

2023-2024 ACADEMIC YEAR
MEMORANDUM OF UNDERSTANDING
BETWEEN ALICE HIGH SCHOOL (AHS) AND COASTAL BEND COLLEGE (CBC)
FLEX PROGRAM HIGH SCHOOL PARTNERSHIP

704 Coyote Trail,
Alice, TX 78332
(316) 664-2981

INSTITUTION OF HIGHER EDUCATION: Coastal Bend College (CBC) AND
HIGH SCHOOL: Alice High School

The above institution seeks to support the Alice High School (AHS) FLEX student's academic success.

In partnership with Coastal Bend College (CBC), opportunities will be provided for FLEX scholars to advance academically. Students will be guided through College and Career Readiness. Coastal Bend College (CBC) will support AHS FLEX students with an opportunity to acquire an associate's Degree or receive certification in a specialized area while enrolled in the FLEX Program. FLEX scholars will have a choice to enroll in CBC classes if entry requirements are met.

This Memorandum of Understanding (MOU) will be in effect for one academic school year unless both parties agree to amend this agreement. Specific responsibilities of the Coastal Bend College (herein collectively referred to as "CBC") and the partnering Alice high school (herein collectively referred to as "AHS") are defined within this agreement.

This MOU incorporates by reference all FLEX enrollment requirements as defined in the Texas Education Code §29.0822(a) and Coastal Bend College requirements established by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC).

MOU AGREEMENTS

CBC will partner with AHS and provide AHS FLEX students an opportunity to 1) develop a technical skill through a specified certification program or 2) earn an Associate Degree in specific areas of study. The choice will be up to the student and parent. Students must meet all entry requirements.

Appendix A - provides a detailed table defining the roles and responsibilities of CBC and the AHS Partnership.

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

ELIGIBLE COURSE CURRICULUM

The FLEX Program coursework will consist of a program for high school students called APEX. AISD will ensure the APEX program is working on all computers accessible at CBC are working properly before the start of the coming academic year.

Instruction, instructional materials, and grading will be at the equivalent level of high school education (*as described in the District Student Handbook and District Grading Guidelines).

CURRICULUM AND COURSES OF STUDY

CBC is focused on student success and will work with the AHS FLEX Instructor in offering AHS students the opportunity to participate in dual credit if the student qualifies. The AHS Counselors and the CBC Catalog explain the course of study for an Associate Degree or a certification. AHS Counselor will visit the CBC campus to explain and offer possible courses of study that will lead to an Associate Degree or Program Certification.

STUDENT ELIGIBILITY / PROGRAM DESCRIPTION

To enroll in the FLEX Program, the AHS FLEX student must complete a FLEX APPLICATION. The application is located on the AHS Website or can be picked up at the AHS Counseling office.

The AHS FLEX Committee reviews the application for eligibility. The purpose of the FLEX Program is to enroll students that are not successful in a Credit Recovery course so students can graduate with their cohort. Specifically, the FLEX Program is for seniors or juniors that need to make up credits to graduate. Students have not been successful in a Credit Recovery course.

Upon enrollment into the FLEX Program, the FLEX Program administrator at AHS will schedule a meeting with the parent and the student to explain the academic, attendance, and behavior expectations as well as other requirements (schedule, location, monitoring progress, programs offered by CBC, WFSCB, and deadlines.

All AHS FLEX students must follow academic, discipline, and attendance compliance policies to continue in the program. The FLEX Program Committee will schedule meetings with the students and his/her parents to address performance and concerns. Documentation of each Parent/Committee conference will be kept on file by the FLEX Program committee and AHS administrator as assigned by the campus principal. All meetings, parent contacts, and student conferences will be confidential, documented, and kept by the campus principal.

AHS FLEX students who meet the eligibility criteria will be monitored daily by the AHS FLEX Instructor (academics, attendance, and behavior) and monthly by the FLEX Program Committee to ensure successful program completion.

