

**ADDENDUM TO  
2021-2022 EARLY COLLEGE HIGH SCHOOL  
MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**SEGUIN EARLY COLLEGE HIGH SCHOOL  
WITH ST. PHILIP'S COLLEGE – ALAMO COLLEGES DISTRICT  
SEGUIN INDEPENDENT SCHOOL DISTRICT**

**AND**

**ST. PHILIP'S COLLEGE  
ALAMO COLLEGES DISTRICT**

This Addendum supplements the 2021-2022 EARLY COLLEGE HIGH SCHOOL Memorandum of Understanding (herein referred to as “MOU”) between ST. PHILIP'S COLLEGE (herein referred to as “College”), a college of the ALAMO COLLEGE DISTRICT (herein referred to as “Alamo Colleges District”), and the SEGUIN INDEPENDENT SCHOOL DISTRICT (herein referred to as “School District”), a Texas Independent School District contracting on behalf of SEGUIN EARLY COLLEGE HIGH SCHOOL WITH ST. PHILIP’S COLLEGE – ALAMO COLLEGES DISTRICT (herein referred to as “ECHS”). Collectively the partners are referred to as “Parties.” The Parties enter into this Agreement under the general provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791.

The purpose of this Addendum is for the College to offer courses to high school during the Summer term through the High School Programs Summer Opportunity (herein referred to as “Summer Opportunity”).

The supplementation by this Addendum applies only to the Summer term. Should there be an irreconcilable conflict between this Addendum and the MOU, the terms of this Addendum shall prevail, but only during the Summer term.

**1. TERM**

The Initial Term of this addendum shall be June 1, 2022 – August 31, 2022. The College will define all deadlines for the actions defined in this agreement which will be communicated to the ECHS through the College’s Office of High School Programs. The College reserves a right of cancellation by written notice delivered to ECHS on or before March 15 of any year of the Term.

**2. QUALIFICATIONS FOR PARTICIPATION**

- a. ECHS students who were enrolled in college courses where they received credit for the courses from both the College and ECHS during the academic year preceding the summer semester (herein referred to as “ECHS Students”) are eligible to participate in the Summer Opportunity.
  
- b. ECHS Students will have the option of enrolling in the parts of term defined as Summer Session 1 and Summer Session 2 (herein referred to as “Summer Term”), for a maximum of two (2) unique college courses throughout the duration of the Summer Term. ECHS Students must not have graduated from high school prior to enrolling in said courses.

- c. ECHS Students participating in the Summer Opportunity are limited to enrolling in courses applicable to the Student's selected degree plan.
- d. Summer Opportunity courses will be limited to those offered on the College campus facilities or online by faculty employed by the College during the Summer Term.
- e. All courses offered during the Summer Opportunity must have a current approved Course Agreement in effect between the Parties.

### **3. INSTRUCTIONAL MATERIALS**

- a. The School District will provide all required course materials, including textbooks, syllabi, course packets, and other materials needed for enrollment to classes for high school graduation credit and college-level texts.
- b. Course agreements for the identified courses during the Summer Opportunity must be current and on file. The Course Agreement Form includes the Instructional Materials (IM) required for each course.

### **4. REGISTRATION AND ENROLLMENT PROCESS**

- a. Schedule of operation:
  - Location of Summer Opportunity:  
*St. Philip's College*  
*1801 Martin Luther King Dr.*  
*San Antonio, Texas 78203*
  - Days and Hours of Operation: Schedules for identified courses will be provided to the School District's Administrative contact by the College Office of High School Programs.
- b. The College's Office of High School Programs will enroll eligible ECHS Students into Summer Opportunity courses.
- c. The enrollment period for available seats for the Summer Opportunity will be during the last week in **May 2022**.
- d. The ECHS will be required to submit the roster with the participating ECHS Students by **May 1, 2022** for the Summer Term (Summer Opportunity) beginning 2021.
- e. ECHS Students must meet all of the course prerequisites to enroll in the Summer Opportunity courses. Failure to meet the course prerequisites will disqualify ECHS Students from enrollment in requested courses.
- f. Confirmation form of vaccination against Bacterial Meningitis for all participating ECHS Students must be submitted with the student enrollment list.

## **5. ACADEMIC POLICIES**

- a. The academic policies of the School District and College shall apply to all students enrolled in the Summer Opportunity as applicable.
- b. ECHS Students are expected to meet academic standards (including academic progress) for College coursework. Semester grades and grading policies shall be outlined in each instructor's course syllabus. College grades are awarded on a 4.0 scale at the College. The ECHS will convert the college course grades according to its grading procedures.
- c. Students who begin any semester term in Good Academic Standing, but fail to maintain a cumulative institution GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' ACES email addresses. Academic Probation status is cleared when students earn both term and cumulative 2.0 institution GPA and returns to Good Academic Standing. Students who fail to earn a minimum term institution GPA of a 2.0 while on Academic Probation (cumulative institution GPA remains below 2.0) will be placed on Academic Dismissal. The College Catalog provides details on the Academic Standing Policy. Academic policies are accessible on the College's eCatalog website at:  
<https://mysppcatalog.alamo.edu/content.php?catoid=173&navoid=10926>.

