



Collin County Community College District
and
Community Independent School District

Partnership Agreement
August 1, 2023 to July 31, 2026

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Collin County Community College District and Community Independent School District

Partnership Agreement for Academic Year 2023-2026

I. PURPOSE

1) Collin County Community College District (“Collin College”) and Community Independent School District (“Community ISD”) hereby enter into the following Partnership Agreement (“Agreement”) effective August 1, 2023 (“Effective Date”) to provide opportunities for high school students to concurrently enroll in college courses and programs. This Agreement is written in accordance with Title 19, Part 1, Chapter 9, Subchapter H of the Texas Administrative Code pertaining to partnerships between secondary schools and public two-year colleges.

II. AGREEMENT

1) Collin College and Community ISD agree to enter into a partnership to award dual credit. This Agreement hereby incorporates by reference all dual credit requirements defined in the Texas Administrative Code (“TAC”) and the accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) which is Collin College’s accrediting body, as such may be amended during its term. Unless otherwise noted, this Agreement applies to dual credit courses only.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement and other valuable consideration, Collin College and Community ISD agree as follows:

A. Definitions and Common Terms

- a) The term “dual credit” is defined as enrollment of a high school student in a college to receive simultaneous academic credit for the college course from both the college and the high school.
- b) The term “concurrent credit” is defined as enrollment of a high school student in a college to receive academic credit for the college course only.
- c) Community Colleges – General

The mission of community colleges is to support student access to and success in higher education. You can learn more about the goals of community colleges in general by visiting the website for the American Association of Community Colleges:

www.aacc.nche.edu/

d) Collin College – Mission and Values

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. Our Core Values are Learning, Service and Involvement, Creativity, and Innovation. Academic Excellence, Dignity and Respect, and Integrity. You can learn more by going to our website www.collin.edu/aboutus.

e) Collin College Accreditation and Governing Bodies

Collin College's policies are guided by the work of several groups. To help you understand some of the abbreviations in this Agreement, you may be interested in learning more about these groups.

Collin College's accrediting body is SACSCOC. Collin College must adhere to the requirements set forth by this accrediting body. You can learn more about SACSCOC, including its mission and values here: www.sacscoc.org.

THECB (Texas Higher Education Coordinating Board) guides the efforts of public colleges and universities in Texas. You can learn more about this organization here: www.highered.texas.gov.

Collin College is governed by a nine-member elected Board of Trustees, and is under the leadership of the district president. You can learn more about the Board of Trustees here: www.collin.edu/leadership/board_of_trustees.html. Information on our Leadership Team is available here: www.collin.edu/leadership/LeadershipTeam.html.

III. GENERAL PROVISIONS FOR DUAL CREDIT

A. Student Eligibility

1) Prior to enrolling in college classes, students must satisfy Texas Success Initiative Assessment ("TSIA") requirements. The TSIA is a college readiness assessment in reading, writing, and mathematics that is required for all students taking college-level courses at a public college in Texas. Students must also satisfy all local assessment requirements.

High school students may be exempt from state-mandated TSIA testing if they meet the qualifying standard listed in the current Collin College Catalog. Exemptions may be extended for the SAT or ACT. Dual credit students may be able to use temporary waivers (TSIA waived for one year) with appropriate scores in PSAT/NMSQT, ACT-Aspire, STAAR English II, or Algebra I (with a final Algebra II average of 70 or higher). All submitted tests scores must be within 5 years:

- TSIA Exemptions:
 - SAT scores: Evidence-Based Reading and Writing score of 480 or higher (for TSIA ELAR) and a Math score of 530 or higher (for TSIA Math)
 - ACT scores:
 - **Tests taken on or before Feb. 14, 2023** - A student with an ACT Composite Score of 23 (or higher) is exempt from TSIA Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. A student with an ACT Composite Score of 23 (or higher) is exempt from TSIA ELAR with an ACT English score of 19 or higher, even though the Math may be less than 19. Scores must be less than 5 years old.
 - **Tests taken on or after Feb. 15, 2023** - (less than 5 years old) A student with a Math score of 22 or higher is exempt from TSIA Math even if the student does not meet the English/Reading requirement. A student with a combined English and Reading score of 40 or higher is exempt from the TSIA ELAR even if the student does not meet the Math requirement.
- TSIA Dual Credit Waivers:
 - PSAT/NMSQT: Evidenced-Based Reading and Writing score of 460 or higher will be waived from TSIA ELAR; Math score of 510 or higher will be waived from TSIA Math
 - ACT-Aspire: Minimum English score of 435 or higher will be waived from TSIA ELAR; minimum Math score of 431 or higher will be waived from TSIA Math
 - STAAR/EOC English II: Level 2 score of 4000 or higher will be waived from TSIA ELAR
 - STAAR/EOC Algebra I: Level 2 score of 4000 or higher and at least a grade of 70 in their two-semester Algebra 2 course will be waived from TSIA Math

Exemption requirements and scores subject to change under Texas law or regulations.

Students may also be exempt if they are enrolling in workforce education courses contained in a Level I Certificate or a program leading to a credential of less than a Level I Certificate.

- 2) Students must have permission from Community ISD to enroll in Collin College for dual credit or concurrent credit. Collin College must be notified whether students are dual credit or concurrent (college only) credit.
- 3) Community ISD must provide a letter notifying Collin College of early graduates.
- 4) Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, a transcript may be required to demonstrate college readiness, or to confirm academic information, e.g., test scores, grade classification, vaccination, or other pertinent information.

B. Student Expectations, Rights, and Responsibilities

- 1) Students enrolled in dual credit courses are considered to be college students and are subject to all Collin College policies and procedures. Dual credit students must comply with standards of conduct required of all Collin College students and have all the same rights and responsibilities in all matters related to the dual credit program. Dual credit students must also follow Community ISD's Student Code of Conduct.
- 2) Unless a conflict arises between the obligations of Community ISD and Collin College under their respective policies and procedures for student conduct, Community ISD and Collin College staff and administrators will work collaboratively to determine the appropriate party to initiate an investigation or resolution process in response to the alleged student conduct violation(s). In the event a conflict arises, regarding the initiation of such investigation or resolution efforts, the parties agree to use the Conflict Resolution efforts listed in Section IV.O. on "[Conflict Resolution](#)".

The Parties agree neither Party is prohibited from utilizing its own complaint resolution process, separate and apart from the other Party's process, but both Parties shall cooperate with each other to provide the necessary information and access to students and employees necessary to fulfill each Parties' obligations under its own specific policies and procedures.

- 3) Community ISD and Collin College agree to inform the other as soon as reasonably possible (within two business days or sooner) if a dual credit student is subject to disciplinary action that may affect his or her enrollment status as a dual credit student.
- 4) Regardless of the location of the conduct, if Community ISD's Code of Conduct and disciplinary process could result in removal of the student from the regular education program due to suspension, placement in a disciplinary alternative education program, or expulsion/removal to a Juvenile Justice Alternative Education Program, Community ISD shall notify Collin College of any disciplinary action in response to the alleged student behavior. Collin College may determine if there are any potential consequences under

applicable Collin College policies or procedures that could also result in the student's removal from enrollment of the student in a dual credit class(es). In addition, per the Collin College Student Code of Conduct, Collin College has the right to immediately remove a student from its premises via the interim suspension process, upon notification and a determination by the Dean of Students. Collin College will notify Community ISD of any discipline that will be imposed due to Collin College procedures.

C. Faculty Selection, Supervision, and Evaluation

1) All Collin College faculty will meet the minimum requirements to teach courses as specified by SACSCOC. Collin College shall select, supervise, and evaluate Collin College faculty for courses which result in the award of dual credit as outlined in Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 of the Texas Administration Code.

2) Collin College faculty who teach dual credit courses will be required to meet the same standards, reviews, and approval procedures used by Collin College to select all Collin College faculty. Official transcripts of all faculty must be kept on file at Collin College.

3) Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach Collin College courses during regular high school hours. When teaching dual credit courses at the high school campus, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College for items including but not limited to; curriculum, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Education Amendments of 1972, syllabus, college schedule, etc.

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to:

- maintaining college-level rigor in all instructional practices
- utilizing a Canvas shell and gradebook for each course
- developing a course syllabus and calendar of assignments
- certifying rosters
- following FERPA regulations
- providing mid-term and final numerical grades to the P-12 Partnerships Office
- posting final course grades in Collin College's student management system
- following Collin College's mandatory reporting procedures

- responding promptly to email requests and due dates sent by the offices of academic affairs
- 4) All faculty, including embedded faculty, are responsible for attending required Collin College training sessions.
 - 5) All Collin College faculty members must inform their Collin College supervisor (Associate Dean/Director) as well as the high school campus administrator where they teach when they need to be absent. Embedded faculty will follow the Community ISD process for reporting absences as well as contacting their Collin College Associate Dean/Director. With sufficient advanced notice, Collin College will make a good faith effort to provide a substitute when a faculty member will be absent.
 - 6) Embedded faculty will work with the appropriate associate deans/director and high school administrators regarding class schedules during the high school day.
 - 7) Collin College Faculty, even if employed by and paid by Community ISD, must be supervised in instructional matters by the Collin College Academic Department and must meet all administrative and evaluation requirements, and attend required faculty training including the dual credit faculty training.

