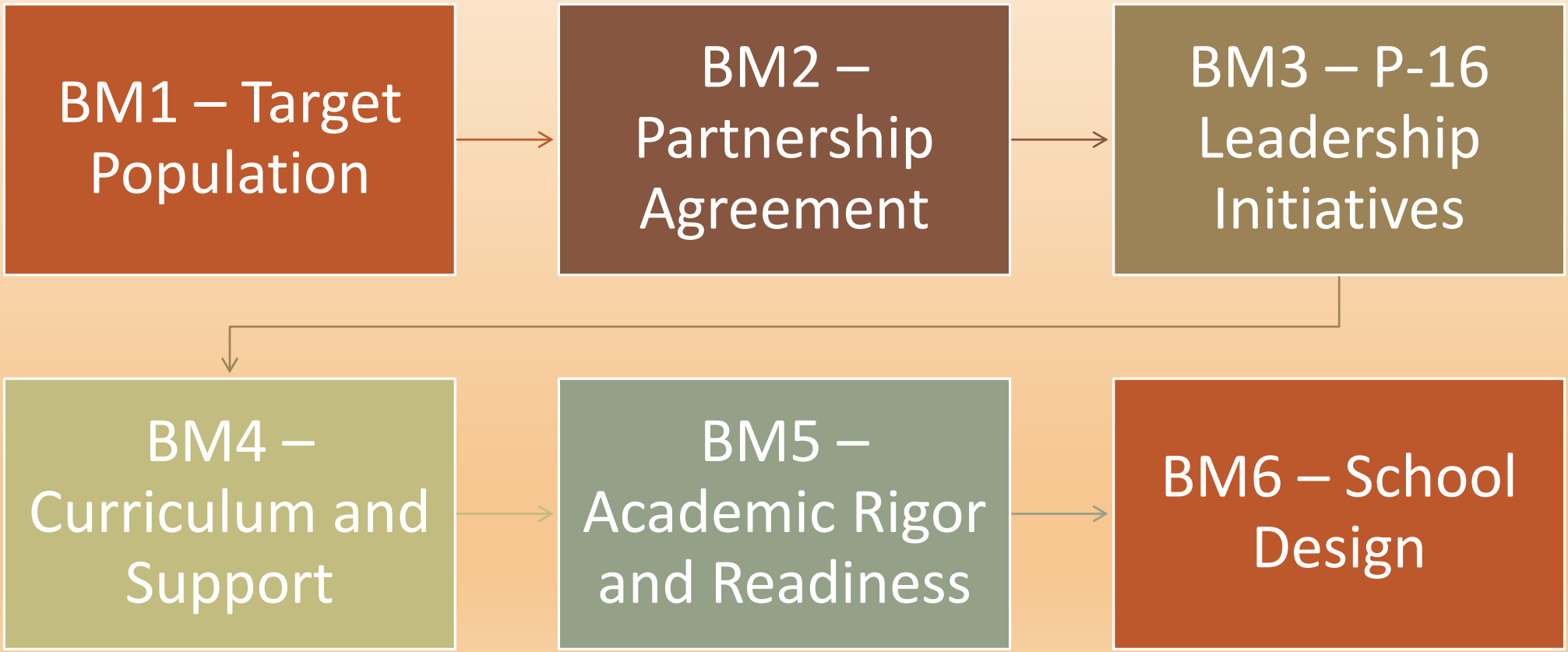
EARLY COLLEGE and CAREER **HIGH** SCHOOL

STAFFORD MUNICIPAL SCHOOL DISTRICT

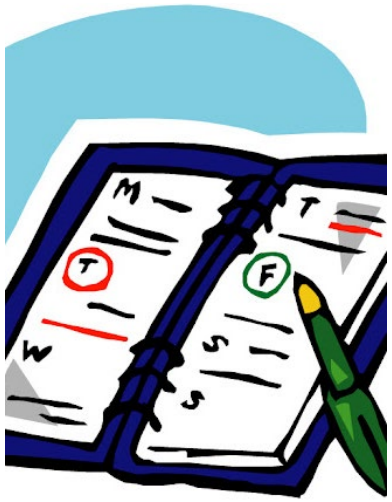
Steps to Opening

6 BENCHMARKS



BENCHMARK 1
Target Population

- The ECCHS recruitment and enrollment processes shall **Identify, Recruit, and Enroll the subpopulations of:**
  - Students At-risk
  - Students who have not passed two or more subjects in the foundation curriculum during a semester in the preceding or current school year,
  - Students who are of limited English proficiency,
  - Students who have failed a state administered assessment.
  - Historically Underrepresented in college courses
  - Coordinate activities with feeder middle school(s), and higher education partner(s)



BENCHMARK 1 continued

- The ECCHS shall **clearly document** recruitment and enrollment policies and practices, refining and improving them annually based on data reviews.
- **Recruitment and enrollment processes,** Including:
  - **Marketing and Recruitment** plans, materials, and timelines
  - **Input from key stakeholders** (e.g., parents, community members, higher education partners) and
  - **Target student populations**
  - **Regular activities to educate** students, counselors, principals, parents, and school board and community members.

