

**ADDENDUM TO THE DUAL ENROLLMENT ARTICULATION AGREEMENT FOR 2018-2019
BETWEEN
POLK STATE COLLEGE AND THE
POLK COUNTY SCHOOL BOARD**

This addendum is an extension of the Dual Enrollment Articulation Agreement between Polk State College (hereafter referred to as the "College") and the Polk County School Board (hereafter referred to as the "School Board"). Unless otherwise specifically noted, this addendum does not replace regulations outlined in the Dual Enrollment Articulation Agreement.

Information Procedures: Addendum to "A Description of the Process by which Students and Their Parents are Informed about Opportunities for Student Participation in the Dual Enrollment Program"

Public school information procedures:

1. It is the responsibility of the School District and the Accelerated Programs Curriculum Specialist for the Polk County School Board to communicate with the College regarding requests for courses to be offered. A high school must communicate with the Accelerated Programs Curriculum Specialist and not directly with the College. The Accelerated Programs Curriculum Specialist will communicate with the appropriate School Board Senior Director for new course requests for adoption by the School Board.
2. 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 in events such as registration, orientation, and other scheduled events.
3. Information will be provided to each high school counselor for distribution to interested students and parents. It is the responsibility of the School Board to make parents and students aware of the procedures in the Dual Enrollment Articulation Agreement.
4. Each high school will be responsible for timely announcements to its students regarding local dual enrollment acceleration opportunities.
5. 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 required dates.
6. 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 institution-to-institution email. Faculty may not share grades, attendance, or other FERPA-protected information with parents or other parties without proper FERPA release.

Tuition and Fees: Addendum to "A Funding Provision That Delineates Costs Incurred by Each Entity"

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

1. The College will assess a fee of \$71.98 per student credit hour for classes taken in the fall and spring terms at any College campus or center.
2. The College will assess a fee of \$1,623.53 for classes taken on the high school campus when the College provides the instructor.
3. An invoice will be sent to the School Board designated address after the last Drop deadline of the term's latest session.

Instructional Materials: Addendum to “A Funding Provision That Delineates Costs Incurred by Each Entity”

Instructional materials content and availability:

1. The School Board is responsible for the acquisition of the required textbooks, access codes, lab books, study guides, and course syllabi (EMS only) and for ensuring delivery of such instructional materials to the high school site and distribution to students.
2. For courses taught by high school faculty on a high school campus, the College will provide the School District with a list of approved instructional materials from which the School District may choose. When possible, the College will attempt to retain titles on the list for a minimum of three years. This list will be sent to the School District no later than 30 days prior to the start of the term.
3. For courses taught by College faculty at a high school campus, the College will send the required instructional-materials information to the School District. This information will be sent no later than 30 days prior to the start of the term.
4. For courses taught at one of the College’s campuses or centers, the School District will be responsible for providing the student with the required instructional materials on order at the campus bookstore. Information about required materials can be obtained from the College bookstore website no later than 30 days prior to the start of the class. The College makes every effort to retain books for at least two years, when possible.

Cost of instructional materials and supplies:

1. When college courses count toward high school graduation, the School Board will provide course-related instructional materials (limited to textbooks, access codes, lab manuals, calculators, study guides, and any other ancillary books and materials required by the instructor) to high school dual enrollment and early admission students. The College will provide an itemized list of instructional materials to the School Board each semester at least 30 days prior to the start of the term. All textbooks must be returned to the School Board (high school site), and textbooks that are reusable will be reassigned to students the following semester.
2. The high school instructional-materials manager will maintain an inventory of the instructional materials issued to students for all dual enrollment courses and will also be responsible for the recovery, redistribution, and/or sale of the instructional materials.
3. Regarding requests from dual enrollment students to take a course(s) during a summer term, the School Board may provide instructional materials for summer term for those courses for which instructional materials have been purchased in the fall and spring semesters and are available for use during summer term.

Monitoring Students and Handling of Withdrawal Grades and Repeats: Addendum to “The Responsibilities of the Postsecondary Institution Regarding the Transmission of Student Grades in Dual Enrollment Courses to the School District.”

1. The College will provide student schedules to the appropriate high school personnel at the end of the Drop period each term.
2. The College will provide weekly reports containing student registration and grade activity to the Polk County Accelerated Programs office.

