A ratification or modification of all existing articulation agreements.

THIS AGREEMENT is entered into by and between the Washington County School Board, through the Florida Panhandle Technical College (hereinafter referred to as the "FPTC," or "career technical center") located at 757 Hoyt Street, Chipley, FL, 32428, and the Washington County School Board (hereinafter "Board"), 652 Third Street, Chipley, FL, 32428. This agreement shall be valid for the school year beginning July 1, and terminating June 30 each year, and renewed by the authorities with the same formality annually and submitted to the Florida Department of Education by August 1 of each year.

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

Procedures for participation, along with firmly established deadlines, are essential to the agreement; therefore, the secondary school subject to this agreement shall ensure the appropriate application is made for each dual enrollment student. Each student will apply annually by completing the current FPTC Dual Enrollment Application. This application includes signature forms for students, parents, and school guidance to verify the student eligibility. The enrollment packet will be provided to school counselors during the summer prior to the upcoming school year, and the students will complete and provide the completed packet to the FPTC Student Affairs office prior to enrollment deadlines for Fall, Spring, and Summer. FPTC will not enroll a student with incomplete paperwork.
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

The Board will make secondary parents and the student aware of dual enrollment opportunities referenced herein by and through their respective school catalogs and guidance staff. Students may be directed to seek additional information directly from FPTC; however, it is the responsibility of the secondary schools to ensure the information is disseminated to their secondary parents and students. The Board shall be responsible for incorporating all dual-enrollment course work within the district pupil progression plan.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

Each student will apply annually by completing the current FPTC Dual Enrollment Application. This application includes signature forms for students, parents, and school guidance to verify the student eligibility. The enrollment packet will be provided to school counselors during the summer prior to the upcoming school year, and the students will complete and provide the completed packet to the FPTC Student Affairs office prior to enrollment deadlines for Fall, Spring, and Summer. FPTC will not enroll a student with incomplete paperwork.

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

- be enrolled in the district represented by the Board.
- be 16 years of age or older.
- have and maintain a 2.0 unweighted GPA, at the time of enrollment or (by exception in accordance with F.S. 1007.271) by the end of the initial term of enrollment. GPA determination will be made by the home high school and documented on the Dual Enrollment Eligibility Form. If student is enrolled with a GPA exception (ie: within reach the GPA requirement within the grading period of initial enrollment), but does not meet the GPA requirement by the end of the grading period for the initial term of enrollment, they will be withdrawn from FPTC until the next enrollment period, when the GPA is at or above the required level.
- demonstrate readiness for the academic career-level coursework in career certificate programs.
- be campus and program independent.
- be able to safely perform the necessary physical requirements of the program framework and required skills.
- be able to enroll and be present at FPTC for a minimum of 2 full hours per day, 3 hours for certain courses, and up to 6 hours per day.
- have no less than 10% absenteeism for the immediate previous regular school semester.
- maintain attendance with no less than 10% absenteeism.
- have no disciplinary action outstanding, or one that would interfere with the program.
- have approval from the Board and FPTC.

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

Career and technical education dual enrollment, also referred to as "career dual enrollment," is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program and is available through the Florida Panhandle Technical College. Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program of study.

The key feature of dual enrollment is the simultaneous award of both secondary and postsecondary credit. Courses taken through the dual enrollment program at Florida Panhandle Technical College are postsecondary courses taught by faculty holding a Washington County School Board issued credential required for the certificate program. Because dual enrollment is an acceleration mechanism made available to advanced secondary students, remediation from the Technical College is not expected to be necessary to participate in career education. However, resources are in place to assist in the student's success of career education performance and meeting basic skills exit requirements already established in the curriculum frameworks. A Basic Skills Test will be required in accordance to Florida Statutes. Grades earned at FPTC will be weighted in accordance with the Florida statutes. Inasmuch, the expectancy for attendance, performance, and minimum grades will be set forth in the Student Academic Progression (SAP) plan in the FPTC Catalog /Handbook. The Student will be dismissed from FPTC and return to their home high school for failure to adhere to the SAP or if they are disruptive to the learning environment. Grades will be electronically provided to school counselors at course end during the midyear or year-end, or upon individual enrollment termination. Although Progress Grades may be provided for review, they are for record only. FPTC cannot provide partial credit and Final Grades will only be earned at the completion of a course. No grade will be earned for incomplete courses.