PRODUCIBLES BENCHMARK 1

- **Written lottery procedures** (district-level or campus-level)
- **Written admission policy**, and enrollment application (online)
- **Written recruitment plan**,
- **Brochures** and marketing in Spanish, English, and/or other relevant language(s) (See handout)
- **Written communication plan** for targeting identified audiences (e.g., parents, community members, school boards, higher education personnel, etc.)

Stafford Early College High School
Recruitment and Enrollment Timeline

DATE	ACTIVITY	DESCRIPTION	WHO IS INVOLVED
Week of November 15th / Nov 29th	MS Recruitment Presentations	Presentations made during 7th Grade Tx History / 8th Grade US History to give information about Associate Degree Program	CTE Counselor; CTE Content Specialist; Dr. Mouton; Ms. Nordt
November 30, 2021	MS & HS Student and Parent Information Night	Benefits and Values of ECCHS; Expectations; Apply for College; Learn Requirements to enroll; Q&A Snacks/finger food provided	Current ECCHS Students / Director / Content Specialist ECCHS Counselor
December 3, 2021	Lunch and Learn @ Middle School	Meet with MS teachers to train and give information about Associate Degree Program	Director; Content Specialist; MS Counselors; MS Teachers
December 2021	Have 8th grade students complete a career interest survey	Give survey during class as an assignment to assess interests of students. Use this information to invite industry professionals to career fair in February	Director / ECCHS Content Specialist / 8th Grade Teachers / Middle School Counselors
January 2022 (dates TBD)	Middle School Recruitment Lunch	Set-up a table to promote and solicit interest during 7th / 8th grade lunches	Director / ECCHS Content Specialist / Middle School Adminstrators / ECCHS Counselor
January 18, 2022	8th Grade Parent Meeting	Meet with 8th grade parents and give information about Associate Degree Program and ECCHS	Content Specialist; CCR Counselor
January 2022 (tent dates: 18-20)	ECHS Presentations to Middle School Classes	Present Recruitment Presentation about expectations and a general overviewto as many 8th grade students as possible; Students will submit an interest survey	Director / ECCHS Content Specialist / 8th Grade Teachers / Middle School Counselors
January 2022 (tent date: 25th)	Future Student & Parent Information Meeting	Arrange a time after school for parents to attend an informative session about the Associate Degree Program. Have an interpreter to assist with Spanish speakers	Director / ECCHS Content Specialist / ECCHS Counselor Spanish interpreter
February 2022 (dates TBD)	Elective / College Fair (rising 7th / 8th grade students: School day event)	Invite industry professionals; Dual Credit Program Teachers; and local colleges to set-up tables for the students to visit and gather information	Director / Content Specialist 7th / 8th Grade Teachers / Middle School Counselors / Administrators
February 3, 2021	Parent Information Evening Session (partnered with Open House)	Overview and Enrollment details for parents	Director / Content Specialist Counselors

Stafford Municipal School District Lottery Process

In February 2021, Stafford MSD was awarded the designation by the Texas Education Agency (TEA) to be a provisional Early College High School. Through our partnership with Houston Community College (HCC), Stafford's ECHS has the opportunity to offer students of all demographics and economic status the ability to earn an Associate Degree (60 college credit hours) at no cost to them or their family while attending high school. Our primary goals are to inform, recruit, and enroll students from differentiating backgrounds and economic status and increase their opportunities for post-secondary success.

All Early College program admittance is based on an application process. Students will apply through the "*Apply Texas*" (https://www.applytexas.org/adappc/gen/c_start.WBX) website and submit a district online application. Once the students are validated within the system (usually within 24-48 hours), an email will be sent out to the parents to arrange a meeting to discuss placement and further requirements to maintain enrollment.

Admission Policy

1. During 8th grade year, take the PSAT exam
2. Submit interest form during 8th grade year
3. Email will be received to arrange a meeting to discuss enrollment policies and procedures
4. Apply through Apply Texas Website
5. Receive HCC ID# (usually within 24 hours)
6. Submit HCC Dual Credit Waiver
7. Meet with counselor to register for the Associate Degree Program

BENCHMARK 2 PARTNERSHIP AGREEMENT

- **Defines the partnership**
- **School district shall pay for college tuition** (for all dual credit courses, including retakes), fees (including TSI administration fees), and required textbooks to the extent those charges are not waived by the partner IHE;
- **Defines an active partnership** between the school district(s) and the IHE(s), which shall include joint decision-making procedures that allow for the planning and implementation of a coherent program across institutions; and
- **Data-sharing agreement** that promotes **collaborative interventions with processes** for collecting, sharing, and reviewing program and student data to assess the progress of students served by the ECCHS Design

PRODUCIBLE:
Final, signed, and executed MOU(Memorandum of Understanding) or similar agreement

BENCHMARK 3
P-16 Leadership Initiatives

The school district and institution(s) of higher education (IHE) partners shall **develop and maintain a leadership team that meets regularly** (e.g., ***quarterly or monthly***) to

- Address issues of design, implementation, ongoing implementation, and sustainability.
- Membership should include the Early College High School leader and individuals with decision-making authority from the district(s) and IHE(s).