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 the School Board have agreed on the following provisions for public schools:

1. The high school agrees to administer the P.E.R.T. for college readiness.

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

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. If approved, the following provisions would apply.

1. **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.
2. **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 at the high school site. The Principal will prepare a request to meet the school's needs, coordinate the request with the appropriate College Academic Dean, and submit the request to the Dual Enrollment Liaison at the School Board. The Dual Enrollment Liaison has final approval for the School Board and will forward a list of approved courses directly to the Academic Dean by the deadlines in the schedule below for final College approval.

Timeframe for Fall Classes	Timeframe for Spring Classes	Task
Late February		Campus Dean (CD) or designee requests schedule from Polk County School Board Director of Accelerated Programs (DAP).
Mid-March		DAP returns master course request to CD and indicates whether high school staff will teach courses or if a Polk State instructor is requested. CD discusses proposed offerings with DAP and/or school Assistant Principal of Curriculum (APC) to determine appropriateness of courses, staffing, etc.
May (for fall classes) November (for spring classes)		CD directs new high school instructors to complete hiring and on-boarding process. Instructors complete required tasks in a timely fashion.
6 weeks Prior to Start of HS Term	6 weeks Prior to Start of HS Term	In cases where a Polk State instructor is requested, CD will notify DAP and school APC if there is difficulty locating an instructor.
6 weeks Prior to Start of Classes	6 weeks Prior to Start of Classes	CD sends required textbook information to DAP for on-site courses being taught by Polk State faculty.
Throughout Academic Year		APC asks CD to review transcripts for high school staff wanting to teach dual enrollment courses (and includes DAP in communication).
Throughout Academic Year		APC and CD discuss possible future offerings (and includes DAP in communication).
Annually, 30 days Prior to the Start of the Fall Term		CD sends DAP a list of approved book titles from which PCSB may choose for courses taught on a high school campus by high school faculty.

3. Bright Futures Consideration: Special attention will be given to course offerings to ensure Bright Futures' academic requirements are met, including the requirements for Gold Seal.
4. Combining College and High School Courses: Dual enrollment courses may not be combined with other high school courses.
5. 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 (BCI) document. To ensure equivalent rigor with college 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 College and held on file for a period of two (2) years.
6. Classroom Interruptions: Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of class time.
7. 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 and other required administrative duties in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
8. Attendance: Dual enrollment courses offered at the high school site will follow the regular School Board attendance policies.
9. Code of Conduct: Students enrolled in dual enrollment courses will be subject to the student conduct codes, procedures, and policies of the School Board and the College as outlined in the policies of the high school and the *Polk State College Catalog/Handbook*. Should a conflict be identified as a result of either institutions' policies or procedures, the School Board 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.
10. Accountability of Assessment Standards:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. The College shall compare student performance, to include final grade and exam, of dual enrollment course offerings at 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.
11. Salaries and Pay Arrangements for On-site Course Offerings:

- a. The College will pay the supplemental salaries of the adjunct instructors employed by the College based on the College's approved salary schedule. The School Board will pay the facilitators according to the School Board supplemental pay schedule.
 - b. The School Board will reimburse the College for instructional costs (according to the College's approved salary schedule for adjunct instructors) 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.
12. Course Selection for High School-Based Courses:
- a. 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 will 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.
 - b. Exceptions for courses that do not require GPA and testing qualifications can be recommended by either the School Board or the College and will be considered by the Academic Deans in conjunction with the Vice President for Academic Affairs and the School Board'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.
 - c. 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.
 - d. High schools will be granted status as satellite campuses when appropriate.
 - e. The maximum credit load allowed any instructor paid by the College for on-site delivery of the College's courses is 12 credit hours per term.

Execution of Agreement

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 2018-2019 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.

For the College:

By 
 Mark G. Turner, Chair, Board of Trustees

Approval Date 4/16/18

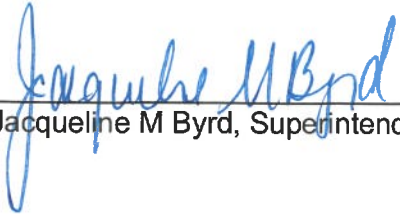
Attest 
 Dr. Angela M. Garcia Falconetti, President

Approval Date 4/16/18

For the School Board:

By 
Lynn Wilson, Chair

Approval Date 5/22/18

Attest 
Jacqueline M Byrd, Superintendent

Approval Date 5/23/18