Collin College Faculty are expected to comply with Collin College board policies, including the Employee Standards of Conduct found in [DH \(Local\)](#) and [DH \(Exhibit\)](#). Dual credit faculty at Community ISD are also expected to abide by the state Educator's Code of Ethics found in the Texas Administrative Code (19 TAC 247.2) for standard practices and ethical conduct towards students, unless it conflicts with Collin College's Employee Standards of Conduct. If a conflict arises, the Parties agree to use the conflict resolution procedures found in Section IV.O. on "[Conflict Resolution](#)".

- 8) All availability of courses structured under dual credit is contingent upon the availability of Collin College faculty. Students may need to take classes virtually or on a Collin College campus to continue with a sequence.
- 9) Collin College and Community ISD agree to a mutual understanding to resolve issues that may arise in the course of this partnership with faculty. The Parties agree to use the conflict resolution procedures listed in Section IV.O. on "[Conflict Resolution](#)".

- a) Joining the Collin College Faculty

1. Collin College Commitment to High School Faculty

The following series of steps to facilitate the interview process for high school instructors who wish to teach dual credit with Collin College:

- Before applying to Collin College interested high school faculty members can reference job expectations and responsibilities available here: collin.wd1.myworkdayjobs.com/ExternalFacultyCareerSite.
- Community ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.
- Collin College Academic Departments will conduct an initial review to determine whether the high school faculty member meets SACSCOC standards.
- High school faculty found to be SACSCOC qualified would complete an official Collin College application as an adjunct faculty member.
- The Associate Dean/Director will contact applicants if selected for an interview. It is at this point that the Associate Dean/Director can provide the candidate with additional information about a particular position. The interview may include a demonstration of teaching capability, communication, and presentation skills. An interview panel may be used, at the discretion of the department. Candidates will be notified of acceptance or non-acceptance by April 1. If the latter decision is made, an explanation will be offered with suggestions for next steps.
- Adjunct faculty will be required to attend trainings as directed by the Collin College Academic Department. The P-12 Partnerships Office will also provide a dual credit faculty presentation on dual credit practices and procedures at the start of each long semester.

2. Prospective Dual Credit Faculty

High School teachers who are interested in teaching dual credit courses on their high school campus for Collin College need to be aware of expectations from both their high school and Collin College. The Appendix D "[Coursework Expectations](#)" will help acquaint instructors with the similarities and differences in requirements for teaching across both school levels. In all cases, the college rules will apply, in some cases, faculty will also have to adhere to high school requirements.

3. Basic Qualifications

SACSCOC is the accrediting body for Collin College. Every prospective dual credit instructor at Collin College must meet these minimum requirements. The requirements can be found at: www.collin.edu/hr/employment/FCI_System.html.

4. Coursework Expectations

In many cases, high school teaching expectations will differ from Collin College's teaching expectations. In Dual Credit courses, Collin College's teaching expectations and student learning outcomes are followed. Appendix D: [Coursework Expectations](#) provides an outline of differences between high school and Collin College coursework expectations.

D. Location and Student Composition of Class

1) Dual credit courses may be taught on one of the Collin College campuses, online (if available), at an approved high school campus, or at an agreed upon and approved location. Dual credit courses need a minimum of 15 students enrolled to be offered regardless of location. Workforce/CTE classes may have exceptions to this minimum as they are limited by space and teacher-to-student ratios for safety. All course minimums and maximums are subject to review by Collin College's Academic Deans.

2) Collin College classes that require a "lab" component at the high school will have the same equipment, specs, and consumables provided at an equivalent Collin College campus. Before a "lab" course is approved to be offered at the high school, the designated Collin College staff will evaluate the proposed "lab" location to ensure it meets Collin College's minimum standards. The high school will be responsible for maintaining, upkeep, and storing consumables and non-consumables related to the Collin College "lab" courses.

3) Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students if offered online or on a Collin College campus. High school students will not be allowed to concurrently enroll in college courses for high school credit only. During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one course with Community ISD approval.

4) As part of this Agreement, Community ISD will assign Collin College faculty to a classroom to carry out the functions of the dual credit program for courses located on Community ISD's campus. Community ISD retains control of all classroom space under this Agreement. In order to ensure the program is equipped for college-level instruction, Community ISD will provide the following:

- Adequate board space
- Computer equipment with projection
- Upon advanced written request from Collin College faculty for multimedia equipment, Community ISD will provide notice of availability of such equipment and provide it if it is available

- Internet access that aligns with Collin College and State of Texas standards for delivery of instruction to ensure comparable delivery of instruction and access to course materials as found in the college-level courses
- A classroom that is available and ready for use within the allotted instructional class time(s)

Community ISD will designate an official contact that will facilitate the classroom instructional needs listed above. Community ISD will notify Collin College's P-12 Partnerships Office and the Academic Affairs office of the name and contact information of the designated liaison. If a conflict arises regarding providing classroom space or equipment, the Parties agree to follow the resolution guidelines in Section IV.O on "[Conflict Resolution](#)".

5) In the Agreement, Community ISD agrees to provide Collin College copies of all documents concerning any applicable rules, regulations, policies, and procedures of Community ISD related to security or restriction, which would be applicable to Collin College faculty while present on a Community ISD campus.

6) Collin College and Community ISD will work collaboratively to provide approved accommodations for a Collin College faculty member with a documented disability. If a conflict arises regarding a requested or approved accommodation, the Parties agree to follow the resolution guidelines in Section IV.O on "[Conflict Resolution](#)".

E. Academic Policies and Student Support Services

1) Community ISD must provide an atmosphere that promotes a collegiate environment for classes which includes adequate classroom facilities, and minimizes disruptions of college classes for announcements, pep rallies, removal of students from class to conduct high school related activities, etc. Community ISD will provide Collin College with a schedule of events that may impact dual credit course delivery on a Community ISD site each semester. After a term's registration period has started, changes cannot be made to Collin College's class schedule unless there are extenuating circumstances approved by both parties.

2) Dual credit courses will follow the Collin College academic calendar. If the Community ISD calendar is different from that of Collin College, Collin College and Community ISD will identify a mutually agreeable alternative arrangement for course continuation.

3) High school dual credit and concurrent enrollment students will have access to all Collin College academic and student support services including, but not limited to: libraries, electronic library resources, writing centers, tutorial services, assessment,

admissions, student engagement activities, and academic advisement. Some services are available only on a Collin College campus.

4) Per the Texas Education Code, all dual credit students receive academic and/or college readiness advising as referenced in Appendix A: "[Statewide Goals for Dual Credit](#)". Per the Texas Education Code, Community ISD designates the high school campus counselor as responsible for academic advising to students in the dual credit program.

5) High school dual/concurrent credit students agree to abide by all Collin College policies and procedures as outlined in the current Collin College Student Handbook.

a) Disability Services and Accommodations

1) Students with disabilities who need accommodations must apply for disability services through Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Department, provide current documentation, and be determined eligible for accommodations at Collin College. The accommodations process is not automatic and may take time to complete. Accommodations available for high school classes may be different, modified, or not available for college-level courses.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester through Collin College's ACCESS Department. The dual credit course location will determine who provides the academic accommodation needs by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel. The Parties will designate each other as school officials with a legitimate educational interest under FERPA as provided in Section IV.G. "[Confidentiality of Data](#)" so that information regarding accommodations may be shared.

F. Eligible Courses

1) All courses offered for dual credit will be identified as college level academic courses in the current edition of the Lower-Division Academic Course Guide Manual or as a college technical course in an Associate of Applied Science (AAS) degree or certificate program. Collin College does not offer kinesiology (KINE) or developmental education courses for dual credit.

2) A course equivalency crosswalk that identifies the number of credits that may be earned for each course completed through the dual credit program in [Appendix B](#) has been approved for the 2023-2026 academic years. Programs listed in [Appendix C](#) have been approved for the 2023-2026 academic years.

Additional courses may be added with approval from Community ISD and Collin College. An addendum will be created if three or more additional courses are requested by Community ISD in writing. An addendum for additional courses can be approved and added to this Agreement by authorized Community ISD and Collin College representatives.

G. Course Curriculum, Instruction, and Grading

1) Collin College will ensure that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards will be upheld regardless of the student composition of the class. Dual credit courses will take additional considerations regarding content appropriateness for students under 18 years of age.