PRODUCIBLES

- ECCHS/IHE leadership meeting agendas
- School board and Board of Regents' presentations
- Description of each member and role in committee
- Document(s) outlining the strategic priorities for the current academic year and/or long-term priorities of the ECCHS partnership

	percentages related Attainment and Achievement OBM	Achievement Goal: 60% of students achieve Grade Level Performance on Algebra I EOC by the end of grade 9.
SMART GOAL	SMART Goal "Achievable": • Specify a goal for percentage of 10th graders earning 9 or more college credits by the end of 10th grade • Specify goal percentage rate of students graduating and receiving a postsecondary credential (Level 1, level 2, or associate degree)	40% of the ECHS in the first Cohort will earn 9 college credits by the end of their tenth-grade year. 40% of the ECHS in the first Cohort will graduate and receive a post-secondary credential (Level I/II Certificate or an Associate's Degree).
	SMART Goal "Relevant": • Specify expansion rate for program enrollment each year	The SECHS Program will expand 13% annually as stated in the MOU with HCC.

BENCHMARK 4

CURRICULUM & SUPPORT

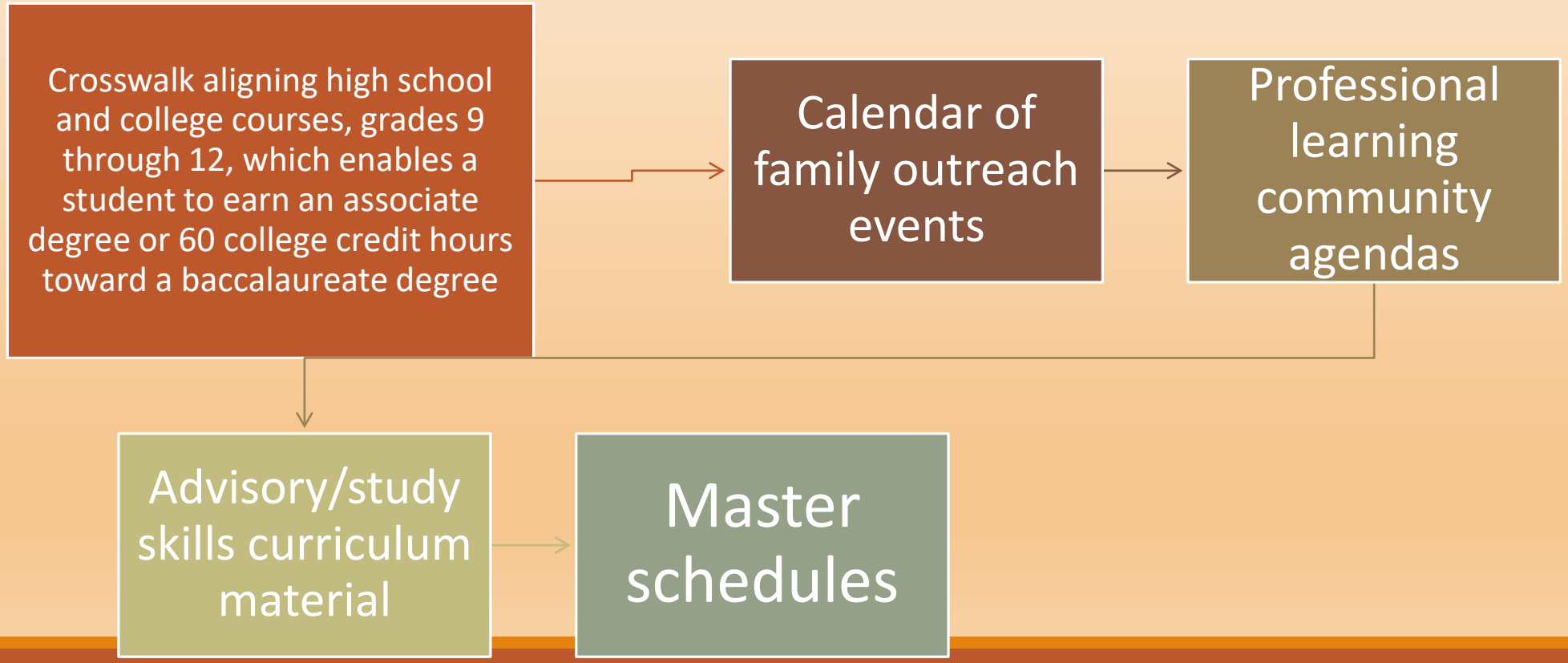
The Early College and Career High School shall **provide a rigorous course of study** that enables a participating student to receive:

- **Receive a high school diploma** and complete the Texas Higher Education Coordinating Board's (THECB) core curriculum (as defined by Title 19 of the Texas Administrative Code (TAC) §4.28),
- **Obtain certifications**, or
- **Earn an Associate Degree**, or
- Earn **at least 60 credit hours** toward a Baccalaureate Degree during grades 9-12.

