Submitter:
Agreement Effective Date: 8/1/2022

Representing:

School District: St. Johns County Schools

Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.
Section (s.) 1007.271(7), Florida Statutes (F.S.), specifies the development of the Dual Enrollment Articulation Agreements between each career center established under s. 1001.44 with each high school in any school district it serves. The School Board of Putnam County, Florida, hereinafter referred to as the Putnam County School Board, and St. Johns County School Board on behalf of First Coast Technical College, hereinafter called FCTC, desire to implement the above statute and have, therefore, established an articulation committee with representation from the Putnam County School Board and First Coast Technical College. Each year, this articulation committee will review this agreement and the performance of parties hereunder in order to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed Putnam County School Board Representative, School Board of Putnam County, Florida, (Chair)
- Principal of FCTC
- Assistant Principal of FCTC
- FTE/State Reporting Administrator, FCTC
- Associate Superintendent, PCSD
- Director of Secondary Education Instructional Services, PCSD
- Appointed Putnam County School Board Representative

The term of this agreement shall commence August 1, 2022, and end July 31, 2023. Either party may cancel this agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This agreement may be amended only by written communication signed by the Superintendent of the School Board of Putnam County, Florida, and Principal of First Coast Technical College.

First Coast Technical College provides students with the opportunity to take technical classes or electives while taking required academic courses at their home high school. Students typically earn 1 to 3 credits per year by enrolling in a technical program that last at least two, consecutive periods. Students who have completed credits in comparable technical courses at their high schools may receive credit for those competencies enabling them to begin their technical program at an advanced level. Students receive industry level training in a work environment lab. Additionally, students have the opportunity to earn Industry Certification and/or Licenses. Dual enrollment students are exempt from paying tuition. Some programs will require uniforms or safety equipment to be purchased.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

The Putnam County School Board and FCTC will work collaboratively to notify eligible students and their parents of Dual Enrollment acceleration mechanisms. The Putnam County School Board shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school’s curriculum guide, programs of study, student progression plan, and/or course catalog. FCTC shall work with each high school to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to FCTC from parents and students with school counseling staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, FCTC will host monthly Program Information Sessions (except August and January) for potential students and Dual Enrollment students and parents.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

Air Conditioning, Refrigeration and Heating Technology, Landscape & Turf Management, Nursery Management, Automotive Service Technology, Culinary Arts and Hospitality, Diesel Technologies, Dental Assisting, Medical Assisting, and Welding Technologies.


Upon completion of a CTE post-secondary Certificate Program students will be eligible for gainful employment.

Students will collaborate with Placement Specialist to support infield gainful employment.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.
For participation, students complete and return the Dual Enrollment Application 2022 and Dual Enrollment Student Agreement to the FCTC Dual Enrollment Advisor. These documents are also available with the School Counselor. Application deadlines are Summer/Fall 2022-23: March 10th, 2022, and Spring 2023: October 28th, 2022. Students applying for dual enrollment Medical or Dental Assisting, must complete the additional Health Careers Dual Enrollment Application 2022. Applications received after the deadline will be considered on an individual basis subject to availability. Completion of this application DOES NOT guarantee admission to FCTC. Students will be contacted via email to schedule an assessment which is required for all programs unless otherwise notified. Acceptance or denial will be emailed. If a requested program has insufficient enrollment, FCTC reserves the right to cancel the class.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

Assessment
Pre-assessment(s) required include Comprehensive Adult Student Assessment Systems (CASAS) and The Test of Adult Basic Education (TABE Language). The CASAS and TABE Assessments are required for all programs unless a student has taken an approved common placement test and received minimum scores in Rule 6A-10.0315, F.A.C. Scores must be no more than two years old upon enrollment into the desired program and submitted officially with student application.

G.P.A. Requirements
Dual enrollment students are required to maintain an unweighted 2.0 G.P.A. Failure to do so may result in dismissal from their dual enrollment program.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Grades and Credits
Dual enrollment students will receive semester grades. Students typically earn 1-3 credits per school year. Credits are earned upon completion of the dual enrollment course. Course completion can range from one semester to a full school year depending on the dual enrollment course. Students enrolled in Dual Enrollment courses shall earn both high school credit from the Putnam County School Board and from FCTC if they meet the minimum requirements for satisfactory completion of such courses. FCTC provides students, with a 2.0 unweighted GPA or better, the opportunity to take technical classes as electives while obtaining required academic courses at their high school. Students typically earn 1 - 3 credits per year by enrolling in a 2 consecutive class period course. * Please be advised some courses may require more periods. * Those who have received credits in comparable technical courses at their high school may receive credit for those competencies to start their technical program at an advanced level. Students receive industry-level training in work-environment labs.