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

LOCATION OF CLASS / COURSE DELIVERY

The FLEX Program is located at the CBC-Alice campus. Twenty-Five computers are allocated for the program so that fifteen students are eligible to receive instruction during the morning. Also, fifteen additional students will be available to enroll in the afternoon classes. (*see Schedule Section below for specific times).

INSTRUCTIONAL CALENDAR

AISD and CBCs academic calendars will be used to plan and implement the FLEX program. The AHS instructor will submit an alternate schedule to the Director of CBC-Alice to show when students will not be on campus due to the revised district calendar or district holidays before, and during the academic year.

In turn, CBC will provide the AHS principal with an alternate schedule due to revised college calendar dates and or holidays before the first day of school.

All FLEX students are responsible for notifying their instructor if they miss any classes and following course policies on the AHS FLEX instructor syllabus.

STUDENT ATTENDANCE & GRADING POLICY SYSTEM

Regular course attendance is fundamental to student success. Students must meet the 90% attendance policy and report regularly and promptly to the FLEX class. The FLEX student's attendance/participation will be monitored daily by the classroom teacher and monthly by the FLEX committee members. Failure to comply with the FLEX Program policy will result in the student being dropped from the FLEX Program and enrolled in the regular school day with enrollment in a Credit Recovery class at AHS. Before the FLEX student is withdrawn from the course, the administrator of the FLEX Program will schedule a meeting with the student and parent to explain the reason for the dismissal from the FLEX program.

The FLEX Program will follow the AHS Grading Guidelines described in the District Student Handbook under grading policy.

FLEX SCHEDULE

FLEX students enrolled in the FLEX Program will follow the FLEX schedule below:

AM Schedule
9:15 am - 12:15 pm
Or
PM Schedule:
12:45 pm - 3:30 pm

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

Student Lunch
Starts at 12:15 pm - 12:45 pm

FLEX instructor workday, conference, and lunch are below:

- Instructor Workday starts at 7:45 am
- Instructor Conference Time is from 8:00 am -9:00 am
- Instructor Lunch Schedule is from 12:15 pm - 12:45 pm

STAFFING AND QUALIFICATION STANDARDS

The AHS FLEX instructor will meet the description of a highly qualified teacher as per the Texas Education Agency and employed by Alice ISD. For more information on the hiring process, please contact the Alice ISD Human Resources office at (361) 664-0981.

DISCIPLINE AND SECURITY PROCEDURES

Students will follow the Alice ISD Discipline Code of Conduct, which aligns with CHAPTER 37. DISCIPLINE; LAW AND ORDER (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm>).
Discipline

AHS Badge and CBC ID Cards

For security purposes, FLEX students will wear the AHS badge to class.

Discipline Procedures

Discipline issues will be addressed by the FLEX instructor and the students immediately. If the behavior does not stop and requires a referral, the FLEX instructor will email the student's alpha assistant principal, and parents will be notified of the infraction. The instructor will schedule parent meetings to address discipline issues/concerns. The AHS Parent Support Specialist and/or Social Worker will support the classroom instructor in contacting the parent and scheduling meetings. The classroom instructor will keep a current, working Behavior Log and Parent Contact Log of 1) scholars' attendance, 2) discipline issues/concerns, and 3) parent conferences/agendas on MTSS on SuccessED. The scholar's assistant principal will address discipline promptly and according to Chapter 37 Discipline; Law and Order.

**NOTE: FLEX students enrolled at DAEP will not be able to participate in the FLEX Program and therefore are not able to attend classes and or activities at any AISD district functions. The FLEX students' assistant principal will explain the reasons to the parent during a scheduled meeting. However, the student can continue working on the FLEX software to complete the credits.*

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

LUNCH FOR SCHOLARS

The student will participate in the AHS Free Lunch between 12:15 pm - 12:45 pm. Lunch will be provided by the AHS cafeteria. The AHS principal will make arrangements with the AISD cafeteria. FLEX scholars must use their AHS ID Badge to receive their lunch.

