**MEMORANDUM OF UNDERSTANDING**

**Bridgeport Public Schools Early College Partnership**

Bridgeport Public Schools (herein called the “BPS”) and (name of college/university) enters the following agreement and for the terms of which WITNESS THE FOLLOWING:

WHEREAS the parties to this Memorandum of Understanding desire to establish an Early College Experience serving students in the BPS and provide Dual/Concurrent Enrollment for Academic Dual Credit/College courses for high school students.

NOW THEREFORE, the parties to this Memorandum of Understanding mutually agree as follows:

1. **GOVERNANCE:** The Early College Experience established under this agreement will be governed by the BPS and subject to district, state and federal policies and requirements. An early college council comprised of college/university and BPS representatives will meet monthly to evaluate instructional and programmatic activities, identify problems, issues and challenges that arise and make recommendations regarding more effective coordination and collaboration.
2. **PROVISION OF COURSES:** The participating college/university will give credit for courses for which Course Articulation Agreements have been approved and such college courses shall have been evaluated and approved through the official curriculum approval process and shall be taught at a higher level than a high school course.
3. **PROGRAMS:**

**Example:**

1. *The Advanced Manufacturing and Technology Certificate Program* is designed to provide Bassick High School students with the advanced manufacturing skills for those seeking employment in machine technology and CNC manufacturing environments. Students will take classes at HCC with qualified professors. Students will be transported to HCC from Bassick High School in the afternoon of their regular school day. Students will develop advanced manufacturing skills in mathematics, blueprint reading II, principles of quality control, lathe II, milling II, and CNC II. Students spend approximately half their time in classroom activities and half in hands-on activities in the college’s new Advanced Manufacturing Center. Transportation to HCC is provided by BPS.
2. **COURSE COMPLIANCE:** The college/university is responsible for involving full-time faculty teaching in the courses, and in overseeing course selection and implementation in the high schools to ensure that course goals and standards are understood, that course guidelines are followed and that the same standards of expectation and assessment are applied in all venues where the college/university offers courses. The college/university will designate staff personnel to monitor the quality of instruction in order to assure compliance with the Course Articulation Agreement and the standards established by the State, applicable Accrediting Body (NEASC/NECHE), the college/university and BPS.
3. **INSTRUCTORS:** All instructors must meet the college/university academic requirements. Instructors provided by BPS will be designated as adjunct faculty. The college/university will provide an instructor for the courses conducted on their campus and BPS will provide an instructor for the courses conducted in the high schools. The college/university will pay the salary of instructors who teach a campus course. The BPS will pay the salary of instructors who teach in the high schools.
4. **FACILITIES:** Courses may be conducted at facilities provided by the BPS and/or at the campus of the college/university. High school students and high school instructors will have access to instructional and non-instructional resources available on the campus of the college/university. Students and instructors will receive a campus identification card at no cost. A physical office space will be designated for use by the BPS college liaison with access to a computer, internet, phone line, desk/chair with square footage to accommodate student support meetings for the duration of the semester.
5. **TUITION AND FEES:** Under the provisions of this agreement BPS and BPS students who participate in this program will not be charged tuition or fees.
6. **BOOKS AND SUPPLEMENTAL MATERIALS:** Approved textbooks, syllabi and course outlines applicable to the courses when taught at the college/university campus and apply to the courses and all students in the courses, when offered under the provisions of this agreement are the responsibility of the college/university. All textbooks required for classes in BPS schools, as determined by the Course Articulation Agreement, will be the responsibility of BPS. All textbooks purchased become the property of BPS.
7. **ENROLLMENT:** Upon mutual agreement, the college/university will assist with enrollment at BPS one (1) time per semester for all students who are qualified and wish to enroll in academic concurrent/dual enrollment credit courses. A representative will visit each high school once per semester to discuss early college options, enrollment procedures and collect completed applications.
8. **INSTRUCTIONAL CALENDAR:** For college/university courses taken for credit in the high schools, the instructional calendar to be used is that of BPS. For courses taken for credit on the college/university campus, their instructional calendar is to be used.
9. **CONDUCT:** Bridgeport students are required to adhere to school regulations regarding facilities and equipment usage and the BPS Behavioral Expectations to Support Student Learning, subject to appropriate action by the BPS and the college/university.
10. **SAFETY:** If any high school student, instructor or administrator should experience an accident or sudden illness while on the premises of the college/university, the response to such incidents will be based upon their operating regulations, guidelines and procedures.
11. **INDEMNIFICATION:** To the extent authorized by law, in consideration of the performance by both parties of this agreement, each party does hereby agree to indemnify and hold harmless all agents, servants and employees of the other party from and against any and all claims, debts, from either: (1) claimed or actual defects in premises owned or controlled by the other party and used in the performance of this agreement; or (2) any acts or omissions of the other party, its agents, servants or employees in the performance of this MOU controlled by the School District and used in the performance of this agreement; (3) any acts or omissions of the School District, its agents, servants or employees in the performance of this MOU.
12. **CONFIDENTIALITY OF STUDENT RECORDS:** A major goal of the Early College Experience program is to increase significantly students’ success in secondary and postsecondary education. The parties agreeing to this MOU will complete a data agreement in order to share secondary school and college data to improve instruction and student performance, and progress toward the goals of the initiative. Students who are enrolled are high school students who receive credit for approved coursework. The parties agree to comply with all federal and local regulations regarding the disclosure and maintenance of student data and records.
13. **RENEWAL AND TERMINATION OF AGREEMENT:** This MOU may be amended by mutual written agreement of both parties. The MOU will be in force one (1) year following signing and is renewable based on the consent of the signatory parties. The college/university and BPS reserve the right to terminate this MOU upon service of written notice to the other party six (6) months prior to the date of termination. In this event, the date of termination will be the day after the end of the semester during which the six (6) month period expires.

IN WITNESS THEREOF, the parties have duly approved THIS AGREEMENT, EXECUTED IN TWO original counterparts on this \_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_\_.

**COLLEGE/UNIVERSITY-**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University Representative

**SCHOOL DISTRICT-**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bridgeport Public Schools Superintendent