7. A description of the process for informing students and their parents of college-level course expectations.
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Dual enrollment students are required to maintain an unweighted 2.0 G.P.A. Failure to do so may result in dismissal from their dual enrollment program.

Grades and Credits
Dual enrollment students will receive semester grades. Students typically earn 1-3 credits per school year. Credits are earned upon completion of the dual enrollment course. Course completion can range from one semester to a full school year depending on the dual enrollment course.

Attendance
Please visit http://fctc.edu/students/handbook/ to review the student attendance policy. Students are required to attend until the “last day of school for students” identified by the St. Johns County School District, unless otherwise approved. During high school exam week, students are required to attend their FCTC dual enrollment course if there is no conflict with their high school exam schedule.

Class Tardiness
Students are required to report to class on time. If a student is late, he/she will be marked tardy. Students with excessive tardiness will be referred to administration. Tardiness and absences will also impact grades.

Field trip and Home-School Activity
If a student will be absent from FCTC due to an approved activity at their home high school, the instructor must be notified in writing or electronically at least 3 days prior to the event.

Sick Days
If a student is absent from FCTC due to an illness, it is the student or parent responsibility to communicate to the instructor prior to the absence via phone call or email, and to provide FCTC and the home high school with an excuse note from a parent/guardian or doctor.

Uniforms/Safety Equipment and Dress Code
Uniforms/safety equipment are required for all FCTC programs. Students must arrive in uniform. Failure to comply could result in disciplinary action, suspension, and possible withdrawal from the technical program. Uniform costs are the responsibility of the student.

Photo ID Badge
Dual enrollment students will be issued a photo ID, which must be worn for security reasons while on FCTC campus.

Discipline
A student must be respectful to faculty, staff, and students of FCTC. While in the program, a student must follow all guidelines set forth by the instructor. A student must comply with the FCTC and Putnam County School District Code of Student Conduct. Serious violations may result in immediate dismissal from the program.

Registration
Students who will graduate from high school prior to completion of the postsecondary course may not register for courses through dual enrollment.

According to s. 1007.271, F.S., school districts may not deny dual enrollment participation to students who meet both statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

   Exceptions to the required grade point averages are considered on an individual student basis

   Dual enrollment students are required to maintain an unweighted 2.0 G.P.A. Failure to do so may result in dismissal from their dual enrollment program.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
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10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

N/A

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

N/A

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.
Assessment
Pre-assessment(s) required include Comprehensive Adult Student Assessment Systems (CASAS) and The Test of Adult Basic Education (TABE Language). The CASAS and TABE Assessments are required for all programs unless a student has taken an approved common placement test and received minimum scores in Rule 6A-10.0315, F.A.C. Scores must be no more than two years old upon enrollment into the desired program and submitted officially with student application.

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According to s. 1007.271, F.S., school districts may not deny dual enrollment participation to students who meet both statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.
Dual Enrollment Articulation Agreement Submission Site

Transmission of student grades in Dual Enrollment: Grades assigned by the post-secondary institution Dual Enrollment courses, including an “I,” are to be accepted at face value by the Putnam County School Board and are not to be changed on the student’s high school academic record (SBE Rule 6A-1.09941, F.A.C.). FCTC will follow the St. Johns County School District academic calendar for posting high school student grades.

14. A funding provision that delineates costs incurred by each entity.

Full-Time Equivalency Funding
The Putnam County School Board shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Dual Enrollment courses offered on the College campus and online, the School District shall pay the standard tuition rate per contact hour from the Florida Education Finance Program (FEFP).

15. Any institutional responsibilities for student transportation, if provided.

The expectation is that every dual enrollment student will provide their own transportation. Parking passes are available to students who are in a home education/private school, have documented mobility exceptions, are attending an evening program, or whose home high school is not within walking distance. If any other transportation arrangement needs to be made, it must be approved by the home high school.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

As required by law, students with disabilities must receive appropriate accommodations. FCTC will be responsible for providing the necessary accommodations for courses taken on FCTC campuses. The Putnam County School Board will be responsible for the cost of providing the necessary accommodations for courses taken at FCTC in addition to the cost of adaptive textbooks and other materials. Students with disabilities, or the Putnam County School Board, will be responsible for providing appropriate documentation so that accommodations can be provided.