The ECCHS shall provide students with academic, social, and emotional support in their course of study.

PRODUCIBLES

BENCHMARK 4



TEXAS EARLY COLLEGE HIGH SCHOOL

Early College High School (ECHS)
Crosswalk Template

Program of Study	IHE Partner	Program Previously Offered in District? (Y/N)	Expected Program Student Outcomes
Associates of Arts: Multidisciplinary Studies	Houston Community College	Yes	Student will graduate from High School with a High School Diploma and an Associate's Degree

•Student Choice 13 CTE Pathways and Band Choir Art Drama

Year / Grade Level	High School Course			Post-Secondary Course		
	PEIMS Course/Code #	High School Course Name	High School Credits	Texas Common Course Numbering System Number	College Course Name	College Credit Hours
Year 1 / Grade 9	03220100	English I	1.0			
Year 1 / Grade 9	03100500/03100700	Algebra I/Geometry	1.0			
Year 1 / Grade 9	03320100	World Geography	1.0			
Year 1 / Grade 9	03010200	Biology	1.0			
Year 1 / Grade 9	03440100/03440200	Spanish I or II	1.0			
Year 1 / Grade 9	*	CTE Principles Level I Course	1.0			
Year 1 / Grade 9	*	Fine Arts Course/PE	1.0			
Year 1 / Grade 9	13009900/03270100	Prof Comm/Learning Framework	1.0	EDUC 1300	Learning Framework	3.0
		Total Year 1 High School Credits	8.0		Total Year 1 College Credit Hours	3.0
Year 2/ Grade 10	03220200	English II	1.0			
Year 2/ Grade 10	03100700/03100600	Geometry/Algebra II	1.0			
Year 2/ Grade 10	03340400	World History	1.0			
Year 2/ Grade 10	03040000	Chemistry	1.0			
Year 2/ Grade 10	03440200/03440300	Spanish II or III	1.0	SPAN 1411/1412	Beginning Spanish I/II	8.0
Year 2/ Grade 10	*	CTE Level II Course	1.0			
Year 2/ Grade 10	*	Fine Arts Course/PE	1.0			
Year 2/ Grade 10	03270100	Prof Comm/Elective	1.0	SPCH 1321	Business and Prof. Comm.	3.0
		Total Year 2 High School Credits	8.0		Total Year 2 College Credit Hours	11.0
Year 3/Grade 11	03220300	English III	1.0	ENGL 1301/1302	Composition I/II	6.0
Year 3/Grade 11	03100600/03101100	Algebra II/Pre-Cal	1.0			
Year 3/Grade 11	03340100	US History	1.0	HIST 1301/1302	United States History I/II	6.0
Year 3/Grade 11	03050000	Physics	1.0			
Year 3/Grade 11	03440300/03440400	Spanish III or IV	1.0			
Year 3/Grade 11	*	CTE Level III Course	1.0			
Year 3/Grade 11	*	Elective/PE	1.0	ART5 1303/1304	Art History I/II	6.0
Year 3/Grade 11	03580001	Elective	1.0	GOVT 2306	Texas Government	3.0
		Total Year 3 High School Credits	8.0		Total Year 3 College Credit Hours	21.0
Year 4/Grade 12	03220400	English IV	1.0	ENGL 2322/2323	British Literature I/II	6.0
Year 4/Grade 12	03101100/03102500	Pre-Cal/Cal/Advanced Math	1.0	MATH 1314/1316	College Algebra/Plane Trig.	6.0
Year 4/Grade 12	03330100/03310300	Government/Economics	1.0	GOVT 2305/ECON 2301	Federal Gov./ Principles of Macro.	6.0
Year 4/Grade 12	03050000/13037210	Physics/Biology II	1.0	BIOL 1306/1106/1407	Biology for Science Majors I/II	8.0
Year 4/Grade 12	03440300/03440400	Spanish III or IV	1.0			
Year 4/Grade 12	*	CTE Level IV Course	1.0			
Year 4/Grade 12	*	Elective/PE/Fine Arts	1.0			
Year 4/Grade 12						
		Total Year 4 High School Credits	8.0		Total Year 4 College Credit Hours	26.0
		Total High School Credits	32.0		Total College Credit Hours	61.0

Certification (s) to be earned by high school graduation:	* Adobe Certifications (Illustrator, Flash, Dreamweaver, Animate, Premier Pro), Microsoft Office Specialist, Licensed Drone Operator, Apple Swift Coding, Level I and II Certifications in Business, CAN (Certified Nursing Assistant), Culinary Food Handler and Food Manager, Educational Paraprofessional, Film/Video Specialization and Structural Welding.
Degree (s) to be earned by high school graduation:	Associates of Arts: Multidisciplinary Studies

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DUAL CREDIT

Resource Toolkit

Please note that underline text will link you to additional resources and information on www.hccs.edu.

