

**Collegiate High School Agreement**

**2018- 2019**

**Daytona State College**

**And**

**Flagler County Schools**

This agreement between the Daytona State College District Board of Trustees and the Flagler County School Board (FCSB) is made in compliance with s. 1007.273, Florida Statutes which requires the creation of a Collegiate High School Program between Daytona State College (DSC) and Flagler County Schools (FCS).

The term of this agreement shall be one (1) year, commencing on January 1, 2018, and remaining in effect through and including December 31, 2018. During the term of this agreement, either party may request to renegotiate the agreement, with any modification requiring the approval of FCSB and the DSC Board of Trustees.

### **1. REQUIREMENTS FOR INITIAL ENROLLMENT**

Flagler County high school students may apply to the Collegiate High School Program at the end of their 10<sup>th</sup> or 11<sup>th</sup> grade year and may begin the program in the fall semester of their 11<sup>th</sup> or 12<sup>th</sup> grade year.

Students must have a 3.2 or higher cumulative, unweighted high school Grade Point Average (GPA) in order to participate in the program. Students must also earn the required test scores on the ACT, SAT, or Post-Secondary Education Readiness Test (P.E.R.T.) for placement into ENC1101 and MAC1105.

The Collegiate High School Program will include the following majors: Associate of Arts (A.A.) degree, Associate of Science (A.S.) degree in Internet Services Technology, A.S. degree in Computer Information Technology, A.S. in Computer Programming and Analysis, A.S. degree in Electrical Engineering Technology, A.S. in Simulation and Robotics Technology, and Computer Engineering Technology. Students must declare a major upon applying to the Collegiate High School Program; academic advising will be based upon the student's declared major. Collegiate high school students will be permitted to take all classes required to complete their chosen major.

Parents and students should be aware that failure to make satisfactory progress in Collegiate High School courses may have an impact on the student's future financial aid eligibility. All college courses and grades will remain a permanent part of the student's high school and college transcript and will affect financial aid eligibility.

### **2. INDUSTRY CERTIFICATION**

Cape Industry Certifications in CompTIA A+ and Network Plus are available in all A.S. programs within the Collegiate High School Program. A.A. degree seeking students may also enroll in elective courses that lead to certification. All A.S. programs in this proposal lead directly into the Computer Information Technology and/or Engineering Technology Bachelor's Degree programs at DSC.

### **3. REQUIRED CREDITS PER SEMESTER**

Collegiate High School students must complete 15-16 credit hours in the fall semester and 15-16 credit hours in the spring semester of each academic year that they participate in the program. Students who enter the program in 11<sup>th</sup> grade, follow their education plan for the degree they are seeking, and successfully complete all classes will earn an Associate's Degree by the end of their senior year. Students who enter the program in the 12<sup>th</sup> grade will complete a minimum of 30 credit hours toward their intended major by the end of their senior year.

#### **4. NOTIFICATION PROCESS**

FCS and DSC will inform all eligible secondary students of Collegiate High School opportunities via standard communication methods as prescribed in the Florida Statutes and State Board of Education Rules. The school district will supply DSC with necessary student data. DSC will send a copy of any recruitment information to FCS before distributing to FCS students; likewise FCS will send a copy of any recruitment information to DSC before distributing to FCS students.

Students and parents will be informed of the Collegiate High School program during high school parent nights and registration meetings. The district will also post the dual enrollment guide on the school district website.

Daytona State College will mail informational letters to parents and will conduct dual enrollment workshops during Open House events which will include Collegiate High School information. DSC will also maintain a dual enrollment website that will contain Collegiate High School information along with a sample copy of the Collegiate High School contract, the application for the program, and an information guide about the program.

#### **5. HIGH SCHOOL CREDIT AWARDED AND COURSE RESTRICTIONS**

Collegiate High School students may enroll in all courses for applicable major degree programs. High school credit will be awarded in accordance with the Florida Department of Education High School Subject Area Equivalency List.

Students may not register for the following: developmental courses, courses that are less than three credit hours, private lesson courses, limited access program courses, or physical education courses (less than three hours). All Collegiate High School courses must have Department of Education (DOE) approval. Students may not enroll in courses with temporary numbers.

Students who are admitted to the Collegiate High School Program will be permitted to enroll in a maximum of two online courses per semester during their first year in the program and a maximum of three online courses per semester during their second year in the program. Students may enroll in up to five hybrid courses that include both classroom and on-line components.

#### **6. ADVISING AND PROGRESS MONITORING**

The Collegiate High School Program is a form of Early Admissions in which students enroll in 15-16 credit hours per semester at the college, while enrolling in no courses at the high school. The DSC Director of Dual Enrollment will work closely with high school counselors to ensure that Collegiate High School students complete high school graduation requirements.

Interested students must complete the Collegiate High School Program application in the spring of their sophomore or junior year of high school in order to be admitted to the program in the fall. Completed applications must be received by the DSC Director of Dual Enrollment by the close of business on June 15, 2018 to be eligible for admission for the fall 2018 semester. All students who meet the qualifications will be admitted into the program. Students will be admitted to DSC in a separate major code, which will allow for easy monitoring of student progress and grades.

Collegiate High School students and parents will be required to attend an orientation session during the summer before the fall semester begins. During the orientation, students will receive a copy of their education plan for their chosen major and will receive information about the program and the services available at the college. In addition, a required reception will be held at the conclusion of each semester (after grades are posted) to celebrate student success.

