

Addendum to the Dual Enrollment Agreement for 2014-2015  
Between  
Polk State College and Lake Wales Charter Schools, Inc.

This addendum is an extension of the Dual Enrollment Agreement between Polk State College (hereafter referred to as the "College") and Lake Wales Charter Schools, Inc. (hereafter referred to as "LWCS"). Unless otherwise specifically noted, this addendum does not replace regulations outlined in the Dual Enrollment Agreement.

**Information Procedures: Addendum to #11**

Public school information procedures:

- a. Due to the proximity of each high school to the College in this district, the College will provide on-site representatives at each high school at various times during the school year to inform students of the various acceleration opportunities and promote their participation.
- b. Information will be provided to each high school counselor for distribution to interested students and parents. It is the responsibility of LWCS to make parents and students aware of the procedures in this Dual Enrollment Articulation Agreement.
- c. Each high school will be responsible for timely announcements to its students regarding local acceleration opportunities.
- d. Potential early admission and dual enrollment students, working with their high school counselor, should complete all required documentation and submit it to the College by the dates required.
- e. LWCS Dual Enrollment Liaison will be responsible for incorporating all dual enrollment courses offered and courses excluded through this agreement into the district Student Progression Plan.
- f. Regardless of the location of the class, faculty must operate in compliance with the Federal Education Rights and Privacy Act (FERPA). Faculty may share information with High School Guidance Counselors who have a legitimate educational right to information via signing a form presented to them by the student or Guidance Counselor or via institutional to institutional email. Faculty may not share grades, attendance, or other FERPA protected information with parents or other parties without proper FERPA release.

**Textbook and Materials: Addendum to #13**

1. Textbooks and Instructional Material Content and Availability:

- a. The College will advise LWCS of instructional material requirements as soon as that information becomes available.
- b. LWCS is also responsible for the acquisition of the required textbooks, lab books, study guides, and course syllabi (EMS only) from the College bookstore and for ensuring delivery of such materials to the high school site.

2. Cost of Textbooks and Supplies:

- a. LWCS will supply high school dual enrollment and early admission students whose college courses count toward high school graduation all course-related instructional materials, limited to textbooks, lab manuals, calculators, study guides, and any other ancillary books and materials required by the instructor. The College will bill LWCS for lab fees for dual enrolled students. The College advisors will issue an Instructional Materials Reimbursement form, also known as

- a book voucher, to each eligible public high school student participating in a dual enrollment program. The book voucher allows the student to get course-required books from the College bookstore without any cost to the student. LWCS will be billed for the charges using these vouchers. The College will provide an itemized list of textbooks and ancillary materials to LWCS each semester. The books and supplies issued must be returned to Lake Wales High School to get credit for returning them, and the student must obtain a return receipt. If the student is registering for subsequent terms, a new textbook and supplies voucher will not be issued without the previous semester's return receipt.
- b. The high school principal will maintain an inventory of the instructional materials issued to his/her students for dual enrollment courses offered at the high school. The principal will also be responsible for the recovery, reuse, and/or sale of these instructional materials.

**Monitoring Students and Handling of Withdrawal Grades and Repeats: Addendum to #16**

- a. The College will provide student schedules to the appropriate high school personnel at the end of the Drop period each term.

**Transmission of Test Scores: Addendum to #17**

1. College placement exam scores will be electronically transmitted to LWCS the first Friday of each month for the examinees testing the previous month


**Florida Statute 1008.30— Common placement testing for public postsecondary education**

In order to meet the requirements of F.S. 1008.30, the College and LWCS have agreed on the following provisions for public schools:

- a. The high school agrees to administer the state college placement exam for college readiness.
- b. The College and LWCS will work collaboratively to develop a high school course and exit criteria for those students not placing into college-level courses based on the state-approved college placement exam.
- c. LWCS agrees to identify and inform eligible students of this opportunity.

**Florida Statute 1007.271 – Dual Enrollment Programs: Addendum to #19**

In order to meet the requirements of F.S. 1007.271, the College and the LWCS have agreed on the following provisions:

- a. The College will assess  of \$71.98 per student credit hour for classes taken in the fall, spring, and summer terms on any of the college's campuses or centers.
- b. An invoice will be sent to the LWCS designated address after the last drop deadline of the latest session offered of the term.

**Procedures for On-site Course Offerings: Addendum to Dual Enrollment Agreement**

This section is applicable to public schools only. Non-public schools may request on-site provisions by contacting the College's Vice President for Academic Affairs and, if approved, these provisions would apply.

