



Memorandum of Agreement

Inclusive Concurrent Enrollment Initiative Partnership Program

2018 – 2019

By and between _____ and Westfield State University. (herein called the “District”) a Massachusetts municipal school district located at _____ and Westfield State University (herein called “University” or “WSU”), a public institution of higher education located at 333 Western Avenue, Westfield, MA 01086 enter this Memorandum of Agreement for the purpose of establishing the Inclusive Concurrent Enrollment Initiative (ICEI) Program at Westfield State University under the terms and conditions as follows:

Number of slots for the 2018-2019 academic year: _____

The purpose of this agreement is to maintain an ICEI Program at Westfield State University (WSU). WSU will offer the participants within the District credit and noncredit courses (without pre-requisites) and support services as needed (library, computer labs, tutoring, academic advising) each semester on the University campus. Students can either audit or take their courses for University credit. Students attending University courses will follow the University calendar. If educational supports are identified to occur during campus breaks then the District will provide educational coaching at the districts expense.

1. Inclusive Concurrent Enrollment Program:

Districts are expected to identify Tier 1 students prior to identifying potential Tier 2 students.

Tier 1: The ICEI Program is designed to offer dual enrollment/early admit opportunities for 18-22 year old high school students with documented intellectual disabilities who have been unable to pass the MCAS tests.

Tier 2: If a district cannot fill its slot based on Tier 1 criteria, the district can identify students with an intellectual disability between the ages of 18-21 who has passed the MCAS but is still eligible to receive services from their sending

district and requires the support offered by ICEI.

2. **Terms:** This agreement will be for an academic year term beginning on the date of execution of this document September 1, 2018 and will end on August 31, 2019. It is anticipated that a new agreement will be executed for subsequent years. This one-year agreement may be amended or extended by mutual written agreement of both parties.
3. **ICEI Partnership Participation:** The ICEI Program will have a Partner Leadership Team consisting of school district liaisons, ICEI staff, and WSU students. Special Education Directors from sending districts are also invited to attend. As part of their MOA, the Board will meet minimally twice per semester to provide feedback and recommendations for the program to ensure student success. In addition, members of the Partnership shall attend the end-of-year gathering and statewide technical assistance trainings.
4. **High School Liaisons:** Each District will appoint a high school liaison. The liaison's role is to help coordinate the program for the District including recruitment of students and communication to parents/guardians, ICEI Program Coordinator, educational coaches, and students. The liaisons will attend the two partnership meetings, statewide trainings, end-of-year gatherings, and submit data to the University as needed for reporting purposes. The University will maintain a record of all courses, grades, student contact information, partnership/agency contact list and any other contact information for community relations.
5. **Tuition/Fees:** The University will assess the District an annual per student fee of \$3,750. This money will be used by the University will cover the tuition, fees, and support services. For students who access campus during an acclimation period and participate in ICEI hosted events and trainings and access campus facilities such as the Wellness Center the University will assess the District \$350/semester per student. This acclimation period must be approved by the ICEI Program Director.
6. **Student Apportionment:** Sending districts will recruit and identify potential students who will be eligible to participate in the ICEI Program each year. Districts are expected to identify Tier 1 students prior to identifying potential Tier 2 students. The final number of students per district will be approved by the ICEI Program Coordinator. WSU reserves the right to not admit a student into the ICEI program at Westfield State University if the intended goals outlined by the student, parent, and/or district are outside the scope of the goals and mission of the WSU ICEI Program, or if the student is otherwise not qualified for the program. The intake process includes students completing the WSU ICEI

application, visiting campus for a tour and an interview, and then being observed in their current placement. Following these three steps along with a records review a decision is made whether or not to accept the student.