2) Students will be expected to meet all requirements of the dual and concurrent credit class(es) and will receive letter grades on their Collin College transcript. Collin College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by Community ISD. Mid-term grades will be provided upon request. Collin College will provide grades to Community ISD in a timely manner at the mutually agreed upon intervals.

3) Faculty members teaching dual credit courses may alert both the Collin College liaison and the designated high school counselor of any students having academic difficulty. They may also utilize Collin College's Early Alert Referral System (EARS) for this purpose.

4) Faculty are conscious of FERPA guidelines when communicating with students about grades. Grade information is never provided over the phone or via text or non-college email. Currently, grades of A, B, C, D, F, and I are awarded by faculty to each student on their college transcript. Grades of "I" are only temporary and must be resolved by the end of the next long semester. Numeric grades are also provided to Community ISD. If a student withdraws from a course, a "W" will appear on the student's college transcript.

5) The Grade Appeals Process is available online:
collin.edu/studentresources/support/gradeappeal

6) All faculty will attend faculty meetings and other special meetings called by their Collin College divisional office as needed. Dual credit faculty will also attend a high school campus safety training provided by high school campus administration prior to the start of the semester when dual credit courses are taught at a Community ISD site.

H. Transcription of Credit

1) High school and college credit will be added to the student's transcripts immediately by Community ISD and Collin College upon the student's completion of the dual credit course.

I. Funding

1) State funding for dual credit courses will be available to both Community ISD and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.

2) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Community ISD, or if Community ISD is covering the student's charges through third party billing. If Community ISD participates in third party billing, the ISD agrees to abide by the policies set forth by the Bursar's Office. Community ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

IV. GENERAL OBLIGATIONS OF THE PARTIES

A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising

1) When reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, Community ISD will recognize Collin College as their higher education partner awarding college credit. Both Parties agree not to use the other Party's name, logo, or likeness in any press release, marketing materials, or other public announcements without receiving prior written approval from an authorized designee.

B. Understanding of the Parties

1) Both parties understand the safety and security risks inherent with minors and agree that certain risks may be unforeseeable. Further, the Parties agree that the public safety departments from both Collin College and Community ISD will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response.

2) In accordance with FERPA, Collin College and Community ISD will protect students' privacy and guard against the unauthorized release of identifying student information and records, and comply with all applicable requirements of FERPA.

C. Criminal History Background Check and Fingerprinting Requirements

1) Pursuant to Texas Education Code (TEC) Section 22.0834, Collin College shall ensure that Collin College faculty and staff assigned to work on a Community ISD site meet the applicable TEC requirements regarding fingerprinting and background checks. Community ISD will provide faculty fingerprinting instructions to schedule fingerprinting appointments. Fingerprinting expenses for Collin College faculty and staff will be reimbursed by Collin College directly to the employee. For more information on fingerprinting reimbursement please contact Collin College's Human Resources office. Any additional information required by Community ISD may be requested in accordance with Section IV.F "[School District Data Sharing and Privacy](#)".

2) Community ISD is responsible for promptly notifying Collin College of any additional requirements or changes in the law that may be necessary in order to comply with Community ISD's Board policies with regard to criminal history requirements for employees of entities with whom Community ISD contracts. Community ISD will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. Community ISD agrees to provide Collin College with additional information upon request and, to the extent allowed by law, regarding individuals who do not pass the national criminal history record check or fingerprint check.

D. Clery Act Obligations

1) If Collin College is using space on a Community ISD campus or facility for the purposes of providing dual credit services and/or courses, Community ISD's law enforcement agency will respond in a timely manner to any requests made by Collin College for statistical information of crimes that have been reported at that location, so Collin College may fulfill its obligations under the Clery Act (20 U.S.C. § 1092(f)) and its regulations.

E. Prohibition of Discrimination and Harassment

1) Collin College has policies and procedures in place to receive, investigate, and resolve student and employee complaints alleging civil rights violations, including claims under Title VI and Title IX. Community ISD and Collin College shall each comply with their own policies and any applicable state and federal law that prohibit discrimination and harassment on the basis of a student or employee's disability, race, color, national origin, religion, or sex. Each party shall adhere to its obligations under relevant policy and law without regard to the other party's obligations.

2) Community ISD agrees to report to the Associate Vice President for P-12 Partnerships, within 2 business days, any allegation of discrimination or harassment

involving a College employee or dual credit student, regardless of where the alleged conduct occurred. The Associate Vice President for P-12 Partnerships will work with Community ISD staff on reporting the incident(s) to Collin College's Title IX/ADA and 504/Title VI Coordinator. Collin College has designated the following individual as its District Title IX/ADA&504/Title VI Coordinator:

Terrence P. Brennan, M.A.

District Dean of Students
Collin College
(972) 881-5604
tbrennan@collin.edu

F. School District Data Sharing and Privacy

1) Community ISD will provide the following student information for each student from 8th-12th grade participating in a Collin College program, if requested.

Student Data Information 8-12th grade and Certified List of Graduates:

- Student Name (Last, First, Middle)
- Date of Birth
- Eligibility for accommodations
- Eligibility for free or reduced lunch
- Grade Level
- Anticipated year of high school graduation
- Community ISD identification numbers (PIEMS ID and HS ID)
- Mailing address (Street, City, State, Zip)
- Name of School
- College readiness scores: SAT, PSAT, ACT, ACT-Aspire, STAAR English II, STAAR Algebra I with a passing final Algebra II grade, and TSIA.

2) The data outlined above will be sent electronically in a template provided by Collin College and will be provided in a timely manner as agreed upon by both Parties upon request.

- Upon receipt of student information, Collin College may use the student mailing information to send information pertaining to Collin College enrollment to the families of participating students.

- Collin College will provide the following information to Community ISD following its initial entry into the program: postsecondary transition rates from Community ISD students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show Community ISD student enrollment at Collin College upon request.
- Collin College will provide the following reports to Community ISD Superintendent of Schools, Community ISD district designee, and dual credit principal(s) each academic year: dual credit enrollments by high school; dual credit student success outcomes by high school; course and section offerings by high school.
- Collin College will provide, upon written request from an appropriate school district official, information on Collin College articulated credit attainment and college major selections by individual students. This information is designed to assist school personnel in education programming and is protected under FERPA, and may not be published.
- Collin College will utilize the Early Alert Referral System (EARS) to identify students at risk of not completing college coursework to provide effective interventions.
- Collin College will provide TSIA Scores for students that tested through Collin College Testing Centers to Community ISD.
- Collin College and Community ISD will implement improvement efforts, as needed, based upon mutual review of the following data:
 - Matriculation of high school students in four-year colleges/universities and level of entry.
 - Enrollment/retention rates
 - Student participation in activities at Collin College
- Additionally, Community ISD and Collin College agree to the facilitation of the exchange of pertinent information regarding faculty:
 - qualifications for teaching dual credit courses
 - eligibility of faculty in meeting background check and fingerprinting requirements
 - full information sharing with appropriate administration in the event of an investigation of a personnel matter regarding a Collin College faculty member to the extent allowable by each Party's governing policies.

- 3) Any unauthorized disclosure of confidential student information is a violation of FERPA and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur. While in possession of this data, Community ISD and Collin College shall permit only those employees authorized to have access to the data. Both parties agree to store the data in a secure area to prevent unauthorized access.
- 4) Upon request from Community ISD, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated Community ISD officials as allowed by FERPA. Community ISD will designate a school district and high school campus official to request such Collin College reports.
- 5) This section is not exclusive to all instances in which information may be shared between the Parties under FERPA. See section IV.M. [“FERPA Compliance and Disclosure of Education Records”](#) for additional examples.

G. Confidentiality of Data

- 1) Both Parties will maintain the confidentiality of all student data shared with it in compliance with FERPA and its associated federal regulations. Both Parties agree not to share information with third parties unless authorized to do so by state or federal law.
- 2) Data obtained will be used solely for the purposes described in the Agreement. Collin College and Community ISD will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.
- 3) Collin College and Community ISD will provide a copy of any sections of this Agreement related to data sharing and privacy to any employee who transfers, maintains, accesses, or reviews any confidential data obtained in accordance with the Agreement.
- 4) The confidentiality requirements shall survive the termination or expiration of the Agreement.

H. Security Safeguards

- 1) To ensure the continued confidentiality and security of the data, Collin College and Community ISD shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access. In addition, both Parties shall adhere to the following safeguards when data covered by the Agreement is processed, stored, or transmitted on either Party's information resources:

- Procedures and systems that ensure all student records provided by Collin College and Community ISD are kept in secured facilities and access ID such records are exclusively limited to authorized personnel.
- Procedures and systems that shall require the use of secure permissions or passwords to access the data.
- Mandatory training for respective personnel on information security, at least on an annual basis.
- Procedures and systems to ensure all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access.

2) The procedures and systems developed and implemented to access the data shall ensure that any data disclosure to third parties in accordance with applicable state law (i.e. under the Texas Public Information Act or in response to an audit or other lawful reason in accordance with the TEA or THECB's rules and regulations) shall comply with all provisions under FERPA and Texas laws governing exceptions to disclosure of confidential student information.