- a. Coordination and Supervision: The coordination and supervision of courses offered at the local high school site will be carried out as a joint effort between

- the site school principal and the appropriate college academic dean. The Dual Enrollment Liaison will manage all unresolved coordination efforts.
- b. High School's Needs for Dual Enrolled Offerings: As an ongoing process, each high school principal will analyze the school's needs to determine where/when the College could offer courses on the high school site. The principal will prepare a request to meet the school's needs coordinating the request with the appropriate academic dean of the College. The Dual Enrollment Liaison has final approval for LWCS. The request should be forwarded to the Vice President for Academic by May 1 for the fall semester of the school year, and by October 1 for the spring semester for final College approval.
  - c. Bright Futures Consideration: Special attention will be given to course offerings to ensure Bright Futures' academic requirements are met.
  - d. Combining College and High School Courses: Dual enrollment courses may not be combined with other high school courses.
  - e. End-of-Course Assessments: Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the Basic Course Information document (BCI). To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus dual enrollment course instructor by the College in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the postsecondary institution and held on file for a period of one (1) year.
  - f. Classroom Interruptions: Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of class time.
  - g. Grading Policy: Dual enrollment courses offered at the high school site will follow college grading policies. Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe the College's deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
  - h. Attendance: Dual enrollment courses offered at the high school site will follow the regular School Board attendance policies.
  - i. Code of Conduct: Students enrolled in dual enrollment courses will be subject to the student conduct codes, procedures, and policies of LWCS or non-public school and the College as outlined in the policies of the high school and the *Polk State College Catalog*. Should a conflict be identified as a result of either institution's policies and procedures, LWCS and the College will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for the student. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
  - j. Accountability of Assessment Standards:
    - II. The College shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and

recommendations shall be shared and reviewed with the principal and local school district or with non-public schools.

- III. Public high schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the College and the high school.
- IV. Any course-, discipline-, college-, or system-wide assessments that the College requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course taught at the high school.
- V. Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, local school district, the College President, and the Department of Education or to non-public school administrators.

k. Salaries and Pay Arrangements for On-site Course Offerings:

- I. The College will pay the supplemental salaries of the adjunct instructors employed by the College based on the college's approved salary schedule. LWCS will pay the facilitators according to the LWCS supplemental pay schedule.
- II. LWCS will reimburse the College for instructional costs (according to the college's approved salary schedule for adjunct instructors and lab fees, if any) when courses are offered for public school students in public school facilities. If the dual enrollment course is taught by a high school instructor as part of his/her regular high school teaching load, then the instructor will not be paid by the College. In addition, LWCS will reimburse the College for travel expenses associated with travel of full-time college instructors who teach courses offered for public school students in public school facilities. This reimbursement will be at the College's current approved mileage rate for the round-trip distance between the College and the school at which the course is offered. The College will invoice LWCS following the start of the second semester classes.

l. Course Selection for High School-Based Courses:

- VI. The College will provide college-level instruction at each local high school, where practical, as part of the Dual Enrollment program as needs are identified. Specifically, the College is prepared to offer instruction in foreign languages, advanced courses in language arts, science, mathematics, social science, and technical courses where equipment/laboratory facilities are available at the high school campus, provided adequate enrollment exists.
- VII. Dual enrollment courses offered at the high school will be selected to expand and enhance existing offerings with special attention given to avoid unnecessary duplication of offerings.
- VIII. The college-level courses will be carefully analyzed to avoid competition with high school Advanced Placement classes.
- IX. Exceptions for courses that do not require the GPA and testing qualifications can be recommended by either LWCS or the College and will be considered by the college's District/Campus Group and LWCS's Dual Enrollment Liaison. Once approved, students may register for these

courses. For AS courses, students will follow the College placement scores required of native Polk State College students.

- X. The total number of unique courses offered at any given high school will be determined jointly between the College and the high school with the approval of the Dual Enrollment Liaison.
- XI. The maximum credit load allowed any instructor for on-site delivery of the College's courses is 12 credit hours per term.

This Addendum Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action.


This Addendum shall commence for the 2014-2015 school year and will be reviewed annually to consider revisions.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum Agreement and the Dual Enrollment Agreement with all High School Education Providers to be executed by the dates indicated below.

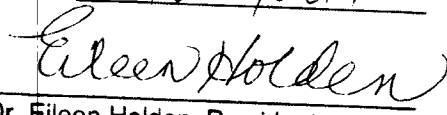
THE "COLLEGE"

THE DISTRICT BOARD OF TRUSTEES  
OF POLK STATE COLLEGE

Approval Date \_\_\_\_\_

By   
Chair, Board of Trustees, Linda Pillington  
Dan Dorrrell

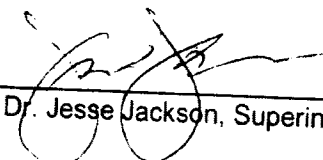
Approval Date 8/25/2014

Attest   
Dr. Eileen Holden, President

THE "HIGH SCHOOL EDUCATION  
PROVIDER"

LAKE WALES CHARTER SCHOOLS, INC.  
LAKE WALES, FLORIDA

Approval Date 8/28/2014

Attest   
Dr. Jesse Jackson, Superintendent