Need TSI Support?

- TSI Academies in the Fall, using College Prep faculty and test in early December
- Testing Protocol – Test all sophomores during the Spring semester (Check with your HS; Dual Credit Process)
- Accuplacer TSI Test Prep Site
- Khan Academy
- Texas Success Initiative Assessment (TSIA)
- TSIA2 PAA
- Testing ADA Accommodations

Frequently Asked Questions:

- **What are the qualifying scores for Dual Credit?**
  Qualifying Scores
- **Are the students required to submit a Meningitis record?**
  Meningitis Requirements
- **What happens if a students GPA drops below a 2.0?**
  Academic Intervention
- **How do I add, Drop, or Withdraw from a Dual Credit Course?**
  Please contact your High School Counselor who will notify the P-16 Office
- **How does my student transfer their Dual Credit courses to their next university of their choosing?**
  Transferring college credits
  Transcript Information
  Transcript Request

Students' Self-Advocacy:

- Explain the "Chain of Command" to students during orientation
- Discuss "Chain of Command" when students sign dual credit commitment form
- Increase faster responsiveness to student complaints (HCC Internal Policy: 24-48 business day response)
- Canvas Support Services
- Student Support Service:
  - Get Help
  - Virtual Lobby
  - Student Support Services
  - Additional Student Support Services

Additional Student Resources:

- ADA Ability Services
- Counseling
- HCC Academic Calendar
- Library Resources
- Student Life
- Technical Support
- Tutoring

HCC hccs.edu

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DUAL CREDIT

Resource Toolkit

Please note that underline text will link you to additional resources and information on www.hccs.edu.

What is Dual Credit?

- Houston Community College (HCC) provides high school students with the opportunity to earn college credit and high school credit through enrollment with HCC while in high school.
- Any high school student or homeschooled student who is currently enrolled in 9th grade (eligible starting their spring semester) or higher may be eligible for dual credit. Students demonstrating college readiness through a State of Texas approved college placement test can earn dual credit by taking an approved college class offered at a high school, HCC campus, or online.
- At little to no cost, students can begin their college careers while still in high school.

Definitions

- **Traditional Dual Credit Students** are enrolled in college courses and receive both high school and college credit.
- **Early College High School Students** have the opportunity to receive a high school diploma, associate degree or at least 60 college hours towards a baccalaureate degree.
- **P-TECH Students** work towards a Career and Technical Education (CTE) degree while gaining hands-on work experience.
- **HCC Canvas** is the Learning Management System (LMS) that supports learning and teaching. It provides students access to their grades, course information, and assignments.
- **Learning Options** include Online Anytime, Online on a Schedule, and Lab-Based Courses.

High School vs. College

Tips on how to succeed in a college course:

- You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

Benefits of Dual Credit

- Save Money On College Tuition
- Access To College Resources
- Accelerate Time To Degree Completion
- Build Confidence
- Earn Transferable College Credits
- Earn CTE College Credits

Maximize the use of Modalities

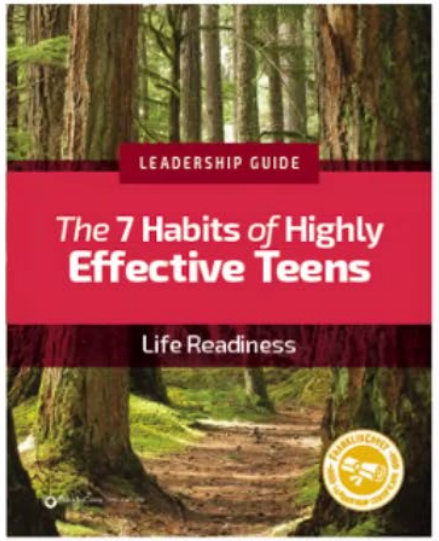
- Online on a Schedule seems to be the best for student success.
- For concerns about attendance policy and other academic concerns please see student handbook 2020-21.
- Schools offer designated time that students can focus on each course.
- Develop flexibility and accountability.
- Organizational Management.
- Instructors develop "touch stone"" where faculty and students connect online throughout the semester.
  - Students come to the meetings prepared with their questions and concerns drafted.

