



Lake Technical College

TO: Board of Directors, Lake Technical College

FROM: Dr. Diane Culpepper, Executive Director

SUBJECT: 2020-2021 Career Dual Enrollment Agreement between The School Board of Lake County and Lake Technical College

DATE: December 14, 2020

REQUEST APPROVAL OF: 2020-2021 Career Dual Enrollment Agreement between The School Board of Lake County and Lake Technical College.

RATIONALE: A career dual enrollment agreement between the technical college and the local school district is a new requirement of the Florida Department of Education.

FISCAL IMPACT: None.

APPROVED ✓ RDK
RDK
14 DEC 20
Richard D. Keith
Board Chair

NOT APPROVED _____

**CAREER DUAL ENROLLMENT AGREEMENT BETWEEN
THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA AND
LAKE TECHNICAL COLLEGE**

2020-2021

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2020-2021 CAREER DUAL ENROLLMENT AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA AND LAKE TECHNICAL COLLEGE

I. THE CAREER DUAL ENROLLMENT AGREEMENT

The Agreement is entered into by and between the School Board of Lake County, Florida, (LCSB) and Lake Technical College Board of Directors (LTC) concerning Advanced Instruction (Career Dual Enrollment - CDE). The Agreement shall govern the eligibility and enrollment of the students and the administration of the career and technical programs offered via Career Dual Enrollment effective July 1, 2020 and ending June 30, 2021.

WHEREAS, this Agreement is being entered into between the parties in accordance with §1007.271, Florida Statutes (Dual Enrollment Programs), and other applicable laws.

A. Description of the Career Dual Enrollment program and the agreement

The purpose of the Agreement is to broaden the scope of career and technical options for public high school students. The Career Dual Enrollment program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and industry certification/credentials. Career Dual Enrollment is offered on a space available basis and students can attend either full or part-time depending on the program.

The Agreement delineates institutional responsibilities to inform students and parents about articulated program options, eligibility criteria to ensure post-secondary readiness, the process for monitoring student performance, and the criteria by which the quality of career dual enrollment programs are to be judged. Via the provisions of this Agreement, LCSB and LTC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of the local community.

B. Amendments to the agreement

This Agreement may be modified or amended only by a written document signed by authorized representatives of LCSB and LTC.

The Agreement shall continue from July 1, 2020, and end June 30, 2021, and shall be revised and reviewed on an annual basis. The School Board Superintendent or designee, and the LTC Executive Director or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards.

All parties agree to abide by any applicable Florida Department of Education rules.

Should the LCSB or LTC initiate a modification or amendment to the Agreement, the Executive Director for Lake Technical College and the Lake County School Board Director of College and Career Readiness will develop an action plan. The final amendment will go to both the LCSB and LTC for formal approval.

II. RATIFICATION OF EXISTING AGREEMENTS

III. STUDENT AND PARENT PARTICIPATION NOTIFICATION

LCSB notifies students and parents of the option to participate in Career Dual Enrollment during annual academic planning. Students and parents also receive information concerning Career Dual Enrollment opportunities through the following: individual student advisement with a high school counselor, information via high school websites, and the [LCSB College and Career Readiness Dual Enrollment webpage](#) and the [Lake County School Board Student Progression Plan](#).

In addition to [Lake Technical College's Dual Enrollment webpage](#), LTC notifies students of the option to participate in Career Dual Enrollment during LTC Program Information Sessions and open house events. LTC staff/faculty regularly visit LCSB schools to share career program and enrollment information. LTC also produces and distributes program schedules, information fliers, and Career Dual Enrollment Applications and information sheets to LCSB high school counselors.

IV. COURSES AND PROGRAMS AVAILABLE TO CAREER DUAL ENROLLMENT STUDENTS

Pursuant to Florida statute, Career Dual Enrollment program options are available to students to earn elective credits toward the completion of a high school diploma, to receive hours toward a postsecondary program certificate, and to broaden the scope of career and technical options available for the high school student. Lake Technical College does not offer individual courses to career dual enrollment students. Students who apply for career dual enrollment are applying for complete programs with the understanding that they will meet the required program hours/competencies.

A. Courses and Programs available on high school campuses

LTC and the LCSB will guide students toward programs that supplement rather than supplant what is available at the student's school of record.

B. Courses and Programs available to Career Dual Enrollment students

The LCSB and LTC adhere to the [FLDOE Course Directory](#) and [Florida High School Subject Area Equivalency List](#) in identifying career-technical programs available to high school students through career dual enrollment. LTC does not offer all courses on the equivalency list and not all LTC programs are offered each semester. Students will be advised by their school counselors and LTC Career Advisors to enroll in a program that aligns with the student's viable career goals. Programs that are available to career dual enrollment students are noted on the Career Dual Enrollment Application provided by Lake Technical College and it is updated annually.