7. A description of the process for informing students and their parents of college-level course expectations.
Courses at FPTC are designed to provide industry recognized training and credentials. Such credentials are listed on the current CAPE Industry Certification Funding list according to the rules found in F.S. 1008.44. FPTC makes every effort to provide Dual Enrollment students with many course options identified as one leading toward an approved industry certification. FPTC will offer as many practical courses as possible each school year. Current options and clock hour credits, along with the certifications attainable per program, are found in the school catalog and website at https://www.fptc.edu/admissions. Upon course completion, clock hours are converted to high school credits as defined by the Florida Department of Education's course code directory. Individual school counselors will determine the high school course equivalency for each successfully completed course. Annual equivalency lists are available on the FLDOE website. If there is no equivalency for the student's CTE courses determined by the FLDOE, then every 150 successfully completed clock hours shall equal one high school credit. Articulation shall also be available as set forth by FLDOE. The FLDOE's published "Statewide Articulation Agreements" shall be the governing factor by which industry certifications will articulate into college credit, and for which specific college programs the articulation may be applied. The Board is responsible to inform the parents of the certification choices and any qualifying certifications earned (F.S. 1003.02).

Unless requested by the Board, FPTC will not allow enrollment for any program that duplicates the student's options at their home high school so that student may take full advantage of Courses at FPTC are designed to provide industry recognized training and credentials. Such credentials are listed on the current CAPE Industry Certification Funding list according to the rules found in F.S. 1008.44. FPTC makes every effort to provide Dual Enrollment students with many course options identified as one leading toward an approved industry certification. FPTC will offer as many practical courses as possible each school year. Current options and clock hour credits, along with the certifications attainable per program, are found in the school catalog and website at https://www.fptc.edu/admissions. Upon course completion, clock hours are converted to high school credits as defined by the Florida Department of Education's course code directory. Individual school counselors will determine the high school course equivalency for each successfully completed course. Annual equivalency lists are available on the FLDOE website. If there is no equivalency for the student's CTE courses determined by the FLDOE, then every 150 successfully completed clock hours shall equal one high school credit. Articulation shall also be available as set forth by FLDOE. The FLDOE's published "Statewide Articulation Agreements" shall be the governing factor by which industry certifications will articulate into college credit, and for which specific college programs the articulation may be applied. The Board is responsible to inform the parents of the certification choices and any qualifying certifications earned (F.S. 1003.02). Unless requested by the Board, FPTC will not allow enrollment for any program that duplicates the student's options at their home high school so that student may take full advantage of

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

- be enrolled in the district represented by the Board.
- be 16 years of age or older.
- have and maintain a 2.0 unweighted GPA, at the time of enrollment or (by exception in accordance with F.S. 1007.271) by the end of the initial term of enrollment. GPA determination will be made by the home high school and documented on the Dual Enrollment Eligibility Form. If student is enrolled with a GPA exception (ie: within reach the GPA requirement within the grading period of initial enrollment), but does not meet the GPA requirement by the end of the grading period for the initial term of enrollment, they will be withdrawn from FPTC until the next enrollment period, when the GPA is at or above the required level.
- demonstrate readiness for the academic career-level coursework in career certificate programs.
- be campus and program independent.
- be able to safely perform the necessary physical requirements of the program framework and required skills.
- be able to enroll and be present at FPTC for a minimum of 2 full hours per day, 3 hours for certain courses, and up to 6 hours per day.
- have no less than 10% absenteeism for the immediate previous regular school semester.
- maintain attendance with no less than 10% absenteeism.
- have no disciplinary action outstanding, or one that would interfere with the program.
- have approval from the Board and FPTC.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