FLEX students will be expected to wear their AHS ID badges. For FLEX students that enroll with CBC dual credit, CBC will provide them with a CBC ID card.

CLASSROOM ASSIGNMENT/TECHNOLOGY

CBC will partner with AHS FLEX Program and provide a classroom with 25 computers at no cost to Alice High School or the Alice ISD. CBC will offer FLEX students the following:

1. The use of one classroom,
2. The purpose of office space for the FLEX instructor to use for parent/scholar conferences,
3. An opportunity to acquire an Associate Degree (if student qualifies),
4. An opportunity to receive a certification based on student interest (if student qualifies),

FINANCIAL ASSISTANCE FOR HIGHER EDUCATION/CERTIFICATION

All FLEX Program students, who qualify for dual credit, are eligible to apply for CBC scholarships offered through CBC. Scholarship opportunities can be located through the program or on the following website ([www .coastalbend.edu/dual enrollment](http://www.coastalbend.edu/dual%20enrollment)).

PARKING FOR STAFF AND SCHOLARS

The FLEX instructor and students will receive free parking at the CBC parking lot *(see front desk for Faculty parking permit). FLEX students are encouraged to park at the AHS student parking lot or have parents drop off scholars at CBC.

FACULTY SUPERVISION AND EVALUATION

Based on Alice ISD faculty's highly qualified credential requirements, AHS shall select an instructor to teach and facilitate the FLEX Program at CBC. For more information on the hiring process, please contact the Alice ISD Human Resources office at (361) 664-0981.

The instructor of the FLEX Program will meet the same standards, reviews, classroom walkthroughs, and evaluation methods used with Alice ISD faculty. The Texas Teacher Evaluation & Support System (TTESS) is the instrument to evaluate the instructor. Classroom walkthroughs, feedback, and professional development will be discussed and offered to support the FLEX instructor to ensure success.

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The FLEX instructor will be responsible for the following:

1. Post grades timely and weekly following the Alice ISD Grading Policy.
2. Report excessive absences to the student's assistant principal and FLEX committee,
3. Contact the AHS Parent Support Specialist to schedule parent meetings,
4. Attend FLEX committee meetings monthly with the At-Risk Committee,
5. Verify attendance rosters daily,
6. Be accountable for all course scholar learning outcomes, and
7. Be responsible for all required reporting as directed by the FLEX committee weekly and monthly.

Student documentation is kept by the FLEX instructor and the FLEX committee to guide and monitor the student through the program process. The FLEX administrator will review each FLEX student's documentation weekly to ensure they are progressing. Attendance is reported to AHS PEIMS Clerk. The PEIMS Clerk will provide timelines for course roster verification. The FLEX instructor will receive the PEIMS deadline dates at the beginning of the year.

The FLEX instructor is supervised by the AHS all administrator(s). The FLEX instructor is appointed one administrator to evaluate the FLEX instructor using the TTESS evaluation instrument. All AHS administrators will conduct regular classroom walkthroughs.

Dr. Marissa Kubala
AHS Principal
marissa.kubala@aliceisd.net
(361) 664-0126

Maria Gonzalez
Dean on Instruction
maria.gonzalez@aliceisd.net
(361) 664-0126

An AISD email address is issued to the FLEX instructor to communicate all official school-related business with FLEX Program students and parents, AHS, district staff, and departments. The FLEX instructor will use the district email for communicating with students and parents.

ACADEMIC POLICIES AND STUDENT SERVICES

Regular academic policies applicable to courses taught at AHS must also apply to the FLEX Program course. *(See Alice ISD Student Handbook for Student Guidelines). The AHS counselor will review the scholar's graduation plan with the information provided by the FLEX committee and the FLEX instructor to ensure the scholar's success.

ENROLLMENT PROCESS

Students interested in participating in the FLEX Program must complete the required AHS FLEX Program application and process during the AHS registration period as defined by the AHS Academic Calendar.