C. Magnets, Academies, Workforce demands and access to acceleration mechanisms

This Agreement does not include magnets schools or academies.

D. Piloting new partnership initiatives to improve access to higher education

LTC and LCSB will collaborate to pilot new initiatives that will increase access to higher education through career dual enrollment for Lake County students. All future pilot initiatives will be negotiated by LTC and LCSB in accordance with Florida Statutes.

E. Career Pathways Program

In a continuing effort for the LCSB and LTC to provide opportunities for secondary school students in Career Pathway programs for transition into postsecondary institutions, Lake Technical College agrees to extend postsecondary credit at no tuition cost to the student.

V. PROCESS TO PARTICIPATE IN CAREER DUAL ENROLLMENT

A. Established deadlines and Application Forms

Career Dual enrolled students may enroll in a program at the beginning of first and second semesters. Some programs are lock-step and have specific start dates throughout the year. Students interested in these specific programs must follow the same testing and registration deadlines as traditional adult students. They should contact Admissions for more details.

FALL ENROLLMENT: Career Dual Enrollment Applications are accepted for the fall term from February 15 through April 15. All applicable testing must be completed on or before April 15. Some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. To initiate the process, students must meet with their high school counselor to discuss program options and get a signed Career Dual Enrollment Application. LTC will review the applications and notify the high school counselor of a student's acceptance into the program in May. There is a priority registration period specifically for career dual enrolled students, which occurs in June of the prior school year; LCSB high school counselors will be notified of this deadline. During this time, seats are reserved for career dual enrolled students on a first come, first served basis. Students must come during the Priority Registration to secure their seat; after the priority registration period, enrollment opens to the public and seat availability cannot be guaranteed.

SPRING ENROLLMENT: Career Dual Enrollment Applications are accepted from September 15 through November 15 for the spring term. Students must meet with their high school counselor to obtain the Career Dual Enrollment Application and specific program registration deadlines. Again, some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. LTC will notify LCSB counselors of available seats for the spring term in December as spaces are limited and filled on a first come, first served basis.

B. Registration Policies for Career Dual Enrolling

LTC strongly suggested that all interested students attend a Program Information Session or visit the program and meet the instructor *prior* to beginning the application process. Based on the type of secondary school they are attending, students follow various steps to enroll in a postsecondary program as a Career Dual Enrollment student. LCSB students must:

- Meet with high school guidance counselor to determine student's eligibility for CDE.
- Complete the [CDE Application](#), electronically is preferred. Print the document and obtain appropriate signatures from LCSB guidance counselor and parent/guardian.
- Complete the Lake Tech [online application](#) on the website.
- Bring the completed CDE Application to Lake Tech when they are ready take the Basic Skills Assessment. Additional placement tests may be needed for the program. Contact LTC Admissions for testing dates/times. Testing fee for Basic Skills Assessment is *waived* with the completed CDE Application; however, testing fees for other required placement tests are the student's responsibility. Government issued photo identification is required to test. IEP/504 status must be disclosed *prior to the day of testing—a testing appointment may be required, call Admissions for details.*
- Meet with a LTC Career Advisor to discuss test results and program interests.
- Register for program in the LTC Admissions Office during the Priority Registration window and pay any applicable fees in the LTC Business Office.
- Program textbooks and workbooks will be on loan to students during career dual enrollment and will be issued to the student by the program instructor. Students must return the books to the instructor at the end of the program, or they must pay for them.

C. Recommendations/signatures required for participation in dual enrollment

The Dual Enrollment Application must be signed by the LCSB school counselor, the student, and the student's parent/legal guardian. LTC strongly suggests that students complete the LTC Release of Information Form in order to comply with the Family Educational Rights and Privacy Act of 1974(FERPA). Additional forms may vary per program. See Admissions for more details.

D. Person to whom parents and/or students submit admissions application materials

The student must submit the [online application](#) and bring the completed and signed Career Dual Enrollment Application and any additional forms to LTC Admissions Office with a valid form of photo identification.

E. Process by which students withdraw from programs or are withdrawn from LTC

Students must comply with the withdrawal policies and deadlines published in the [LTC Student Catalog](#). Dual enrolled high school students not meeting the standards for LTC and/or the [LCSB Code of Student Conduct](#) will be withdrawn from their program and returned to their home high school. Students who are not meeting graduation requirements, or who fall below the minimum 2.0 GPA during the school year, may be withdrawn from LTC and returned to their high school. Students who fail to complete a course due to withdrawal from the program will not receive credit for that particular course.