## **6. ADMINISTRATIVE SUPERVISION**

- a. During the Summer Opportunity, the School District will provide at least one staff member with administrative authority to be identified and be available to address concerns related to the Summer Opportunity, including, but not limited to student emergencies, registration, drops prior to the census date, course withdrawals and grade submissions.
- b. The School District will provide the College the contact information of the administrative contact supervising the Summer Opportunity by May 1, 2022.

## **7. COMMUNICATION**

- a. School District personnel, counselors, and administrators will be responsible for all communication with parents. Any questions or concerns from parents regarding matters pertaining to College courses or other related areas must be submitted to the College Office of High School Programs by School District staff assigned to the Summer Opportunity.

## **8. STUDENT SAFETY**

- a. When on the College campus, ECHS Students will follow the policies and procedures of the College to ensure the safety and well-being of the fellow classmates, faculty, staff and visitors.

## **9. PROGRAM EVALUATION**

- a. The Parties agree to evaluate the effectiveness of the Summer Opportunity and will receive an end-of-term progress report to the School District Superintendent, College President and Alamo Colleges District Chancellor by October 1<sup>st</sup> each year the Summer Opportunity is provided. The evaluation may include, but is not limited to, disaggregated attendance and retention rates, persistence, completion, and satisfactory progress in college courses.

## **10. FISCAL**

- a. The School District will provide the participating ECHS Students all required Course Materials (textbooks and electronic materials) and will be billed for applicable Instructional Materials charges embedded in courses requiring electronic materials in accordance with the College respective course agreement.
- b. The School District will act as the fiscal agent for purposes of this MOU, including student fees.
- c. Any transportation and applicable food services required for ECHS Students participating in the Summer Opportunity will be provided by the School District.
- d. All personal fines, late fees, parking tickets, etc. incurred by ECHS Students at the College are the student's individual responsibility.
- e. The School District will pay \$100 per student, per course to the Alamo Colleges District. The official student enrollment count will be taken on the course sections' census date. The Alamo Colleges District Business Office will communicate with the School District Business Office to provide an invoice for courses and Instructional Materials charges by the third week of June for Summer Session 1 and the third week of July for Summer Session 2. Each of these invoices are to be paid net 45 days from the date of the invoice.
- f. School District's failure to meet its financial responsibilities as the fiscal agent during the Summer Opportunity will result in a College's refusal of enrollment of its ECHS Students for the Spring semester of the next Academic Year after determination of payment default and may be subject to outside collection agency action.
- g. Tuition promotions, incentives or discounts, including this Summer Opportunity, vary during each academic year. All current promotions are published on the Alamo Colleges District web site at: [www.alamo.edu](http://www.alamo.edu), and are available in printed or electronic formats. Applicability of said for students enrolled in ECHS program must be verified at the time of enrollment.
- h. This section replaces the fiscal section of the 2021-2022 ECHS MOU in its entirety.

## **11. TRANSPORTATION**

The School District will provide for such student transportation as may be required to and from the College as required under State law, each pursuant to applicable School District rules and procedures.

## **12. FOOD SERVICES**

The School District will provide for all student meals as required by State and Federal law and School District rules and procedures. ECHS Students participating in the Summer Opportunity may purchase food from College food service facilities when on the College campus.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by its duly authorized officer, to become effective as of the date stated above.

**SERVICING COLLEGE / ALAMO COLLEGES DISTRICT**

APPROVED  
AS TO FORM ONLY  
*Ross Laughhead*  
GENERAL COUNSEL, ALAMO COLLEGES

APPROVED  
By Ross Laughhead at 5:18 pm, Jun 28, 2020

By: \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Adena Williams Loston  
St. Philip's College

By: *Randall Dawson* \_\_\_\_\_ Date \_\_\_\_\_  
Randall Dawson, Acting President

By: *George Railey* \_\_\_\_\_ Date \_\_\_\_\_  
[George Railey \(Mar 29, 2021 09:03 CDT\)](#)  
Dr. George Railey, Jr.  
Vice Chancellor for Academic Success

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT**

By: *Matthew Gutierrez* \_\_\_\_\_ Date \_\_\_\_\_  
[Matthew Gutierrez \(Mar 26, 2021 16:12 CDT\)](#)  
Dr. Matthew Gutierrez  
Superintendent of Schools