



Memorandum of Understanding

Between

Yonkers Public Schools District and Syracuse University, Project Advance
2020-2021

RE: Charles E. Gorton High School, Smart Scholar - Early College Program

Syracuse University Project Advance (herein called "SUPA") and the Yonkers Public Schools District (herein called the "District") enter into the following Memorandum of Understanding to partner with Charles E. Gorton High School, Smart Scholar-Early College Program.

WHEREAS the parties to this Memorandum of Understanding desire to collaborate with Gorton High School - Early College Studies to provide an opportunity for high school students to have college experience. SUPA and the District will work together to blend curriculum and provide Concurrent Enrollment for Academic Dual Credit University/College courses for high school students. The target population are students in grades 12 who are underserved and highly motivated for preparation needed for a smooth transition into post-secondary education; and

WHEREAS Early College High Schools enroll students who earn both a high school diploma and a minimum of 24 college credits that can be used towards completing an Associates or Bachelor's degree; and

WHEREAS Early College High Schools prepare high school students for successful career and educational futures through a full integration of high school, college and the world of work, improve academic performance and self-concept and increase high school and college/university completion rates;

WHEREAS Early College High Schools prepare high school students with successful integration in post-secondary education and minimize the need for developmental education.

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

1. **GOVERNANCE:** The Gorton High School – Smart Scholar Early College Studies under this agreement will be governed by the District and subject to district, state and federal policies and requirements. The instructional leaders of Charles E. High School – Smart Scholar Early College Studies will report to the District's Senior Officer of the Office. A Board of Advisors comprising of representatives of the District, the Yonkers Federation of Teachers, Philanthropic, Community and a Gorton High School – Smart Scholar Early College Studies Parent will meet quarterly to establish community networks, evaluate instructional and programmatic activities, identify problems, issues and challenges that arise and make recommendations regarding more effective coordination and collaboration.
2. **PROVISIONS OF COURSES:** SUPA will give credit for courses for which Course Articulation Agreements have been approved through the Early College Experience (ECE) program, and whereby such courses shall have been evaluated and approved through the official University/College curriculum approval process, and shall meet or exceed the instructional rigor of a college level course.

3. **COURSE COMPLIANCE:** SUPA is responsible for involving full-time faculty teaching in the discipline in overseeing University/College 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 SUPA offers courses. SUPA will designate staff personnel to assure compliance with the Course Articulation Agreement and the standards established by the State, applicable Accrediting Body, the University/College and the District. Meetings will be scheduled at regular intervals at discretion of SUPA and Gorton High School – Early College studies staff.
4. **INSTRUCTORS:** All instructors must meet the same minimum qualifications as required by SUPA’s academic department to be considered as instructors for SUPA college credit courses. Instructors provided by the District will be designated as SUPA Dual Enrollment Instructors. SUPA will provide an instructor for any Academic Dual Credit course conducted on campus, and the District will provide an instructor for the approved Academic Dual Credit course conducted in the high school.
5. **FACILITIES:** Courses will be conducted at the campuses of the University/College or Gorton High School – Early College Studies. High School students and high school instructors will have access to instructional resources available on the campus of the University/College. Students will be primarily housed at SUPA High School – Early College Studies.
6. **ADDITIONAL SERVICES:** SUPA instructors may look into possibilities to provide opportunities for community service through its partnerships with businesses to help students develop the soft skills required for college and career readiness.
7. **TUITION AND FEES:** The District will be responsible for arranging payment of tuition, and students will be exempt from additional mandatory fees.
8. **BOOKS AND SUPPLEMENTAL MATERIALS:** University/College approved textbooks, syllabi, and course outlines, applicable to the courses when taught at the University/College campus or other instructional venues shall apply to the courses and all students in the courses when offered under the provisions of this agreement. All textbooks and supplemental materials required for classes as determined by the Course Articulation Agreement will be the responsibility of the District.
9. **ENROLLMENT:** SUPA will assist the District in the development of an admission criteria and enrollment procedure.
10. **INSTRUCTIONAL CALENDAR:** The District and SUPA will collaborate on the instructional calendar.
11. **CONDUCT:** Gorton High School, Smart Scholar-Early College Studies students are required to adhere to SUPA regulations regarding facilities and equipment usage, and SUPA and the District codes of conduct, subject to appropriate action taken by the District and SUPA.
12. **SAFETY:** If any high school student, instructor or administrator should experience an accident or sudden illness while on the premises of SUPA, the response to such incidents will be based upon operating SUPA regulations, guidelines and procedures.
13. **RENEWAL AND TERMINATION OF AGREEMENT:** The Memorandum of Understanding may be amended by mutual written agreement of both parties. The Memorandum of Understanding will be in force for one (1) year (September 1, 2020 to August 31, 2021) following signing and is renewable based on the consent of the signatory parties. SUPA and the District reserve the right to terminate this Memorandum of Understanding upon service of written notice to the other party 90 days prior to the date of termination. In

this event, the date of termination will be the day after the end of the semester during with the 90-day period expires.

14. CONFIDENTIALITY. SUPA understands that in performing this Agreement it may have access to confidential information in possession of the School District, including but not limited to student information, such as student names, and protected information. It is agreed that the definition of confidential information for purposes of this Agreement includes all documentary, electronic or oral information made known to SUPA by Yonkers Public Schools through any activity related to this Agreement. SUPA agrees not to reveal any confidential information received from Yonkers Public Schools or generated pursuant to this Agreement to any third-party and understands that any such disclosure shall be considered a breach of this Agreement. SUPA agrees that if it receives a subpoena for divulgence of confidential information, it shall notify Yonkers Public Schools prior to divulging the same. The parties further agree that the terms and conditions set forth in this Confidentiality section and all of its subparts shall survive the expiration and/or termination of this Agreement. Without limiting any of the foregoing statements in this paragraph, SUPA further agrees, to the extent applicable:
- a. Not to sell or release a student's personally identifiable information for any commercial purposes;
 - b. Not to use the education records of Yonkers Public Schools or any student, teacher and/or principal data of Yonkers Public Schools for any purpose other than those explicitly authorized in this Agreement;
 - c. To use reasonable administrative, technical and physical safeguards consistent with industry standards and best practices, including but not limited to encryption, firewalls and password protection, to protect the security, confidentiality and integrity of student, teacher and/or principal data of Yonkers Public Schools while in motion or in the custody of SUPA from unauthorized disclosure;
 - d. To limit internal access within SUPA to the education records of Yonkers Public Schools as well as to the student, teacher and/or principal data of Yonkers Public Schools to those individuals that are determined to need such records or data to perform the services set forth in this Agreement;
 - e. To safely store any data concerning the students, teachers and/or principals of Yonkers Public Schools, in accordance herewith;
 - f. To immediately notify Yonkers Public Schools in the event that any personally identifiable information of Yonkers Public Schools, its employees, students or administrators is breached and/or released without authorization; and;
 - g. Upon termination of this Agreement, SUPA will return all such data to Yonkers Public Schools.

IN WITNESS THEREOF, the parties have duly approved THIS AGREEMENT, and have EXECUTED IN TWO original counterparts.

Syracuse University Project Advance

YONKERS PUBLIC SCHOOLS DISTRICT

President

Superintendent

Date

Date

Dual Credit Courses Offered on Charles E. Gorton Campus:

PSY 205 – Foundations of Human Behavior 3 credits

WRT 105 – Studio I: Practice of Academic Writing 3 Credits

ETS 181 – Class and Literary Texts 3 Credits