Students who withdraw from a program may request to re-enroll in the same or different program during a subsequent semester; this may require administrative approval.

F. Maximum course load

Students may enroll in one program at a time. LTC will work with LCSB school counselor to determine if the student has time in their high school schedule to attend LTC on a full or part-time basis. The minimum part-time schedule is three hours.

G. Grades

LTC programs are clock hour, competency based programs. When a student completes a course, a grade will be entered into the LCSB Skyward system. The LCSB high school of record records the Dual Enrollment credit and letter grade on the school transcript.

Lake Technical College is a postsecondary institution designed to provide individuals with workforce skills, and the grading scale reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. These requirements are stated in the individual program Master Plans of Instruction. The general grading scale for Lake Technical College is as follows:

- 94 – 100 A
- 87 – 93 B
- 80 – 86 C
- 0 – 79 Failing

Some programs have adopted a slightly different grading scale reflecting industry standards for that program. In most programs, students are evaluated in the areas of skills, knowledge and Professional Skills. Each of the three areas counts as one-third of a student’s grade in each course or module. Students may be graded on subjects which include, but are not limited to, safety, work habits, manipulative skills, quizzes, projects, class participation, job completion, cooperation, attitude, punctuality, and attendance as per policy, unit tests, competency performance, written reports, oral reports, self-evaluation and demonstrations.

As student’s grades may be reduced for any of the following reasons:

- excessive absences in accordance with the program Master Plan of Instruction Professional Skills grade (see also Attendance);
- failure to make up missed work, including tests;
- cheating/plagiarism.

A School Intervention Team (SIT) meeting may be initiated by LTC for students who do not show satisfactory academic progress in order to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, attendance, professional skills, etc., the student may be placed on academic probation, a behavior contract, or be recommended for dismissal from the program. Career dual-enrolled students who fail to

make the corrections stipulated in a probationary contract will be returned to the home high school. The career dual-enrollment student may return to LTC no sooner than the following semester upon approval of the School Intervention Team and the home high school.

VI. CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Eligibility requirements:

A student must:

- Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.
- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA and Algebra 1 EOC, or equivalent test, prior to dual enrollment.
- Have good attendance and discipline records.
- Have Basic Skills Assessment scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student's enrollment in a CDE program.

VII. HIGH SCHOOL CREDIT DUAL ENROLLMENT COURSE EQUIVALENCY

Under Career Dual Enrollment, approved LCSB and LTC courses will be used to fulfill elective or vocational credit requirements for high school graduation. All LTC programs available to career dual enrollment students are included in the Florida Department of Education Course Code Directory (CCD), [Career Technical Education Program and Course Listing](#) and the [Florida High School Subject Area Equivalency List](#) .

A. Weighting of Career Dual Enrollment course grades

All LTC career dual enrollment, postsecondary courses are weighted at 6.0 on a 4.0 scale.

B. Transfer Guarantees

The Florida Department of Education "Statement on Dual Enrollment Transfer Guarantees" is available at <http://www.fldoe.org/policy/articulation/>

VIII. COLLEGE-LEVEL EXPECTATIONS

All LTC programs meet current industry standards and career and technical training expectations as set forth by the Florida Department of Education. All Dual Enrollment students receive information concerning program expectations and general dual enrollment information on LTC's

Dual Enrollment web page, on the LCSB College and Career Readiness website, and during individual advising sessions with LTC Career Advisors.

A. Career Advising

LTC Career Advisors provide career and technical program guidance to potential and current dual enrollment students. These services may include but are not limited to: initial program visits, explanation of program requirements and expectations, registration and enrollment, and program completion/graduation requirements.

All students must complete LTC's [Student Orientation](#) and review the [Campus Sexual Violence Elimination Act](#) available on LTC's website on or before the first day of class.

The LTC Career Advisors and LCSB high school counselors advise students of the following:

- All LTC students will be exposed to a learning environment that meets current industry standards and workplace expectations;
- Program descriptions are available in LTC Admissions and online;
- Career courses become part of a student's permanent secondary and post-secondary transcript and are calculated into the student's permanent secondary GPA;
- Career courses may be considered for transfer credit into the state college system per current articulation agreements between technical colleges and state colleges. A list of these articulations are available at www.fl DOE.org and on [LTC's website](#);
- Program syllabi are available for students via the program instructor;
- Program clock hour requirements and log-in/log-out requirements;
- Students must adhere to Attendance Policies as set forth in the LTC Catalog;
- Program content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically;
- Students are expected to learn and exhibit ten areas of [Professional Skills](#);
- All LTC students are free to access the Internet per LCSB rules.

