. Dual enrollment courses taught by LIT faculty and SISD faculty will be taught in accordance with the LIT schedule and calendar or as agreed upon by SISD and the LIT Executive Vice President.
- C. All courses taught for dual credit must meet the instructional minutes required by the Texas Higher Education Coordinating Board.
- D. SISD will educate ECHS students regarding the LIT calendar as it compares to the SISD calendar.
- E. LIT will allow ECHS students to enroll in summer school and mini-sessions only in extraordinary circumstances.
- F. SISD will evaluate each student's ability to successfully complete courses delivered in shortened sessions and online, and grant permission only to those students most likely to succeed.

VI. Administration of statewide instruments

SISD will administer all statewide assessment instruments in accordance with TEC Subchapter B, Chapter 39. College instructors will be notified at least two months in advance of the assessment.

VII. Enrollment in College Courses

- A. As a prerequisite to enrollment in college courses, each student shall apply to LIT and successfully complete appropriate placement exams. Silsbee ISD will prepare and administer placement exams.
- B. Students are recruited from the SISD eighth grade according to the recruitment and admission timeline as established by SISD and LIT.
- C. Admission will be based upon application and selection rubric as established and administered by SISD. A lottery selection process, established and administered by SISD, will be used should eligible candidates exceed the number ECHS is designed to serve.

VIII. Fees, Tuition, and Books for College Courses

- A. SISD will be charged dual enrollment rates for ECHS according to TSUS Board of regents Policies.
- B. SISD will provide necessary college textbooks and teaching materials for all core curriculum requirements and necessary elective credits to complete an Associate Degree. LIT will provide timely and accurate information regarding required and supplemental textbooks, supplies, and electronic access codes for all college courses

listed in the Agreement. Textbooks selections for core curriculum courses will remain constant for at least two years.

- C. SISD will also fund placement testing fees for TSI testing. Transportation to LIT will be provided by SISD when necessary and during normal school hours.
- D. SISD will invoice LIT for the use of its educational facilities and property to offset any tuition fees that do not exceed the invoiced amount for students participating in the Silsbee Early College High School (ECHS) Program.
- E. LIT shall not be required to pay the invoiced amount that exceeds Silsbee ISD tuition fees.
- F. LIT shall only charge tuition fees to Silsbee ECHS students when tuition costs exceed the invoiced amount provided by Silsbee ISD.

IX. Grading

The ECHS student will receive a grade report at each semester from LIT and SISD.

- A. Grading will be consistent with the grading policy in the LIT course syllabus. Audit grades are not allowed.
- B. Student grades will be reported to SISD at the end of the semester to the person or office designated by SISD to receive this information.
- C. Final grades for students shall be submitted electronically by the faculty member teaching the course according to the LIT Grade Reporting Process and the LIT Academic Calendar.
- D. Numerical grades will be reported to SISD as requested for students registered for dual enrollment classes on the LIT campus.

X. Advisory Council

An Advisory Council, comprised of representatives from LIT and SISD, will meet at least twice a year to facilitate communication; evaluate instructional data, activities, and programs; identify issues and challenges; and ensure continuous improvement of educational services and institutional effectiveness as it pertains to ECHS. Members of the Advisory Committee will include:

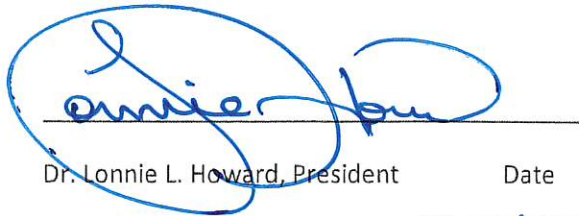
- A. LIT Representatives: Dean of Strategic and Workforce Initiatives, Dual Credit Director, faculty representative, online learning representative
- B. SISD Representatives: Curriculum Director, ECHS Principal, ECHS Liaison, one ECHS Instructor

XI. Student Services

LIT and SISD are committed to provide adequate support services to facilitate student success.

- A. Disability support services as required by state and federal law will be coordinated with LIT and SISD.
- B. LIT will provide ECHS students access to library services, computer labs, skills labs and study areas to support academic endeavors.

- C. SISD will provide ECHS students with appropriate counseling, academic advising, and career planning to establish a clear pathway to a college degree while also completing high school in addition information regarding academic transfer pathways beyond an associate's degree.
- D. SISD will provide each ECHS student an individualized graduation plan and provide interventions for students in poor academic standing.



Dr. Lonnie L. Howard, President Date

Lamar Institute of Technology 13 Oct 20



Dr. Gregg Weiss, Superintendent Date

Silsbee Independent School District