Have Further Questions… Contact Us

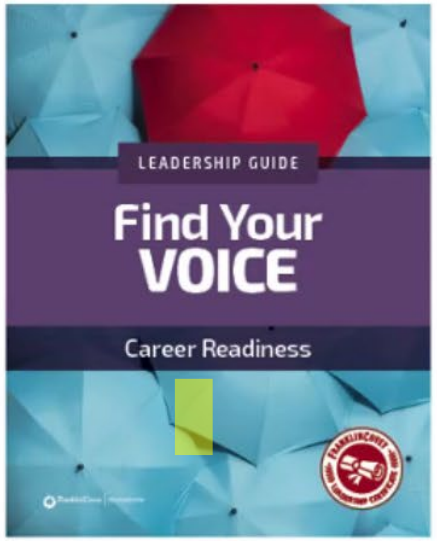
Central College	Northeast College	Northwest College	Southeast College	Southwest College
1300 Holman Houston, Texas 77004 713.718.2912	8001 Fulton Houston, Texas 77002 713.718.2453	1550 Foxlake Dr. Houston, Texas 77084 713.718.5807	301 N. Drennan Houston, Texas 77003 713.718.7498	5601 West Loop South Houston, Texas 77081 713.718.2270

Recording...

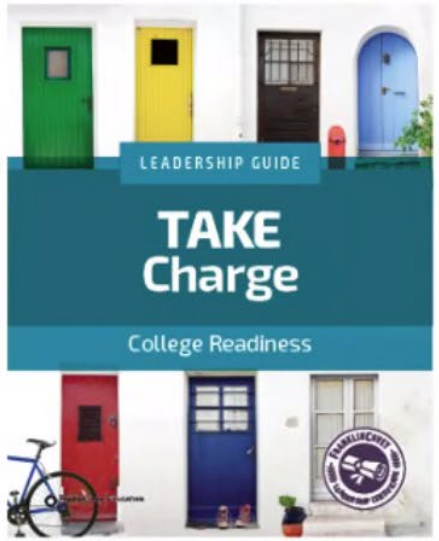
High School Leadership Courses



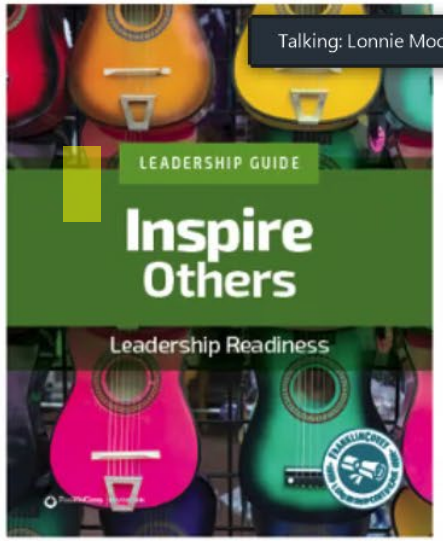
- Be Proactive®
- Begin with the End in Mind®
- Put First Things First®
- Think Win-Win®
- Seek First to Understand, Then to Be Understood®
- Synergize®
- Sharpen the Saw®



- Interview Skills
- Presentation Skills
- Listening Skills
- Feedback Skills
- Emotional Control
- Resume Writing
- Digital Etiquette
- Creativity
- Networking
- ...and more.



- College Test Prep
- College Applications
- Study Skills
- Weekly Planning
- Financial Literacy
- Living Away from Home
- Dealing with Roommates
- Health and Fitness
- ...and more.



- The 4 Roles of Leadership
- Leading Projects
- Mentoring
- Group Dynamics
- Meeting Management
- Decisions Making
- Leading @ Home
- Communication
- Innovation
- ...and more.

Talking: Lonnie Moore

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BENCHMARK 5
ACADEMIC RIGOR & READINESS

- The ECCHS shall provide a **TSIA assessment** to accepted students as early as incoming 9th graders (however, not as a prerequisite for admissions to the ECHS).
  a. The ECCHS shall implement a plan for TSIA success, including **academic preparation classes** for accepted students, **academic interventions for students who do not pass TSI**, and assessments **fee waivers for all administrations of the TSI test**.
  b. The ECCHS shall **publish** on their **website the dates, time, and location that the TSI will be administered.**
  c. The ECCHS shall review TSI testing data, particularly the number/percentage of students who have currently passed each section of the TSI assessment, to ensure the ECHS is on track to meeting outcomes-based measures.