I. Method of Access or Transfer

1) Individual level student surveys and academic data will be transferred between designated Community ISD officials and designated Collin College officials in a manner that maintains the confidentiality and security of individually identifiable records and data. (Typical approaches use secure File Transfer Protocol, secure cloud-based drop box, and encryption of personally identifiable data).

J. Physical Location of Data

1) Data will be housed in a secure physical or electronic facility accessible only to individuals authorized to access the data for the purposes stated in this document and the Agreement. Data will be stored in a manner that prevents unauthorized access to personally identifiable data. (Secured permissions or passwords will be used to access data stored electronically. Personally identifiable data that resides for any length of time on laptops, desktop computers, CDs, or other media will be encrypted.)

K. Notification of Security Breach

1) Collin College and Community ISD both agree that in the event of any breach or compromise of the security, confidentiality, or integrity of shared data where personally identifiable information of a student or employee was, or is reasonably believed to have been acquired and/or accessed by an unauthorized person, the Party's information system in which the breach occurs shall notify the other Party of the breach within 24

hours and take immediate steps to limit and mitigate the damage, if any, of such security breach to the greatest extent possible in accordance with applicable laws, such as Tex. Bus. & Com. Code Sections 521.001-152. Notice shall be provided to the designated Community ISD and Collin College officials.

L. Disposition of Data

1) Collin College and Community ISD will maintain and destroy any data covered under the Agreement in accordance with each Party's respective policies on records retention.

M. FERPA Compliance and Disclosure of Educational Records

1) Students participating in a dual credit program described herein are enrolled in a post-secondary institution and are thus afforded rights under the Family Educational Rights and Privacy Act (FERPA) as post-secondary students. This means a high school student who is enrolled at Collin College for purposes of participating in one of these programs, regardless of age, is given the right of privacy in their educational records. Collin College will not disclose information protected under FERPA, even to a student's parent, unless the dual credit student consents to the release in writing, or the parent provides proof of dependency in accordance with 34 CFR 99.31(a)(8).

2) For purposes of this Agreement, pursuant to FERPA, Collin College and Community ISD designate each other as school officials with legitimate educational interests in the educational records of the participating high school students enrolled in Collin College, to the extent that access to the records is required by either Party to carry out the functions of the program, enforce or comply with discrimination laws, address student safety and discipline, or any matter where a student's participation in a course or program may be affected, or for any other purpose allowed under applicable law.

3) Community ISD agrees to share permissible disciplinary information that may affect the enrollment of a dual credit student such as suspension, disciplinary alternative education placement, expulsion, or that relate to conduct that is under investigation while the student is enrolled in a dual credit class.

4) Both Collin College and Community ISD will provide notice to students, parents and employees of applicable policies and procedures related to disclosure of educational records to ensure compliance with FERPA.

N. Entire Agreement

1) This Agreement, including the Appendices, constitute the entire agreement between Collin College and Community ISD.

- [Appendix A: Statewide Goals for Dual Credit](#)
- [Appendix B: Courses Approved for Community ISD/Collin College Dual Credit](#)
- [Appendix C: Programs for Community ISD/Collin College Dual Credit](#)
- [Appendix D: Coursework Expectations](#)
- [Appendix E: College and Career Counselors](#)
- [Appendix F: General Embedded Faculty FAQs and Review Process for all Secondary Schools](#)
- [Appendix G: Workforce Programs](#)
- [Appendix H: Pathways in Technology \(P-Tech\) Early College High School Program Agreement](#)

O. Conflict Resolution

1) The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligations, terms, and responsibilities of the Parties to this Agreement, each Party shall designate administrative liaisons for the purposes of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. In order to be collaborative, Collin College must be able to communicate with administrators on campuses in which dual credit students/programs are present.

2) If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

P. Termination

1) It is agreed that either Party may terminate this Agreement upon thirty days written notice to the other Party.

2) It is agreed that either Party may also terminate this Agreement with written notice to the other Party immediately for breach.

3) This Agreement may also be terminated by mutual agreement of the Parties.

4) In the event of any termination under this section, the Parties will work collaboratively to allow currently enrolled dual credit students to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms.

5) This Agreement is expressly made subject to each Party's governmental immunity under the Texas Civil Practice and Remedies Code and all applicable state and federal laws. The Parties hereto expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit, immunities from liability, defenses, or rights that each Party has by operation of law. Nothing in this Agreement shall be construed as consent to suit by either Party.

Q. Approval Signatures

Collin College and Community ISD have executed and deliver this Agreement to be effective as of the Effective Date listed above.

Tonya Knowlton

Sep 7, 2023

Dr. Tonya Knowlton, Superintendent
Community Independent School District

Date

H. Neil Matkin

Aug 28, 2023

H. Neil Matkin, Ed.D., District President
Collin County Community College District

Date

APPENDIX A: Statewide Goals for Dual Credit

Texas Education Code, Section 28.009 (b-1) and (b-2), requires the THECB and the TEA to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education and independent school districts on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework, and strong academic advising.

Goal 1: *ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.*

Collin College's dual credit website is regularly updated with enrollment guidelines, policies, and program details including:

- ISD registration and payment deadlines
- information session schedules
- FAQs
- forms
- links to student resources

Collin College provides dual credit information sessions each spring at all partnering high schools to potential students, parents, and school counselors before students enroll into dual credit classes for fall.

On an annual basis, Collin College provides two dual credit update sessions to all partnering high school counselors. These include updates on dual credit procedures, testing, ACCESS (student accommodations), as well as shared best practices from school districts. Collin College offers a yearly conference for all local high school counselors. Keynote speakers and breakout sessions are provided on relevant topics and current issues.

Collin College also provides College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services as appropriate.

ISD counselors at each high school will collaborate with Collin College dual credit staff to schedule dual credit information sessions to prospective students and parents each year.

Collin College also uses marketing materials to help inform students and parents regarding the benefits of dual credit.

Goal 2: *Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.*

Collin College has College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services

Collin College will share available data related to Collin College enrollment and persistence after high school graduation with ISD administration.

Goal 3: *To bridge them successfully into college course completion, all dual credit students will receive academic and college readiness advising and will have access to student support services.*

All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators (SACs) and College and Career Counselors. High school dual credit students have access to all college academic and student support services including, but not limited to, libraries, electronic library resources, writing centers, tutorial services, academic accommodations, assessment, admissions, and academic advisement. Collin College also partners with local ISDs to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses without the need for remedial or developmental coursework.

Goal 4: *Dual credit students' performance will meet or exceed the level of quality and rigor on subsequent courses.*

Collin College ensures that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards are upheld regardless of the student composition of the class.

Collin College faculty teaching dual credit courses are required to meet the same standards, reviews, and approval procedures used by Collin College. Faculty attend professional development opportunities provided by Collin College throughout the year.

APPENDIX B: Courses Approved for Community ISD/Collin College Dual Credit

Collin College Course descriptions are available in the current Collin College Catalog: collin.edu/academics/catalog.html
(Some Course Rubrics and/or Numbers are subject to change throughout the year).

Community ISD Dual Credit Crosswalk 2023-2026						
PEIMS Code	HS Endorsement	HS Dual Credit Course Title	Possible HS Credit	Collin College Course Title	College Hours	
			0.5 = 1 sem 1.0 = 1 year			
Academic Courses						
Education for Dual Credit						
N1290050	Multi-Disciplinary Studies	College Transition	1	Learning Frameworks	EDUC 1300	3
13014200		Principles of Education	1	Introduction to the Teaching Profession	EDUC 1301	3
12701500		Project Based Research	1	Introduction to Teaching Special Populations	EDUC 2301	3
13024700	Public Services	Child Development	0.5	Child Development Associate Training I	CDEC 1317	3
13024800		Child Guidance	0.5	Child Development Associate Training II	CDEC 2322	3
13024800		Child Guidance	0.5	Child Development Associate Training III	CDEC 2324	3
English for Dual Credit						
3220300	Multi-Disciplinary Studies	ENG III or	1	Composition I	ENGL 1301	3
3220400		ENG IV	1	Composition II	ENGL 1302	3
Fine Arts for Dual Credit						
03155600	Arts and Humanities	Music Appreciation I	1	Music Appreciation	MUSI 1306	3
03251300		Theater & Media Communication	1	Introduction to Cinema	DRAM 2366	3
03500110		Art Appreciation	1	Art Appreciation	ARTS 1301	3
3500120		Art and Media Communications	1	Art History II (14th century to the present)	ARTS 1304	3
03500500		Art II, Drawing I	1	Drawing II	ARTS 1317	3