7. Enrollment: Student enrolling in the ICEI Program must meet the following criteria:
 - a. Are between the ages of 18-21 years old.
 - b. Attend a participating school district.
 - c. Have not passed the MCAS (unless Tier 2).
 - d. Have a documented intellectual disability.
 - e. Have identified postsecondary education goals on their transition planning form and IEP.
 - f. Complete the Application packet.
 - g. Participate in an interview with ICEI Program Coordinator.
 - h. Complete a Person-Centered-Planning session.
 - i. Meet with ICEI Program Implementation Specialist for an intake session that they will identify potential courses.
 - j. Where a chronic or ongoing medical condition exists, students will have received medical clearance to attend the University and will provide the high school and University with an emergency medical protocol relative to their disability. A health care provider may be assigned by the district.

8. Provision of Courses: For the fall and spring semesters, the University will provide University credit courses (without pre-requisites) for which a MOA has been signed by and between the District and the University. These courses will be taught by WSU faculty or staff and can be taken either as an audit or for credit decided by the student and their team. These courses will be offered on campus at WSU. Course enrollment may be influenced by the educational coaches' contractual agreement with the District, as well as the high school's transportation schedule. WSU retains final discretion over the availability of all courses offered through the program and will follow WSU course registration guidelines.

9. Instruction of Courses and Support Services: Each student in the ICEI Program will meet with a program coordinator/academic advisor to select his/her courses each semester. If a student is taking a course for credit then the student may make a request for a reasonable accommodation through disability services. Other support services on campus will also be available in an effort to ensure the student's success. The District shall bear all costs associated with reasonably accommodating the student based on K-12 guidelines (for example assistive technology or nursing services). An educational coach employed through the district shall accompany the student both in the classes

and on campus. If a student has a medical protocol requiring a nurse, the district will provide such assistance.

10. The University reserves the right to evaluate a student's progress in the program, and, under certain circumstances, to dismiss a student from the program for a failure to achieve acceptable performance towards their goals outlined through their Person-Centered Plan or a failure to comply with University policy. In the event that the University determines that a student should be dismissed from the program, the University will notify the student in a conference with ICEI Program Team (IPT) at which point the student will have an opportunity to be heard. Any student dismissed from the program may appeal the dismissal at the time of the IPT.
11. Student Code of Conduct: Students will adhere to the University's Code of Conduct and WSU reserves the right to follow the University's process if a student violates the Code of Conduct.
12. Transportation/Coaches/Food: The District will provide the student and his/her educational coach transportation to and from the University; this includes ADA-PVTA. The educational coach shall provide support to the student in classes and accompany the student while on campus. If a student qualifies for free or reduced lunch, the District will be responsible to administer.
13. Attendance: Students and coaches will follow the University academic calendar and are expected to attend their University courses during high school vacations. Students are expected to attend all classes even if they are auditing the course.
14. Campus Life: In addition to attending classes, when the students are on campus during the typical school district hours students are encouraged to include additional time in their schedules to attend WSU student activities/clubs, eat meals, work on homework, utilize the computer labs, work out at the Wellness Center, and visit with the ICEI Staff each week.
15. Books and Supplemental Materials: All textbooks and supplemental materials required for classes will be provided by the ICEI Program.
16. Community-based Internship/Employment: Districts will coordinate the students' community-based internship or employment opportunities by providing job development, transportation, and job coach support. If applicable, the ICEI Program will

locate on-campus job exploration internships aligned with the student's long-term goals.

17. Celebratory Gatherings: Students, coaches, and liaisons will meet as a group at the end of each academic year for award ceremonies.
18. Trainings: Educational Coaches will attend trainings hosted by the ICEI Program.
19. Applicable Law: This MOA is governed by and shall be interpreted consistent with Massachusetts Law.
20. Entire Agreement: This MOA constitutes the entire agreement between parties. This MOA may not be amended or altered without the mutual, written consent of the parties.
21. Termination: Either party may terminate this MOA after one year through written notice to the other.

This Memorandum of Agreement defines the joint and separate responsibilities of the College and District for the Inclusive Concurrent Enrollment Program at WSU. The parties mutually agree to the above provisions by executing this document.

Public School Districts:

Director of Special Education: _____

Date: _____

Westfield State University:

ICEI Program Coordinator: _____

Date: _____

VP for Academic Affairs: _____

Date: _____