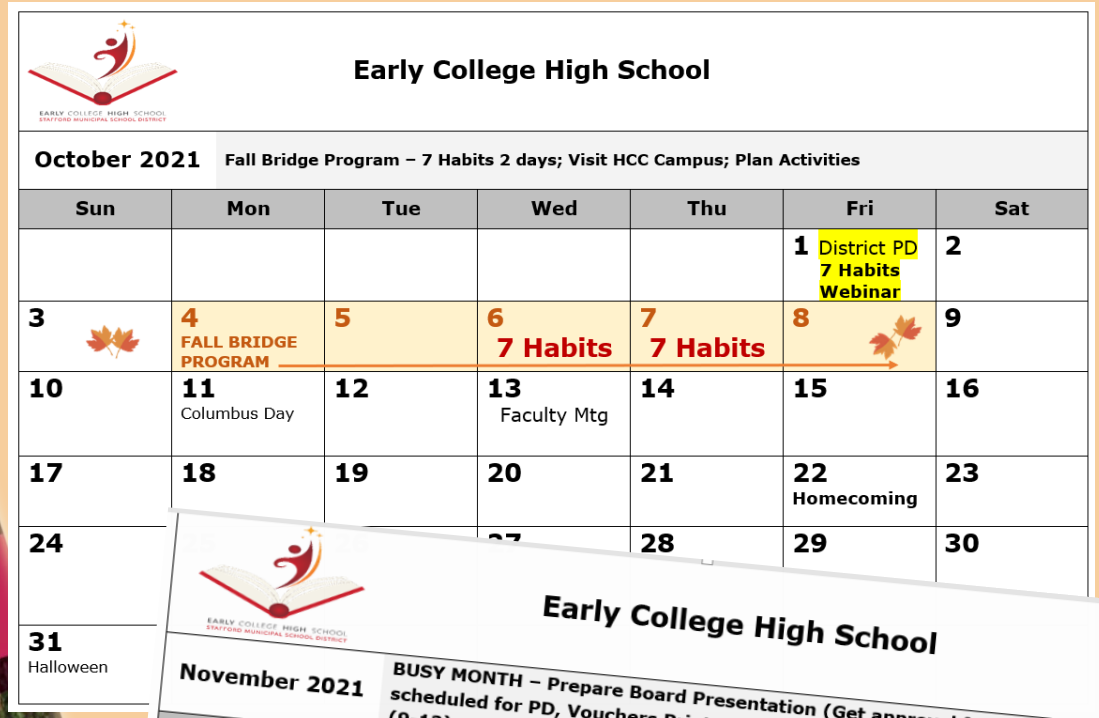
TSI

TEXAS SUCCESS INITIATIVE

PRODUCIBLES

BENCHMARK 5

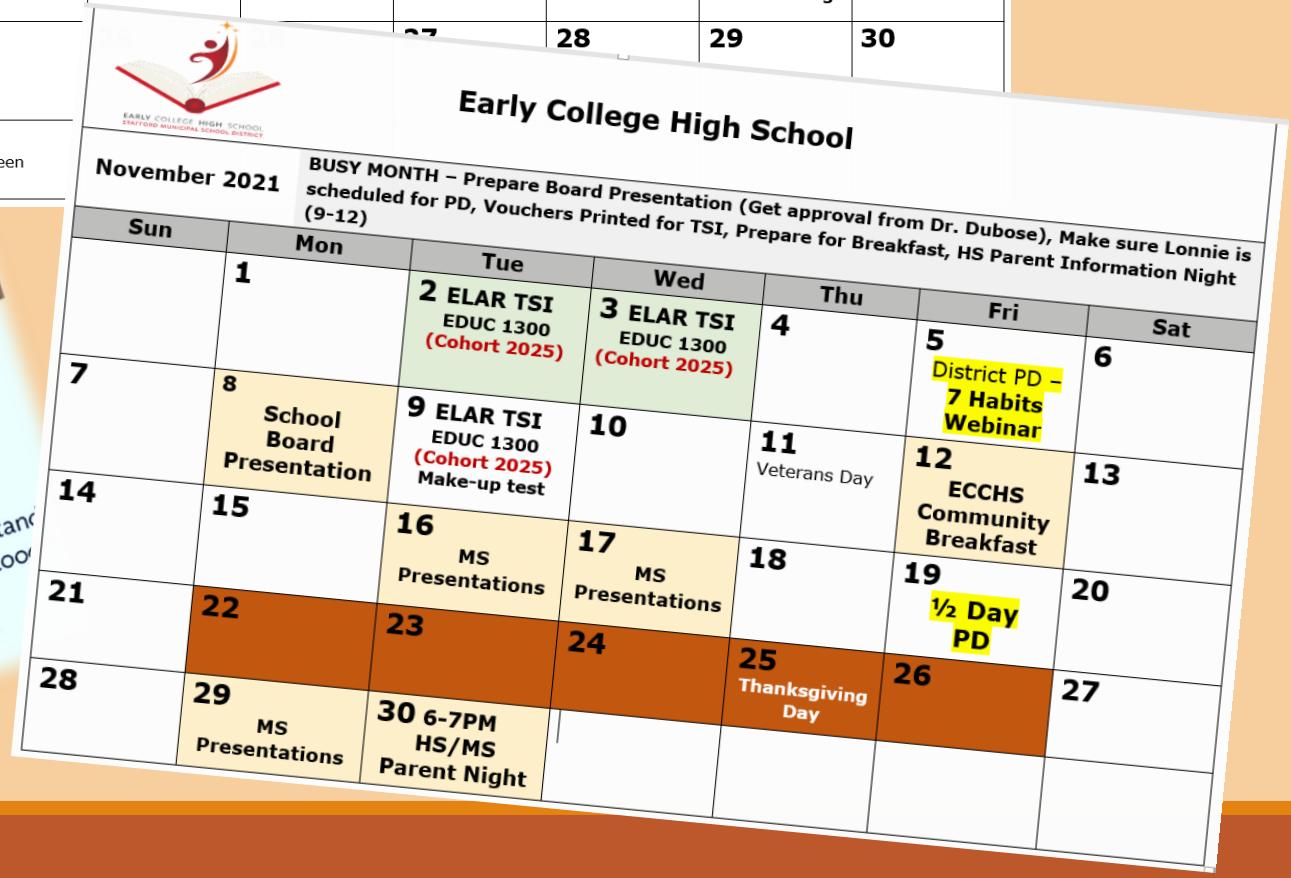
1. **Calendar of TSI scheduled test administration dates**, sign-up process, and intervention expectations
2. **Aggregate reports of TSI exam performance**
3. **Tutoring and Bridge Program schedules**
4. Bridge program curriculum – ***7 Habits***