B. FERPA GUIDELINES

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered "dependent minors", under FERPA they have rights to privacy in all matters relating to their post-secondary educational record. Generally, LTC, including the faculty members, will not release details relating to protected student information to non-LCSB officials or other high school representatives without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians.

LTC strongly suggests that students complete the LTC Release of Information Form in order to comply with FERPA guidelines prior to enrollment so LTC will be able to communicate with the parent/guardian regarding the student's progress during the program.

IX. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES

There are no exceptions to the required grade point average for career dual enrollment eligibility. Students are required to maintain a 2.0 GPA or higher in their high school courses and must be on track for graduation.

X. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS

There are no exceptions to the rules, guidelines, and expectations, as stated in the faculty handbook or student handbook, which apply to faculty members.

XI. FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT

A. Qualifications and selection of instructors

All LTC faculty members must meet Florida Department of Education professional certification or obtain Local Vocational Certification from LCSB. All instructors must have a minimum of six years' experience and maintain current industry certification and/or licensure. Yearly, each instructor completes professional development via Educators in Industry and through participation in various industry related conferences and forums. In addition, they maintain ongoing Advisory Committees comprised of industry leaders, managers, and business owners which advise on current industry standards and expectations. LTC programs are evaluated and accredited by the Council on Occupational Education (COE).

B. Assessment of instructors

All LTC instructors are assessed by LTC Administration using the ComPAS evaluation system which is comprised of Performance Assessment, CPL (Completion, Placement, and Licensure) data, Annual Program Review, and Student Evaluations.

C. Program analysis and review

LTC's Board of Directors reviews each program annually using CPL data, student exit surveys, information from Employer Verification forms, and Advisory Board recommendations.

XII. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING

A. Ongoing monitoring for continued participation in Dual Enrollment

Students seeking to continue LTC Dual Enrollment must maintain a minimum of 2.0 unweighted cumulative high school GPA and must be progressing through the program's OCP (Occupational Completion Points) as expected given the FLDOE's clock hour recommendations. The student and LTC instructor continually review the student's progress. Completion grades are documented at the end of each OCP.

The LCSB high school counselors and the LTC Dual Enrollment staff monitor student's high school GPA and collaboratively review and maintain student records to ensure continued Dual Enrollment eligibility. Students who do not meet either the high school GPA requirement will not be eligible to continue Dual Enrollment or participation.

B. Student behavior and suspension/expulsion policy

Career dual enrollment students, must adhere to both the LCSB and LTC Student Conduct found in the LTC Catalog. In cases where a student is suspended from a LCSB school, the student may not attend LTC programs and activities during the suspension period. In cases of expulsion from a LCSB school, the student may not enroll in or attend LTC programs or activities during the expulsion period. The LCSB high school counselor notifies LTC of all Dual Enrollment students suspended or expelled from a LCSB school.

Students who conduct themselves in a manner disruptive to the LTC learning environment may be subject to disciplinary action which could result in a loss of Dual Enrollment eligibility. Students in violation of LTC's Student Conduct are subject to disciplinary action that could affect high school and post-secondary graduation, scholarship eligibility, grade point average, and future postsecondary transfer and career plans. All dual enrollment students assume the responsibility to become familiar with and to abide by the policies and procedures outlined in the LTC Catalog. The LTC staff notifies the LCSB high school counselor when students are found responsible for violations resulting in loss of dual enrollment eligibility.

XIII. TRANSMISSION OF STUDENT GRADES TO THE LAKE COUNTY SCHOOL BOARD

LTC data clerk enters grade data on the LCSB Skyward system at the end of each course or OCP. LTC course letter grades are then included in the high school transcript and are averaged into the student's overall high school GPA.

XIV. FUNDING PROVISION AND COSTS INCURRED BY EACH ENTITY

A. Registration, matriculation, and laboratory fees

Per Florida Statutes §1007.271 (16), Career Dual Enrollment students shall be exempt from the payment of registration, tuition and laboratory fees.

B. Textbook, electronic access codes and other course materials

Per Florida Statutes §1007.271 (17), the LTC loans career dual enrollment students the required textbooks, workbooks, and electronic access codes, free of charge. These textbooks are the property of LTC and all LCSB textbook policies apply. Career Dual Enrollment students registering in programs requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, drug screening, etc. such ancillary materials and services are purchased at the student's expense.