Mathematics for Dual Credit						
3102530	Multi-Disciplinary Studies	Statistics	1	Elementary Statistical Methods	MATH 1342	3
3102500		Independent Study In Mathematics	1	College Algebra	MATH 1314	3
Sciences for Dual Credit						
03020000	Multi-Disciplinary Studies	Environmental Systems	1	Environmental Science I	ENVR 1401	3
13037210		Scientific Research	1	Environmental Science II	ENVR 1402	3
13023000		Food Science	1	Nutrition & Diet Therapy	BIOL 1322	3
13020700		Microbiology	1	Biology for Science Majors I	BIOL 1406	4
13037200		Scientific Research (1st Time Taken)	1	Biology for Science Majors II	BIOL 1407	4
Social Studies for Dual Credit						
03380001	Multi-Disciplinary Studies	Social Studies Advanced Studies I	0.5	United States History I	HIST 1301	3
03340100		U.S. History	1	United States History II	HIST 1302	3
03380021		Social Studies Advanced Studies II	0.5	World Civilizations II	HIST 2322	3
03310300		Principles of Economics	0.5	Principles of Macroeconomics	ECON 2301	3
03330100		Federal Government	0.5	Federal Government	GOVT 2305	3
13018200		P. Government/Administration	0.5	Texas Government	GOVT 2306	3
03221600		Humanities	1	Introduction to Humanities	HUMA 1301	3
N1303012		F. Psychology	1	General Psychology	PSYC 2301	3
03380022		Special Topics	0.5	Life-Span Growth and Development	PSYC 2314	3
03102501		Independent Study In Mathematics (2nd time taken)	1	Statistical Methods in Psychology	PSYC 2317	3
03370100		Sociology	0.5	Introduction to Sociology	SOCI 1301	3
Speech for Dual Credit						
13009900	Multi-Disciplinary Studies	Professional Communications	0.5	Introduction to Speech Communication	SPCH 1311	3
3241200		Independent Study in Speech	0.5	Business and Professional Communication	SPCH 1321	3

Language other than English						
3980100	Arts and Humanities	ASL I	1	Beginning ASL I	SGNL 1401	4
3980200		ASL II	1	Beginning ASL II	SGNL 1402	4
Health Science Courses						
Health Sciences for Dual Credit						
13020200	Public Services	Principles of Health Science	1	Intro to Health Professions	HPRS 1201	2
13020300		Medical Terminology	1	Medical Terminology	HITT 1305	3
13020800		Pathophysiology	1	Pathophysiology	HPRS 2301	3
13020400		Health Science Theory	1	Health Professional Skills	HPRS 2310	3
13020400		Health Science Theory	0.5	End of Life Issues	HPRS 1303	3
			0.5	Medical Law and Ethics for Health Professionals	HPRS 2321	3
			0.5	Intro to Public Health	HITT 2328	3
			0.5	Health Care Communications	HPRS 2232	2
13020500		Practicum in Health Science	1	Cardiovascular Concepts	DSAE 2303	3
			1	Electrocardiography	ECRD 1211	2
13020505		Practicum in Health Science II	1	Diagnostic Electrocardiography	DSAE 1340	3
			1	Clinical - Health Services/Allied Health/Health Sciences, General	HPRS 1160	1
Workforce Courses						
Business Management for Dual Credit						
13011800	Business and Industry	Global Business	0.5	Team Building	BMGT 1307	3
13011900		Human Resource Management	0.5	Principles of Management	BMGT 1327	3
13011510		Business Management w/lab	1	Organizational Behavior	HRPO 2307	3
			1	Leadership	BMGT 2309	3
13012200		Practicum of Business Management	1	Business Ethics	BMGT 1341	3
			1	Problem Solving and Decision Making	BMGT 2303	3

Construction Management						
13004220	Business and Industry	Principles of Construction	0.5	Construction Management I	CNBT 2342	3
13004220		Principles of Construction	0.5	Materials & Methods I	CNBT 1311	3
13005100		Construction Technology I	1	Residential and Light Blueprint Reading	CNBT 1300	3
13005100		Construction Technology I	1	OSHA Regulations	OSHT 1305	3
13011600		Business English	1	Communications in Management	BMGT 1305	3
13005200		Construction Technology II	2	Construction Methods & Materials II	CNBT 2304	3
Criminal Justice for Dual Credit						
13029600	Public Services	Court Systems & Practices	0.5	Introduction to Criminal Justice	CRIJ 1301	3
			0.5	Court Systems and Practices	CRIJ 1306	3
N1303016		Advanced Legal Skills & Practices	0.5	Crime in America	CRIJ 1307	3
			0.5	Fundamentals of Criminal Law	CRIJ 1310	3
13030110		Practicum in Law & Public Safety	1	Correctional Systems and Practices	CRIJ 2313	3
			1	Police Systems and Practices	CRIJ 2328	3
Computer Networking for Dual Credit						
13027300	Business and Industry	Computer Maintenance	1	IT Essentials I: PC Hardware and Software	CPMT 1305	3
13027200		Principles of Information Technology	1	Network +	ITNW 1358	3
13027410		Networking/w lab	1	Intro to scripting Language Python	ITSE 1359	3
			1	CCNA 1: Introduction to Networks	ITCC 1314	3
13028000		Practicum of Information Technology	2	CCNA 2: Switching, Routing, and Wireless Essentials (SRWE)	ITCC 1344	3

APPENDIX C: Programs for Community ISD/Collin College Dual Credit

Collin College Program Requirements are available in the current Collin College Catalog: collin.edu/academics/catalog.html (Some Course Rubrics and/or Numbers are subject to change throughout the year).

- A. [Associate of Arts \(AA\) Degree](#)
- B. [Associate of Science \(AS\) Degree](#)
- C. [Associate of Applied Science \(AAS\) Degree](#)
- D. [Associate of Arts in Teaching \(AAT\) Degree](#)
- E. [Certificate Level 1 - Business Management](#)
- F. [Certificate Level 1 – Integrated Networking Cloud Technician](#)
- G. [Certificate Level 1 – Construction Residential or Commercial Construction Management](#)
- H. [Certificate – Criminal Justice Field of Study](#)
- I. [OSA – Child Development Associate \(CDA\)](#)
- J. [OSA – Health Professions - Electrocardiograph Technician \(EKG\) Track](#)

APPENDIX D: Coursework Expectations

Category	High School	College
Course Content	Content is determined by the TEKS (Texas Essential Knowledge and Skills).	<p>Content is guided by THECB and the Collin College Academic Department guidelines.</p> <p>Focus is on meeting student learning outcomes through content AFB Policy that is chosen by the faculty member and approved by the Academic Department. The faculty member has high levels of control of the specific content that is covered.</p> <p>Collin College supports the idea that across every level of education, expectations for student learning should increase. As such, courses taught at the college level should require students to meet rigor and even higher standards than those same courses taught in high school.</p>
Academic Freedom	<p>Standards and expectations are guided by the TEKS. Faculty must meet all standards.</p> <p>Freedom is in how you teach content.</p>	<p>There is a high degree of academic freedom in that there is more flexibility in what content is taught, and how it is taught in covering department and college- approved student learning outcomes.</p> <p>For more information please refer to Collin College's Board Policy: pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGC#localTabContent</p>

<p>Grading Policies</p>	<p>Determined by campus and/or ISD policies.</p> <p>Policies may require reteach and retest.</p> <p>Consequences for attendance are determined by State law and district policies.</p>	<p>Guided by departmental requirements. Some departments have explicit requirements, others provide more flexibility in grading to the instructor.</p> <p>Faculty may choose to, but are not required to allow multiple attempts on assignments or exams.</p> <p>Consequences for poor attendance and lack of adherence to course deadlines are determined by the instructor.</p>
<p>Student Learning Outcomes and Competencies</p>	<p>Must meet TEKS guidelines.</p> <p>Additional outcomes can be required by campus and/or district.</p> <p>See details here: tea.texas.gov/curriculum/teks/</p>	<p>Must meet SACSCOC guidelines, THECB core curriculum requirements, Collin College general education competencies, course SLOs (student learning outcomes), and PSLOs (program-level student learning outcomes).</p>
<p>Regulations of Privacy</p>	<p>FERPA: parents and guardians have access to student information.</p>	<p>FERPA: only student has access to information, regardless of their age. Students may choose to fill out a FERPA waiver to allow parents to have access.</p> <p>See further information here: www.collin.edu/gettingstarted/register/ferpa.html</p>

Disability Services	ARD paperwork or 504 plans. All approved accommodations and modifications must be provided.	<p>In the college setting, curriculum modifications are not required for students with disabilities. However, reasonable accommodations may be approved by the Collin College ACCESS Department on a course by course, case by case basis. Approved accommodations must be implemented by faculty.</p> <p>Students must provide a Course Accessibility Letter signed by an ACCESS Advisor to faculty before any accommodations can be provided. Accommodations may not be provided before faculty receive a Course Accessibility Letter. The provision of accommodations is not retroactive.</p> <p>Learn more here: www.collin.edu/studentresources/disabilityservices/index.html</p>
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APPENDIX E: College and Career Counselors Initiative

PURSUANT to the terms of the Partnership Agreement, both Parties agree to include the College and Career Counselors Initiative program between Community ISD and Collin College, as described therein. Both Parties desire to describe the terms and conditions set forth in the Services in this Exhibit that are added to or changed from the Partnership Agreement. The parties understand and agree that this Partnership Agreement is the controlling document which governs the relationship between the parties regarding the modified Services and the rights and obligations of the parties arising by virtue of the Partnership Agreement. This exhibit only applies to the College and Career Counselors Initiative program and these terms only apply to this program.