Early College High School

October 2021 — Fall Bridge Program – 7 Habits 2 days; Visit HCC Campus; Plan Activities

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 District PD 7 Habits Webinar	2
3	4 FALL BRIDGE PROGRAM	5	6 7 Habits	7 7 Habits	8	9
10	11 Columbus Day	12	13 Faculty Mtg	14	15	16
17	18	19	20	21	22 Homecoming	23
24				28	29	30
31 Halloween						



Early College High School

November 2021 — BUSY MONTH – Prepare Board Presentation (Get approval from Dr. Dubose), Make sure Lonnie is scheduled for PD, Vouchers Printed for TSI, Prepare for Breakfast, HS Parent Information Night (9-12)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 ELAR TSI EDUC 1300 (Cohort 2025)	3 ELAR TSI EDUC 1300 (Cohort 2025)	4	5 District PD – 7 Habits Webinar	6
7	8 School Board Presentation	9 ELAR TSI EDUC 1300 (Cohort 2025) Make-up test	10	11 Veterans Day	12 ECCHS Community Breakfast	13
14	15	16 MS Presentations	17 MS Presentations	18	19 ½ Day PD	20
21	22	23	24	25 Thanksgiving Day	26	27
28	29 MS Presentations	30 6-7PM HS/MS Parent Night				

COHORT 2025 TSIA 2 NOVEMBER 2-3
TESTING RECAP

I. **TOTAL # TESTED**: 71 / 78

II. **MET COLLEGE READINESS STANDARD IN BOTH ELAR / WRITING**

a. 14 (20%) Students qualified in both ELAR and the Writer Placer

III. **QUALIFIED IN ONE SECTION**

a. 18 (25%) Students qualified in at least one section

- 7 Qualified in the Writer Placer with two students scoring above a 5
- 11 Qualified in the ELAR
  - 10 (14%) Students scored a 940-944, just barely missing the ELAR standard
  - 21 (30%) Students scored a 4 on the Writer Placer
  - 4 Students were chosen to be Hand Scored (results pending)

IV. **DID NOT MEET COLLEGE READINESS STANDARD**

a. 39 (54%) Students did not meet the CR Standard in either section

V. **DID NOT TEST**

a. 7 Students were unable to test and will be tested, Tuesday, Nov 9.

VI. **PERCENTAGE OF STUDENTS THAT MET STANDARD IN AT LEAST 1 SECTION**

a. 45% of students met 1 or both standards

TSI Testing Data

BENCHMARK 6

School Design

- The ECCHS **location**
- ECCHS **staff**
  - An ECCHS leader who has autonomy for course and instructor scheduling, staff and faculty hiring, and budget development
  - An IHE liaison with decision-making authority who interacts directly and frequently (in-person or virtually) with the ECHS leader and the dual credit provider
  - **Highly qualified ECCHS teachers**
  - **Counseling/Advising staff**
- ECCHS shall implement an **Annual Professional Development Plan** (i.e., calendar of events/activities) for teachers and staff
- ECCHS campuses not located on a college or university campus shall **provide students with frequent use of IHE academic and support facilities, such as libraries, labs, advising center, career center, cultural facilities, and sports facilities.**

EARLY COLLEGE and CAREER HIGH SCHOOL
STAFFORD MUNICIPAL SCHOOL DISTRICT