All Collegiate High School students must sign a contract that will include a list of all courses that they are required to complete each semester. The requirements to continue in the Collegiate High School Program will also be included. Students will be required to attend a meeting at the college each semester to discuss his/her progress and to prepare for registration for the following semester. This information will be shared with the high school counselors and with the school district dual enrollment administrator.

Students who earn a "D", "F", "FN", or "W" grade will be ineligible to continue participating in the Collegiate High School Program. In addition, students must maintain a 3.2 or higher cumulative, unweighted high school GPA and a 2.5 or higher cumulative college GPA in order to continue participating in the program. Students who earn a "D", "F", "FN" or "W" will be required to comply with the Dual Enrollment Articulation Agreement guidelines if they choose to participate in the regular dual enrollment program.

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses, which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

#### **7. TRANSMISSION OF STUDENT GRADES TO THE SCHOOL DISTRICT**

At the end of each semester, the DSC Records Office will submit Collegiate High School grades to the data administrators at each school. The data administrators will enter the grades into the school district's data system.

#### **8. STUDENT BEHAVIORAL EXPECTATIONS**

Collegiate High School students are expected to follow the same behavioral guidelines as adult DSC students. Information about behavioral guidelines for DSC students can be found in the Student Handbook in print or online. A link to the Student Handbook can be found at: [http://www.daytonastate.edu/files/Student\\_Handbook.pdf](http://www.daytonastate.edu/files/Student_Handbook.pdf). Students who violate the college Code of Conduct will be referred to DSC Judicial Affairs for possible disciplinary action.

#### **9. FUNDING**

In accordance with section 13 of chapter 2013-45, Laws of Florida, for all courses taken on the college campus, the school district will pay DSC (from FEFP) the standard tuition rate of \$71.98 per college credit hour and \$69.93 per credit hour for vocational courses.

- FCS and DSC will mutually agree in writing to a cost that is consistent with section 1007.271(21)(n), Florida Statutes, as amended by section 13 of chapter 2013-45, Laws of Florida, if the course is being offered on the high school campus and taught by a college faculty member.

- There is no cost to FCS for courses offered on the high school campus and taught by a high school faculty member.
- There is no cost to FCS for Collegiate High School courses taken during the summer.

Collegiate High School students will have access to all student services on the DSC campus, including admissions, academic advising, registration, student activities, the Academic Support Center, Writing Center, and Library.

Students will be provided with a book voucher or textbook by their zoned school. All textbooks, workbooks, and access codes required for Collegiate High School courses will be paid for by FCS and must be returned to the student's zoned school at the completion of the semester.

Instructional materials include textbooks and workbooks. Kits, equipment, and/or tools that are kept in the student's possession are not covered by this agreement; it is the student's responsibility to purchase these materials. Specialized tools for particular areas of instruction that are provided to the student by DSC will remain the property of DSC.

## **10. TRANSPORTATION**

Parents or legal guardians will arrange and be liable for all transportation to DSC campuses or any site other than the student's school campus. Neither DSC or the FCSD is responsible for any costs associated with student transportation.

## **11. HIGH SCHOOL STUDENTS WITH DISABILITIES**

The student must provide documentation that reflects his/her most updated information to help determine reasonable accommodations at the college level. Collegiate High School students are required to comply with DSC's student disabilities policies and procedures.

DSC provides reasonable accommodations at no cost to disabled Collegiate High School students who submit written documentation from licensed medical or mental health professionals that state they have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as it relates to Higher Education. School Individualized Education Plans (IEP's) are not considered documentation of a disability for college accommodations. Previous accommodations received while in school or at other educational institutions will be re-evaluated to determine appropriateness at DSC. DSC does not provide personal services such as transportation or personal care assistants.

**Collegiate High School students who request reasonable accommodations based on a documented disability must comply with the following procedures:**

- Students must be accepted for admission at DSC, submit required documentation, and meet with a Student Disability Service (SDS) advisor to complete the intake process.
- The documentation must show that the student's disability significantly interferes with one or more major life functions (i.e., seeing, hearing, learning, speaking, or walking).


- Students must submit documentation in written form on official letterhead signed and dated by a licensed medical doctor, psychiatrist or mental health practitioner and include a complete evaluation with a diagnosis consistent with the Diagnostic & Statistical Manual of Mental Disorders 5<sup>th</sup> edition (DSM-IV-TR). The documentation submitted must clearly state how the disability substantially interferes with the student's functional limitations within the college academic setting.
- It is the student's responsibility to contact a SDS advisor in advance of enrollment to arrange for the accommodations they may need in order to be successful during their DSC educational experience.

**12. MISCELLANEOUS PROVISIONS**

STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to, provisions related to confidentiality, access, consent, length of retention and security of student records.



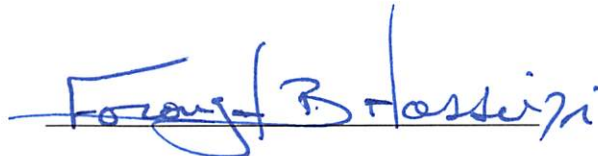
Mr. James Tager  
Superintendent  
Flagler County Schools



Mr. Trevor Tucker  
Chairman  
Flagler County School Board



Dr. Thomas LoBasso  
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Mrs. Forough B. Hosseini  
Board Chair  
District Board of Trustees

Date Approved by Flagler County School Board 12/19/17

Date Approved by DSC Board of Trustees 11/16/17