NOW, THEREFORE, the parties, intending legally to be bound, agree as follows:

A. Background

The following additions are hereby incorporated into the Collin County Community College District and Independent School District Partnership Agreement to support the College and Career Counselors Initiative.

B. Collin College will provide the following

A College and Career Counselor assigned to the high school on a daily full-day or part-day basis in a part-time role (20 hours per week)

C. Community ISD will provide the following

1. Designated office space for the College and Career Counselors to meet with students and or parents
2. Access to students for College and Career Advisement

D. Funding Provisions

All salaries, fringe benefits, professional development, local travel, supplies for the College and Career Counselor will be provided by Collin College.

APPENDIX F: General Embedded Faculty FAQs and Review Process for all Secondary Schools

A. Collin College Dual Credit Embedded Faculty FAQs

- What are Embedded Faculty?

Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach College courses at the high school during regular high school hours. During the college course time at the high school, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such as but not limited to, Collin College Core Values, curricula, FERPA, syllabi, schedule, etc.

- What are the necessary qualifications?

All faculty credentials are consistent with Collin College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Guidelines for Faculty Credentials, the Texas Administrative Code Section 7.4(11) (Appendix A), and program-level accrediting agency requirements that apply. Faculty teaching transfer courses must meet the minimum credentialing requirements as stated in the Collin College Faculty Credentialing Manual which typically requires a Master's degree in the discipline or a Master's degree with 18 graduate hours in the discipline.

Faculty teaching in workforce programs must meet the requirements found in the Texas Higher Education Coordinating Board Guidelines (www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8)

Faculty in these programs may have a bachelor's degree in the teaching discipline, an associate's degree, a certificate, or professional work experience that demonstrates competencies in the teaching discipline as required by the specific program. Other demonstrated competencies and achievements that contribute to effective teaching and successful student learning outcomes are also considered during the hiring process. For all cases, Collin College provides justifying documentation of the qualifications of its faculty.

Collin College faculty credential requirements are the same, regardless of location, time of day, day of the week or modality of the course to be taught. Collin College does not distinguish, for the purpose of faculty qualifications, between full-time or adjunct (part-time) positions. After being hired, faculty who wish to teach online sections of a course are required to complete training in online teaching

determined by Collin's virtual campus, iCollin prior to receiving an assignment in that modality.

- What are the expectations for Embedded Faculty in the classroom?

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to: maintaining college-level rigor in all instructional practices, utilizing a Canvas shell for each course, developing a course syllabus and calendar of assignments, certifying rosters, following FERPA regulations, providing numeric progress grades to the Dual Credit Office, posting final numeric and alpha course grades in Collin College's student management system, and responding promptly to emails, request and due dates sent by the offices of academic affairs. www.collin.edu/hr/employment_forms/Collin%20College%20Faculty%20Handbook.pdf

- How is the compensation dispersed?

Embedded faculty employed with the school district who teach a dual credit course as part of their regular duty hours with the school district will not receive additional compensation from Collin College. All dual credit faculty qualifications outlined in the agreed terms still apply. Collin College will pay the school district the equivalent of the current adjunct faculty rate of pay and dual credit stipend for each course taught by an embedded faculty member.

Embedded faculty will be compensated directly by Collin College for courses taught outside of their regular duty hours with the school district. They will be paid the current adjunct faculty rate of pay for services rendered under the agreed terms in accordance with Collin College's faculty compensation plan.

- How does scheduling work?

Embedded faculty will work with the appropriate Associate Dean/Director and their high school regarding class schedules during the high school day.

Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). All assignments over nine contact hours are considered a temporary exception and require pre-approval from the Associate Dean/Director, Dean, appropriate Campus Provost, and Senior Vice President of Campus Operations. CourseVite Professor is an 'invitation to teach' application used by Collin College Associate Deans and Directors to aid in schedule adjunct faculty course assignments. The application can be accessed by logging into CougarWeb and

accessing it through OneLogin. The basic steps for using the application are as follows: 1) Log in and select the semester. 2) Set your preferred campus. 3) Set your preferred availability. 4) Check your profile for accuracy. 5) Review and respond to any course invitations within 24 hours. Note that notification of an 'invitation to teach' will be sent to your @collin.edu email. Instructors should contact the scheduling Associate Dean or Director with any questions.

- How does evaluation of Embedded Faculty work?

Collin College will select, supervise, and evaluate all faculty employed by Collin College, including embedded faculty. Embedded faculty teaching dual credit courses will be evaluated through the Adjunct Faculty Appraisal Process each year.

- What if an Embedded Faculty member must be absent from class and wants a substitute to meet the class?

The embedded faculty member should follow the high school's absence procedure, but must also contact their Collin College supervisor (Associate Dean/Director) to inform them that they will be absent and would like a substitute. In a class period where the college curriculum is covered, a credentialed and ISD fingerprinted Collin College employee can meet the class and provide instructional coverage when available. This must be arranged in advance of the absence.

- What happens if the teacher leaves the district in the middle of the semester?

Collin College will work to find a qualified faculty to teach the remainder of the course in the same medium as originally agreed. If this is not an option, Collin will work with the district to find another reasonable solution.

- How does Collin College work with ADA student accommodations?

Students who receive accommodations from the ISD may be eligible for accommodations from Collin College. Students must follow Collin College's application process for all dual credit courses. Students are required to contact Collin College's ACCESS Department, be evaluated by a case officer, and present their instructor with an approved accommodation letter from Collin College. Embedded faculty may only honor the college's approved accommodation for courses, which may differ from the ISD's approved accommodation(s) for the student.

If determined eligible for academic accommodations at Collin College, students must request accommodations through Collin College's ACCESS Department each semester. The dual credit course location will determine who facilitates the academic accommodation approved by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel.

- What is the protocol if there are issues/concerns/questions with the assigned Embedded Faculty during the college course?

The high school Principal or Assistant Principal will collaborate with the appropriate Collin College Associate Dean or Director and the P-12 Partnerships office to develop an equitable solution that supports the needs of both educational entities and the best interests of the student.

B. Potential Embedded Faculty Review Process

ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.

- The authorized personnel from the partner ISD sends Raul Martinez, AVP P-12 Partnerships, an email recommending a specific ISD faculty as a potential embedded faculty member.
- Raul Martinez, in cooperation with the prospective hiring manager (Associate Dean or Director), facilitates screening of the unofficial graduate transcripts to determine whether the ISD faculty meets minimum qualifications to be considered for an adjunct position at Collin College.
- Following the transcript review, individuals meeting the minimum qualifications will be invited to apply for employment at the Collin College web site.
- Raul Martinez notifies the appropriate hiring manager (Associate Dean or Director) of the ISD faculty's completed application.
- Hiring manager (Associate Dean or Director) reviews the application, and, if appropriate makes contact to establish an initial on-site or virtual interview.
- If hiring manager determines that an ISD faculty should be moved on to a second on-site or virtual interview, one is conducted – to include teaching demonstration and interview with the prospective hiring manager (Associate Dean or Director) and 1-3 content experts in the discipline.*

- Potential hiring manager (Associate Dean or Director) notifies ISD faculty directly of the hiring decision.**

**Completion of the on-site interview does not guarantee an offer of employment by Collin College.*

***Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). Term course load (amount of Collin College courses assigned) is at the discretion of the hiring manager (Associate Dean or Director).*

For questions, please contact Raul Martinez, Jr. at rjmartinez@collin.edu

APPENDIX G: Workforce Programs

A. Purpose

1) Collin College and Community ISD agree to the following terms to offer dual credit workforce programs (Workforce Programs) to Community ISD students. These workforce programs and courses have been developed to address labor market needs using a model that connects business and industry leaders directly with the curriculum development process. Stackable programs will ensure employment opportunities for high school graduates possessing entry level certifications as well as for students earning certificates or associate degrees.

B. Eligible Dual Credit Courses

1) Eligible dual credit courses under this Appendix are identified as a college-level workforce education course required for an Associate of Applied Science (AAS) degree or certificate program and approved in the current edition of the Workforce Education Course Manual (WECM). Approved courses for Collin College workforce programs are included in [Appendix B](#).