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The FLEX committee will conduct an enrollment registration process for the program each term (Fall, Spring, and Summer). The FLEX Committee will provide the dates for the enrollment registration process monitoring for students, parents, and the CBC Alice site director.

AHS will meet all deadlines defined in the AISD Academic Calendar, considering the CBC Academic Calendar. Students who fail to complete the registration process by the published deadline are not eligible to enroll in the FLEX Program. CBC will be notified when students are not in the program. For more information on the FLEX guidelines and procedures, contact the FLEX administrator at 361-664-0126.

We encourage FLEX scholars and parents to log into Alice's ISD Gradebook account regularly to check their academic status and other relevant information regarding their educational records. Parents are welcome to contact the FLEX instructor to schedule a meeting to discuss specific details such as academic performance, attendance, discipline concerns, and login sessions (times and how often scholars are on the computer). For more information, parents can contact the FLEX instructor at the CBC campus.

FLEX Program Instructor
Coastal Bend College (CBC)
704 Coyote Trail, Alice, TX 78332
(361) 664- 2981

MOU TERM

This agreement shall be in effect from August 21, 2023 - to August 21, 2024.

PROVISIONS FOR DISCONTINUING OPERATION

CBC and AHS reserve the right to terminate this MOU upon service of written notice to the other party sixty (60) days before the expiration of any academic term.

COMPLIANCE

CBC and AHS agree:

1. To certify that their sites are ADA compliant.
2. To comply with all applicable provisions of the Family Education Rights and Privacy Act, 20 U.S.C. §1232g as implemented by 34 CFR Part 99;
3. To comply with all federal, state, and local laws applicable to this MOU.

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

AMENDMENTS / REVISIONS

Only CBC and AHS are parties responsible for amending the written agreement on the MOU.

NOTICE

Email all notices, demands, or requests to CBC to Dr. Lisa Castaneda Coastal Bend College (CBC) Director - Alice


Dr. Lisa Castaneda
Director, Alice Site
361.664.2981 ext. 3030
ldcastaneda@coastalbend.edu

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).


Agreement Signature Page

Dr. Anyisia Trevino

Name of AISD Superintendent - PRINT



Signature of the AISD Superintendent (Sign)



Date

Dr. Marissa Kubala

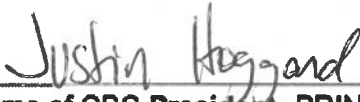
Name of AHS Principal - PRINT




Signature of AHS Principal (Sign)



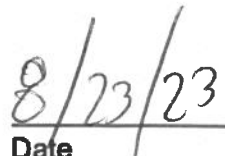
Date



Name of CBC President- PRINT



Signature of CBC President (Sign)



Date

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

APPENDIX A

ROLES AND RESPONSIBILITIES OF CBC AND AHS

FACILITIES

CBC will...

1. Contact the AHS principal before August 25, 2023, to provide the classroom location and number. AHS principal will post the information on social media for parents and scholars.
2. Provide AHS with the necessary classroom space for instruction, including adequate board space, projector/display equipment, essential computers/laptops needed for the program, and internet access and restrictions upon request.
3. Provide the AHS instructor with procedures for security of facility and facilities safety expectations, including any AHS faculty and scholar restrictions.
4. Understand that the FLEX program will follow AHS policies regarding dress code, discipline, and campus safety procedures.

AHS will...

1. Follow CBC instructional, academic expectations, and academic calendar.
2. Ensure that technology and software are working timely and appropriately.
3. Assure that the students are monitored and kept safe for teaching & learning.
4. The instructor is responsible for monitoring technology daily, specifically during scholar transition, to ensure the lab and computers are secured.
5. The FLEX instructor will monitor students daily to 1) ensure they are logged in and working on lessons and 2) provide appropriate internet access followed through by students.
6. The FLEX instructor will follow CBC emergency procedures considering the AHS security safeguards when working with FLEX students.
7. The FLEX instructor will follow AHS policies regarding dress code, discipline, and scholar safety procedures.

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SCHOLAR SUPPORT SERVICES

CBC will...