- be enrolled in the district represented by the Board.
- be 16 years of age or older.
- have and maintain a 2.0 unweighted GPA, at the time of enrollment or (by exception in accordance with F.S. 1007.271) by the end of the initial term of enrollment. GPA determination will be made by the home high school and documented on the Dual Enrollment Eligibility Form. If student is enrolled with a GPA exception (ie: within reach the GPA requirement within the grading period of initial enrollment), but does not meet the GPA requirement by the end of the grading period for the initial term of enrollment, they will be withdrawn from FPTC until the next enrollment period, when the GPA is at or above the required level.
- demonstrate readiness for the academic career-level coursework in career certificate programs.
- be campus and program independent.
- be able to safely perform the necessary physical requirements of the program framework and required skills.
- be able to enroll and be present at FPTC for a minimum of 2 full hours per day, 3 hours for certain courses, and up to 6 hours per day.
- have no less than 10% absenteeism for the immediate previous regular school semester.
- maintain attendance with no less than 10% absenteeism.
- have no disciplinary action outstanding, or one that would interfere with the program.
- have approval from the Board and FPTC.
10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

    No Exceptions

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

    No Exceptions

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.

    • be enrolled in the district represented by the Board.
    • be 16 years of age or older.
    • have and maintain a 2.0 unweighted GPA, at the time of enrollment or (by exception in accordance with F.S. 1007.271) by the end of the initial term of enrollment. GPA determination will be made by the home high school and documented on the Dual Enrollment Eligibility Form. If student is enrolled with a GPA exception (ie: within reach the GPA requirement within the grading period of initial enrollment), but does not meet the GPA requirement by the end of the grading period for the initial term of enrollment, they will be withdrawn from FPTC until the next enrollment period, when the GPA is at or above the required level.
    • demonstrate readiness for the academic career-level coursework in career certificate programs.
    • be campus and program independent.
    • be able to safely perform the necessary physical requirements of the program framework and required skills.
    • be able to enroll and be present at FPTC for a minimum of 2 full hours per day, 3 hours for certain courses, and up to 6 hours per day.
    • have no less than 10% absenteeism for the immediate previous regular school semester.
    • maintain attendance with no less than 10% absenteeism.
    • have no disciplinary action outstanding, or one that would interfere with the program.
    • have approval from the Board and FPTC.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

    Grades will be electronically provided to school counselors at course end during the mid year or year-end, or upon individual enrollment termination. Although Progress Grades may be provided for review, they are for record only. FPTC cannot provide partial credit and Final Grades will only be earned at the completion of a course. No grade will be earned for incomplete courses.

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

    Materials:
    The Board's articulated high schools shall maintain instructional materials. The student may be assigned these instructional materials but must return them to their high school at the end of the enrollment period. A current "Supplemental Material and Supplies" list shall be updated as needed, or at least annually with this agreement. Instructional materials are the property of the school, Board, or student that purchases them.
    • The Board will be responsible for any additional fees required for entrance to the program, or materials required for successful performance during the program.
    • The Board will articulate procedures with students to wear specific, proper, and safe attire.
    The Board will articulate procedures with students enrolled in Health Programs to purchase required background verification, CPR, or liability insurance.
    FPTC will invoice the Board once at the beginning of each semester for texts, materials, and supplies required for enrollment, and again at the end of each semester for other expenses incurred throughout the student's progression, in accordance with the program materials and supply list incorporated herein and labeled "Supplemental Material and Supplies".

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

    The Board will be responsible for articulating a transportation plan with eligible dual enrolled students.

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.
Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment. FPTC will make every effort to ensure that career education is equitably distributed to all students and any documented accommodations are employed. However, all students must be able to perform successful academic and physical execution of program skills for inclusion in the dual enrollment program.