C. General Provisions for Workforce Program Participation

- Collin College Workforce Programs provide high school students with an opportunity to earn entry-level certificates or an AAS through completion of workforce dual credit courses.
- If the Workforce Program is located at a Community ISD High School, the Community ISD High School must be approved by Collin College as a dual credit site through SACSCOC. Additional approval of facilities may be required by the Collin College Workforce Program Director.
- If the Workforce Program is located at a Collin College campus, Community ISD may decide to transport students to a Collin College Campus, which hosts the selected Workforce Program.
- Some Workforce Programs may require demonstration of college readiness in order to continue in the program.

D. Student Eligibility

- Some Workforce Programs may require students to meet TSIA College Readiness standards as defined in Section III.A. [“Student Eligibility”](#).
- Workforce Program students may be required to complete a program specific application to be eligible for acceptance into their Workforce Program.

E. Location and Student Composition of Classes

- 1) Workforce Program classes will be taught on a Collin College campus, a Collin College approved site or online, if applicable. Courses taught on a Collin College campus may be composed of dual credit and regular Collin College students.
- 2) Community ISD may agree to transport students to a Collin College campus (campus location subject to change based on course availability) which hosts the approved workforce programs as outlined in [Appendix C:](#)

F. Faculty Selection, Supervision, and Evaluation

- All instructors must meet the minimum faculty requirements as specified by Collin College in accordance with the guidelines of the SACSCOC.
- Collin College shall select, supervise, and evaluate instructors for courses that result in the award of credit, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Community ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty (see Section III.C.a. "[Joining the Collin College Faculty](#)").
- Instructors, even if employed by and paid by an Independent School District, must be supervised in dual credit related instructional matters by the Collin College Program Director and must meet all administrative and evaluation requirements and attend required faculty training.
- Official college transcripts of instructors must be kept on file at Collin College.

G. Course Curriculum, Instruction, and Grading

- The same standards of curriculum shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Instruction of college courses that may be used for dual credit shall be held to the same departmental and curricular standards as all other courses in that discipline.
- The same standards of grading shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.

H. Academic Policies and Student Support Services

- 1) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses. Students in dual credit courses are

eligible to utilize the same or comparable college support services as all other Collin College students. Collin College will provide student support through registration and academic advising, early alert system, and other support services to ensure student success.

I. Transcription of Credit

1) College credits will be transcribed immediately upon a student's completion of course(s) each semester.

J. Funding

1) These provisions supersede Section III.I. "[Funding](#)" of the Agreement.

2) State funding for dual credit courses will be available to both Community Independent School District and Collin County Community College District based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education.

3) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Community ISD, or if Community ISD is covering the student's charges through third party billing. If Community ISD participates in third party billing, Community ISD agrees to abide by the policies set forth by the Bursar's Office. Community ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

K. Community ISD and Collin College Responsibilities:

1) Program Support and Implementation:

- Community ISD and Collin College agree to support the recruitment of students into the Workforce Programs each year, provide retention services, and make every effort to assist students in the completion of the program.
- Community ISD's administrative support for the Collin College Workforce Program will be the Principal or designee of the high school.
- In accordance with Section "[Conflict Resolution](#)" of the Agreement, Community ISD designee and Collin College Associate Vice President of P-12 Partnerships will serve as the designated central administrative liaison and primary contacts for this partnership and will participate in the development and implementation of

processes to facilitate this agreement, and to enhance communication among the partners regarding all aspects of the partnership.

- 2) To the extent possible, Collin College will ensure:
 - The degree plan which leads to the entry level certificate is also a pathway to an associate degree.
 - Courses for the Workforce Programs are available on a continual basis to ensure successful credential completion of the entry level certificate.

APPENDIX H: Pathways in Technology (P-Tech) Early College High School Program Agreement

A. Purpose

1) Collin College and Community ISD agree to the following terms for the implementation of a Pathways in Technology (P-TECH) Early College High School, as designated by the Texas Education Agency under the authority of the Texas Education Code 29.551 – 29.557.

2) The purpose of Appendix H is to establish a Pathways in Technology Early College High School (P-TECH).

3) P-TECH is an open-enrollment program that provides students with work-based education. P-TECH programs:

- Provide students grade 9 through 12 the opportunity to complete a course of study that combines high school and post-secondary courses.
- Within six years, enable students to earn a high school diploma, an associate degree, a two-year postsecondary certificate or industry certification, and complete work-based training.
- Allow students to gain work experience through an internship, apprenticeship, or other job training programs.
- Partner with Texas Institutions of Higher Education (IHEs) and regional businesses and industries, giving students access to post-secondary education and workforce training opportunities.
- Provide a participating student flexibility in class scheduling and academic mentoring.

4) The Parties to the Agreement desire to collaborate in the operation of a Pathways in Technology (P-TECH) Early College High School program to prepare students for successful college and career transitions through the integration of high school, college, and career services with a commitment to collaboration in planning, implementation, and continuous improvement.

5) The services provided by this partnership are pursuant to the authorities of:

- Texas Education Code (TEC) 29.551 -29.557 which allow for the creation of Pathways in Technology (P-TECH) Early College Educational Programs through an agreement between Independent School Districts and Institutions of Higher Education for the purpose of providing high school students the opportunity to earn

up to 60 hours of college credit and/or an Associate of Applied Science Degree;
and

- Texas Education Code (TEC) 29.551 -29.557 which allow for the implementation of Pathways in Technology (P-TECH) Early College Educational Programs as Pathways in Technology (P-TECH) Early College High Schools, through an application process that includes approval and oversight by the TEA;
- Having been approved by the TEA to create a P-TECH partnership, the Parties will establish a P-TECH program.

6) It is mutually understood and agreed by the Parties as follows:

B. Governance

1) Collin College and Community ISD will collaborate in the planning, implementation, and evaluation of P-TECH programs, processes and services through a committee meetings and specialized work groups as needed. The committee meetings will convene monthly during the first year for new Pathways in Technology (P-TECH) Early College high schools. Committee meetings will convene on an agreed upon schedule for continuing schools progressing through the TEA P-TECH blueprint for designated schools. Committees will be comprised of Collin College, Community ISD administration, and high school campus leadership staff who will collaborate to further the goals of the P-TECH partnership.

2) Community ISD will assume responsibility for the high school program including the responsibility for college-readiness and high school graduation.

3) Collin College is responsible for guiding and supporting the operation of the Pathways in Technology (P- TECH) Early College High Schools. Collin College will be responsible for delivery of college services and will provide support and assistance to the Community ISD P-TECH Early College High School Program, including reporting information designed to improve P-TECH student retention and completion rates.

4) Collin College and Community ISD will collaborate to provide the necessary support to Collin College faculty, to ensure successful program implementation. Specific aspects of the support provided will be determined in joint meetings held subsequent to the execution of the Agreement. Regular meetings between Collin College staff and appropriate Community ISD staff will be held to ensure successful program implementation.

5) Collin College and Community ISD will communicate with each other as necessary to share any updates or changes related to policies regarding grading periods, courses

of study, instructional calendar, scheduling of classes, student enrollment and attendance.

C. Location & Facilities

1) P-TECH programs may be located at an approved Community ISD high school campus, a Collin College campus, a site approved by Collin College, or a combination of any of these locations if necessary to ensure students can progress to complete their program of study within the required timeframe.

2) Community ISD will operate the following P-TECH program(s) at the following locations(s), which are subject to change based on course availability:

- Community High School
- Collin College Technical Campus

3) If the P-TECH program is located at a Community ISD high school campus, Community ISD will provide office space and services (e.g., security, custodial, building access, mail, etc.) as needed for the P-TECH program. The initial requirements for office space and support services will be determined in meetings held subsequent to the execution of the Agreement. Collin College will make specific requests for additional office space and support services prior to the beginning of each semester.

4) Collin College will provide P-TECH students with access to all Collin College facilities, including libraries, study rooms, learning labs, etc.

D. Curriculum, Instruction and Professional Development

1) Community ISD is responsible for ensuring that State course requirements for high school graduation are fulfilled.

2) Community ISD will ensure the vertical alignment of college readiness skills and a college-going culture for students feeding into P-TECH.

3) Collin College will be responsible for all P-TECH dual-credit courses working with the Community ISD P-TECH Principal/Director or designee as necessary to deliver the agreed-upon P-TECH program.

4) Community ISD will participate in planning to ensure that the necessary dual credit classes are scheduled in a timely manner to facilitate the goals of the P-TECH. Collin College will ensure that dual credit courses are delivered and where necessary and agreed upon, Collin College will create, to the extent possible, additional Collin College class sections to facilitate the goals of the P-TECH. Community ISD request for additional

class sections must comply with the timelines required by Collin College for enrollment and staffing. Fall course request must be submitted by the second to last Friday in January. Course request submitted after that date will be reviewed by the appropriate Collin College Academic Department to determine if there are available faculty eligible to teach.