1. Partner with AHS to provide FLEX students opportunities to develop technical skills towards earning an Associate Degree or Certification in specific areas of study and pursue in-demand career paths if a student qualifies.
2. One CBC staff member will be a part of the FLEX Committee to contribute to the planning, monitoring, advising, etc.

AHS will...

1. The FLEX Committee will provide CBC with a timeline of the enrollment process for the Program (Fall, Spring, and Summer).
2. The FLEX instructor and FLEX committee will monitor and review periodic grade and computer reports to inform students, parents, and CBC of the scholar's enrollment. The FLEX administrator will notify CBC before the drop date if the FLEX student is not meeting the eligibility requirements to continue with the FLEX program. If the scholar is at DAEP and enrolled in a Dual Class with CBC, he/she may continue attending CBC classes. However, the FLEX scholar may not participate in any AISD functions while at DAEP.
3. Promote and inform the FLEX Program and the partnership with CBC to community constituents on social media and on-campus to emphasize community support.

SCHEDULE / COMMUNICATION

CBC will...

1. Communicate with AHS on higher education programs and their effectiveness.
2. Notify FLEX Program enrollment students and AHS principal of any closures due to inclement weather. CBC will follow AHS severe weather procedures as outlined in the Faculty Handbook.

AHS will...

1. Communicate student schedules with CBC and to adjustment schedule requests made by scholars and parents with the guidance of AHS counselors.
2. Enrolled FLEX students in the AM or PM schedules as stated on page 5 of this document.
3. Ensure that 15 students are enrolled in the AM and PM schedules.

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4. Provide an email address and google classroom for FLEX scholars for communication purposes (Group email). AHS social media postings will contain relevant information for FLEX scholars and parents.
5. The FLEX instructor will notify all FLEX students of inclement weather campus closures using REMIND 101, email, or phone calls.
6. Email reminders of scholar holidays and upcoming deadlines. This communication will be emailed to FLEX students by the AHS FLEX instructor.
7. Post CBC information on social media to inform scholars of campus closures.

TUITION / BUILDING FEES

CBC will...

1. Provide a classroom space for FLEX students.
2. Provide 25 computers/laptops for students to use for the program.

AHS will...

1. Enroll students in the FLEX program based on program eligibility through the FLEX Committee.
2. Advise CBC of the number of students in the program and enrollment procedures.
3. Invite CBC and to inform Parents about CBC and programs and student opportunities during Principal Monthly meetings and social media.

TEXTBOOKS AND SOFTWARE

CBC will...

1. Provide 25 desktops (See above comment) computers for FLEX scholars to use during the program.

AHS will...

1. Post on social media that the FLEX program scholars will not use a textbook for the FLEX Program course.

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FEDERAL FAMILY / EDUCATION RIGHTS

CBC will...

1. Adhere to the Federal Family Educational and Privacy Act Rights (FERPA). FERPA policy guarantees scholars certain rights concerning their educational records, including the right to consent to the disclosure of personally identifiable information contained in the scholar's documents, except that FERPA authorizes records without consent.
2. Refer parents or other individuals requesting the student's information to the AHS administration to request scholars' records.
3. CBC and programs will present information regarding FERPA to scholars and parents during all presentations to ensure that scholars and parents know and understand FERPA Rights and regulations.

AHS will...

1. Inform students and parents of FERPA regulations and the FERPA release of records at Monthly Principal meetings and on AHS social media.
2. Present information regarding FERPA to students and parents during presentations and scholar appointments to ensure that students and parents know and understand FERPA Rights and regulations.
3. The FLEX instructor will monitor and evaluate scholars' academic performance, attendance, discipline, etc.
4. The FLEX instructor is expected to discuss academic performance, attendance, discipline concerns, and other related information with scholars, parents, and guardians.

* Note: (The Optional Flexible School Day Program (OFSDP) allows districts to provide flexible hours and days of attendance for scholars who meet at least one of the requirements of the Texas Education Code §29.0822(a)).