C. Instructional cost arrangements

Per Florida Statutes §1007.271, the school district shall pay public postsecondary institutions the standard tuition rate for dual enrollment programs in the fall and spring semesters from funds provided in the Florida Education Finance Programs. Currently, LTC has chosen to waive the tuition which could be charged to the LCSB. LTC will bill LCSB per student for textbooks, workbooks, textbook access codes, lab fees, and certification fees, if applicable, per program.

D. Textbook processes

- LTC's Business Office provides a hard copy list of the currently adopted textbooks.
- LTC purchases, stores, and maintains all textbooks purchased for Career Dual Enrollment.
- LTC loans textbooks to LCSB Career Dual Enrollment students for use in LTC programs and the texts are delivered to the student via the program instructor. The student has the option to buy their own copy of the books.
- At the end of each semester, career dual enrolled students are to return the book to the instructor. Students failing to return LTC loaned textbooks may not enroll in LTC programs until materials or monies owed to LTC are satisfied.

E. Textbook selection and use

All textbooks are selected for each program by the appropriate LTC faculty member(s) and approved by the LTC Director of Curriculum & Instruction. Textbooks will be used for a minimum of one year unless the current edition is no longer available from the publisher. LTC will review textbook requirements in the spring of each year and communicate changes with the LCSB.

XV. STUDENT TRANSPORTATION

Parents or legal guardians arrange and assume all financial responsibility and liability for Dual Enrollment related transportation. Neither LCSB nor LTC shall in any way be responsible for or provide transportation for Dual Enrollment students. Dual Enrollment students are responsible for arranging and paying for transportation to and from LTC as well as all other Dual Enrollment related transportation.

XVI. ADDITIONAL POLICIES AND PROCEDURES

A. Student data requests

LCSB high school of record for each student is responsible for providing grade reports and transcripts for high school credit. LTC will provide transcripts of LTC courses and certificate verification upon request via the Transcript Request link on LTC's website.

B. Attendance requests related to AP exams and state-mandated end-of-course assessments

Career Dual Enrollment students must make assessment absence requests directly with the LTC

instructor(s) for Advanced Placement (AP) exams and/or state mandated end-of-course (EOC) assessments conducted at the LCSB school of enrollment. The School Board College and Career Readiness Department will provide the LTC Dual Enrollment staff with the District Assessment schedule each semester. Should the instructor deny the request for absence, the Dual Enrollment student may file an appeal with the LTC Dean of Student Services.

C. Mailings

LCSB and LTC each agree to fund one full mailing each academic year to high school seniors. LCSB provides directory information to LTC up to four times per year.

D. Background investigations

LTC represents and warrants to LCSB that it has read and is familiar with Florida Statutes §§ 1012.315, 1012.32, 112.465, 1012.467, and 1012.468 regarding background investigations. LTC covenants to comply with all requirements of the above-cited statutes to the extent they apply to a post-secondary institution and shall provide LCSB with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in Florida Statutes §768.28, LTC agrees to indemnify and hold harmless LCSB, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from LTC's failure to comply with the requirements of this paragraph of Florida Statutes §§ 1012.315, 1012.32, 1012.465, 1012.467 and 1012.468.

E. Right to audit

The Parties shall keep all records and supporting documentation which concern or relate to this Agreement for a minimum of three (3) years from the date of termination of this Agreement. Each party to this Agreement agrees to provide the other party, and their duly authorized representatives, access to records and supporting documentation as they relate to this agreement, upon request and at mutually agreeable times during normal business hours. In addition, each party shall have the right to audit, inspect and copy all of the records of the other party as they relate to this Agreement, upon request and at mutually agreeable times during normal business hours. The parties shall cooperate with each other in any such audit and inspection, and in allowing copies to be made. The access, inspection, copying and auditing rights of this Agreement shall survive the termination of this agreement.

F. Waivers

Pursuant to Florida Statutes, the Executive Director of LTC (or designee) and the School Board Superintendent (or designee) may jointly waive Career Dual Enrollment eligibility and participation criteria through a student appeal process. The decision is final and cannot be appealed.

SCHOOL BOARD OF LAKE COUNTY, FLORIDA

LAKE TECHNICAL COLLEGE



Diane S. Kornegay, Superintendent
Lake County Schools



Dr. Diane Culpepper, Executive Director
Lake Technical College



William J. Mathias, Chairman
School Board of Lake County, Florida



Chief Richard D. Keith, Chairman
Lake Technical College Board of Directors

1-11-2021

DATE

1-14-2021

DATE