5) Collin College will ensure that dual credit courses are equivalent to corresponding College courses with respect to curriculum, materials, lab supplies, instruction, and method/rigor of student evaluation. Community ISD administration will facilitate adherence to requirements imposed by Collin College Academic Departments to ensure the rigor of coursework and college level standards among embedded faculty.

6) If Community ISD uses a specific preparatory program such as Advancement Via Individual Determination (AVID), Community ISD will provide program resources for all P-TECH Staff that can be considered for utilization outside the course curriculum.

7) Community ISD will assist with campus orientation and information to Collin College faculty who are not part of the high school faculty, and will provide information about safety protocols, rules, and regulations unique to the high school environment.

8) Community ISD will allow and encourage embedded faculty participation in Collin College orientation activities, Collin College professional development, required evaluation activities, and college and student success initiatives. Community ISD will provide release time as necessary for embedded faculty to attend college orientation sessions and to participate in college staff development activities as necessary to maintain good standing in the Collin College Academic Department.

E. Grading Periods and Policies

1) Collin College will award credit for courses taken as dual credit courses within the AAS degree plan identified in the P-TECH Application.

2) Collin College will provide Community ISD official numerical grades for courses completed to assist with the high school ranking system.

3) Community ISD may require all P-TECH students to complete a student self-report at midterm.

4) Collin College will ensure P-TECH students receive grades within an agreed upon timeframe after the end of the Collin College semester. Collin College will ensure all P-TECH students are given midterm grades.

F. Faculty and Staffing

- 1) Community ISD will provide a principal or designee who is assigned to the P-TECH and has scheduling and budget authority. Community ISD will provide an administrative team to oversee the administration of the P-TECH program. The administrative team will be responsible for providing guidance counseling and advising to P-TECH students, in addition to other Community ISD responsibilities related to Community ISD administration as outlined in the Agreement.
- 2) Community ISD will pay for all salary and benefits for adjunct faculty who are Community ISD employees assigned to teach P-TECH courses. Collin College will assist prospective Collin College adjunct faculty candidates who are employed by Community ISD with information regarding the faculty hiring process (see Section III.C.a. "[Joining the Collin College Faculty](#)").
- 3) Instructors of all college-level curricula offered for college credit at the P-TECH must either be faculty employed by Collin College, or meet Collin College's academic standards, which include the minimal requirements of SACSCOC.
- 4) Community ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty.
- 5) Community ISD will ensure that there are sufficient Community ISD staff resources, student records support, and scheduling support necessary to deliver the agreed-upon course sections required in the P-TECH program.

G. Funding

- 1) State funding for dual credit courses will be available to both Plano ISD and Collin College as indicated by the Commissioner of Education and Commissioner of Higher Education.
- 2) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation the federal free and reduced lunch program in Community ISD. Community ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester.
- 3) These provisions supersede Section III.I. "[Funding](#)" of the Agreement.

H. Instructional Materials

- 1) Community ISD may purchase college textbooks and other required college instructional materials for participating P-TECH students. Community ISD will be responsible for coordination of the receiving, inventory, and distribution of college textbooks for participating P-TECH students. For the purposes of the Agreement, Community ISD is allowed to buy books from the Collin College bookstore whenever it is more expedient and efficient. Collin College will assist with the coordinator for the provision of textbooks to P-TECH students.
- 2) Community ISD may purchase all necessary blue books, scantrons, or other testing materials for participating P-TECH students.

I. Transportation

- 1) Community ISD may provide transportation for P-TECH students when needed.
- 2) Community ISD may provide transportation for students to Collin College campuses as necessary to support the goals of the P-TECH, including visits to the Collin College campus. These visits will introduce the students to the Collin College campus and student resources available to them (Anthony Peterson Centers for Academic Assistance, library, student engagement, etc.).

J. Student Enrollment and Attendance

- 1) Community ISD will provide college advisement to P-TECH students each semester. Community ISD's Guidance and Counseling Department will facilitate enrollment of students into the P-TECH and in meeting all requirements to take Collin College courses. Collin College dual credit staff will act as a resource for Community ISD's Guidance and Counseling Department to facilitate the college enrollment process for P-TECH students.
- 2) Application and recruiting for completion of the Associate of Applied Science Degree will be for 8th and 9th grade students only. Students must demonstrate satisfactory reading and writing scores on the TSIA, unless the requisite proof of exemption or waiver is provided. Students must also complete the Collin College enrollment process, and register for Collin College's approved sequence of classes before the stated registration deadline.
- 3) Students admitted to the P-TECH who do not demonstrate college readiness by the end of 9th grade may be removed from the P-TECH program and may be served through Collin College's dual credit options outside of the P-TECH program.

4) Community ISD may ensure open enrollment into the P-TECH program through the 10th grade year. Prospective students who do not meet TSIA requirements will be provided by Community ISD specific coursework to learn the skills necessary to successfully complete the TSIA. Collin College will ensure open enrollment, provided students seeking enrollment in the P-TECH have passed the TSIA within the required timelines and deadlines to register and enroll in Collin College courses.

5) If the number of applicants exceeds program capacity, a blind lottery will be used to determine which students are accepted into the program. Students not accepted into the program will be placed on a waiting list. If an accepted student moves outside of the district or chooses not to enter the program before the semester, the next student on the waiting list will be offered entry into the program.

6) Collin College will advise P-TECH students on the transferability of all college credit offered and earned, and the transferability and applicability to baccalaureate degree plans for all college credit offered and earned.

K. Student Supports, Services and Resources

1) Community ISD will provide support as needed for college-related activities necessary to implement the P-TECH, including activities scheduled during the school day.

2) Community ISD and Collin College will collaborate to facilitate as appropriate the provision of student support services, including electronic resources delivered via technology, for students enrolled in college courses.

3) Community ISD will ensure that high school counselors hold at least two intervention meetings with P-TECH students who are in danger of being dropped from the program. Community ISD will work with Collin College to develop and implement an early alert system to identify P-TECH students at-risk of not completing college coursework and to provide effective interventions to support those students.

4) Collin College will partner with Community ISD to create a process for communicating faculty recommended withdraws for students who are not in compliance with course policies or not meeting course objectives in the syllabus. Community ISD shall develop a plan to transition P-TECH student into a high school credit recovery or other applicable program.

5) Community ISD shall ensure that its P-TECH Student Handbook and or guidelines require students enrolled in the P-TECH Program to adhere to all Collin College enrollment, attendance, and conduct policies as specified in the Collin College Student

Handbook. Collin College will provide a new student orientation for P-TECH students to review Collin College policies regarding student rights and responsibilities.

6) Collin College will provide Community ISD with student data in accordance with Section IV.F “[School District Data Sharing and Privacy](#)”, to assist high school counselors in monitoring and guiding students’ academic process at least once per semester.

L. Instructional Calendar and Administration of Statewide Assessments

1) The P-TECH shall comply with State Board of Education Rules regarding administration of the assessment instruments as required by Subchapter B, Chapter 39 (end of course exams/EOC). Community ISD will coordinate TSIA testing for prospective and current P-TECH students following college testing guidelines. Collin College will collaborate with Community ISD staff and provide advising for TSIA results for P-TECH students.

2) Community ISD and Collin College will review academic calendars and identify conflicting dates (holidays, exams, and national testing dates). Community ISD will ensure P-TECH students satisfy their college attendance requirements regardless of conflicts.

M. Recruitment and Promotion

1) Community ISD P-TECH and Collin College staff shall visit all district middle schools and meet with all 8th graders to encourage them to enroll in the P-TECH Early College High School Program.

2) Community ISD will encourage participation in the P-TECH Early College High School Program through distribution of promotional materials to middle schools, information sessions for parents, information to middle school principals and counselors, development of a marketing plan, and participation in middle school and high school fairs. Collin College will assist in providing Community ISD counselors with P-TECH information for parents and students.

3) Collin College P-TECH staff will collaborate with relevant Collin College Departments to provide promotional and informational materials about Collin College programs to Community ISD counseling staff.

4) Collin College will participate in Community ISD events, as appropriate, to promote the P-TECH Program.

N. Provisions for Discontinuing the P-TECH Operations

1) These provisions supersede [Section IV.P. "Termination"](#) of the Agreement. Community ISD and Collin College will work together to discontinue the programs in accordance with the following requirements:

- A P-TECH with an 11th grade cohort must continue operations through that cohort's scheduled graduation from the P-TECH. Services to enrolled 9th and 10th grade students may be continued through graduation, if agreed upon by Collin College and Community ISD.
- A P-TECH with only grade 9 and grade 10 cohorts must discontinue operation at the end of the school year in which Community ISD and Collin College decide to close the P-TECH.
- The P-TECH may not enroll any new students while in the process of discontinuing operation.
- Collin College and Community ISD will continue to meet all required design elements and provide full support for all student enrolled in the P-TECH.