

**2021-2022 Career Dual Enrollment Articulation Agreement**  
**Between the Hamilton County School Board and**  
**Suwannee County School Board thru RIVEROAK Technical College**

THIS AGREEMENT is entered into by and between the School Board of Hamilton County, Florida, hereafter referred to as the "Board"; and RIVEROAK Technical College; hereafter referred to as the "College"; and

WHEREAS, the Florida Statutes provide that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college, and

WHEREAS, the Board wishes to enhance opportunities for high school graduates to identify and set clear career and postsecondary education goals before high school graduation, and

WHEREAS; the College, a publicly funded postsecondary institution, can provide a variety of high skill, high wage career training program options, and

WHEREAS, the Board and College accept the challenge of ensuring that every Suwannee County High School graduate has a defined pathway to a career and postsecondary education.

NOW, THEREFORE, BE IT RESOLVED that the Board and the College agree to the following:

- A. This agreement supersedes all previous career dual enrollment agreements between the District and College. s.1007.271 (21)(a)
- B. Career dual enrollment is available to Hamilton County high school students meeting the following criteria:
  - I. Be enrolled as a student in a Florida public secondary school.
  - II. Be classified as a high school student in grade 9, 10, 11 or 12.
  - III. Possess and maintain a minimum 2.0 unweighted grade point average (GPA).
  - IV. Meet the graduation requirements for Florida state-wide assessments.
  - V. Have a plan approved by student's high school to complete all requirements to graduate on time.
  - VI. Demonstrate readiness for postsecondary work evidenced by grade point average, a good attendance record and a satisfactory disciplinary record.
  - VII. Be recommended by student's school counselor. s.1007.271 (21)(e)
- C. The College will notify students and parents of the career dual enrollment opportunity through career and postsecondary education awareness activities in District high schools. Interested students will complete a career dual enrollment application. Students must have the approval of their high school guidance counselors. s.1007.271 (21)(b)
- D. The College will accept applications for career dual enrollment in Spring and Summer for the beginning of the following school year. Mid-term applications will only be accepted

on a space available basis and with mutual agreement of the high school and College.  
s.1007.271 (21)(d)


- E. All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C., and detailed in *Exhibit "A"* by demonstrating proficiency based on the *Tests of Adult Basic Education, ACT or SAT*.
- F. All career dual enrolled students will have the opportunity to achieve at least one industry certification as part of the career dual enrollment program.
- G. Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through the College which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. s.1007.271 (21)(c) [ A list of courses and programs available for career dual enrollment is detailed in *Exhibit "B"*. It includes a delineation of approved industry certification, clock hour credit and high school credit to be awarded upon completion of each course and program.]
- H. All career dual enrollment courses under this agreement will count toward high school graduation. s.1007.271(21)(f)
- I. Students participating in career dual enrollment are exempt from payment of registration, tuition, instructional materials, laboratory fees and other fees associated with the costs of attendance. If the District receives Industry Certification funds for any Secondary Certification earned the District will return the funds to the program in which the certification was earned in accordance with the Florida Career and Professional Education Act s.1003.491
- J. Students participating in career dual enrollment will be responsible to meet College rules for registration, attendance, and behavior as specified in the College's student handbook. s.1007.271 (21)(g)(i)
- K. Students will lose the opportunity to participate in the career dual enrollment program if they are disruptive to the postsecondary learning process.
- L. If the student's cumulative GPA falls below a 2.0 in their high school courses but remains above a 2.0 in their program of study at the College, student will be placed on academic probation for one (1) year and allowed to continue their program of study at the college. If the student's cumulative high school GPA is not above a 2.0 at the end of the probationary period, the student will not be allowed to re-enroll at the College. The student can be immediately withdrawn from the College when the cumulative high school GPA falls below a 2.0, if it is mutually determined by the high school and College to be in the best interest of the student.

- M. The College will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule.  
s.1007.271(21)(m)
- N. The District will ensure all career and dual enrolled students will meet the College's requirements for admission. The District and College will collaborate to monitor and maintain individual student performance in high school and career courses.  
S.1007.271(21)(l)
- O. The College shall be responsive to parent inquiries of student performance and progress in the career dual enrollment program.
- P. Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a dual enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the tenth day of enrollment. Students with extenuating circumstances wanting to withdraw after the tenth day of enrollment must submit a written request to both the College and high school.
- Q. The student's assigned high school will work with appropriate personnel at the College to provide services and resources required by students with disabilities who register for dual enrollment. S.1007.271(25)
- R. The College will be responsible for all costs associated with presenting career instruction at the College. The student will be responsible for self-transportation to and from the college.

IN WITNESS WHEREOF, the parties have executed, or had their authorized representatives executed, this agreement on the dates written below.

**Hamilton County School Board:**

  
Board Chairperson

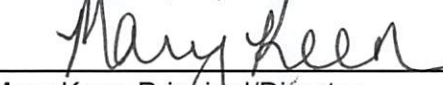
  
Superintendent

9/14/21  
Date


**Suwannee County School Board:**

  
Tim Alcorn, Board Chairman

  
Ted L. Roush, Superintendent

  
Mary Keen Principal/Director,  
RIVEROAK Technical College

JUL 27 2021  
Date

"Approved as to Form and Sufficiency  
BY   
Leonard J. Dietzen, III  
Rumberger, Kirk & Caldwell, P.A.  
Suwannee School Board Attorney"

**Exhibit A – Basic Skills Requirements and Exceptions for Career Dual Enrollment**

**Requirements;**

1. All career dual enrollment students will demonstrate preparedness for postsecondary education by completing an entry-level basic skills examination. The acceptable exam for this requirement is the *Tests of Adult Basic Education (TABE)*.

2. Testing Exemptions. A student may be exempt from the testing requirement by documenting any of the following: (a, b, c, OR d)

a. Minimum SAT scores

\* Verbal – 440

\* Mathematics – 440

b. Minimum ACT scores

\* Reading – 19

\* English – 17

\* Mathematics – 19

c. Possessing a state, national or industry certification or licensure examination that is identified in the list entitled "Basic Skills and Licensure Exemption List".

[www.fldoe.org/core/fileparse.php/5652/urlt/2020-21-basicskills-with-License-exempt.xlsx&sa=U&ved=2ahUKEwiKxdnn4JnxAhVjh-AKHR6xDMYQFjADegQIBhAB&usq=AOvVaw3zxpKFkupcgpwhT05nmhCY](http://www.fldoe.org/core/fileparse.php/5652/urlt/2020-21-basicskills-with-License-exempt.xlsx&sa=U&ved=2ahUKEwiKxdnn4JnxAhVjh-AKHR6xDMYQFjADegQIBhAB&usq=AOvVaw3zxpKFkupcgpwhT05nmhCY)

d. Documented learning disability and a current individualized education plan (IEP) that demonstrates preparedness for postsecondary education.