SUWANNEE COUNTY SCHOOL BOARD
SPECIAL MEETING
June 13, 2023

AGENDA

Call to Order – Immediately following the Workshop

The Superintendent recommends approval to adopt the agenda.

1. The Superintendent recommends approval of the following personnel items for the 2023-2024 school year:

   a. Add Coordinator of Food Service position (12 month), effective July 1, 2023
   b. Job Description #193 – Coordinator of Food Service (*New*) **(pgs. 4-6)**
   c. Revise Salary Schedule District Level Coordinators to reflect compensation for the Coordinator of Food Service position, effective July 1, 2023 **(pg. 7)**

2. The Superintendent recommends approval of the negotiated salary schedule for 2023-2024 and collective bargaining items tentatively agreed upon, including the instructional and education support personnel collective bargaining agreements for 2023-2024. **(pgs. 8-13)**

3. The Superintendent recommends approval to provide for a 2% salary increase to the following salary schedules, effective July 1, 2023:

   a. Confidential, Secretarial and Other Personnel
   b. Administrators
   c. District Level Coordinators

4. The Superintendent recommends approval to provide for a $2,000 salary increase to the following salary schedule, *inclusive of performance pay adjustment*, effective July 1, 2023:

   - School Based Administrators

5. The Superintendent recommends approval to continue expenditures until approval of the final budget for the 2023-2024 fiscal year.

6. The Superintendent recommends approval of the following changes to be made to the purchasing card issued through First Federal Bank of Florida:

   a. Cancel the existing card for Michael Braun, Director of Food Service, in the amount of $5,000 (Card #X2706)

7. The Superintendent recommends approval of the following contracts/agreements for the 2023-2024 school year: (Note: These contracts have been reviewed and approved as to form and sufficiency by Board Attorney Leonard Dietzen)

   #2024-32 Dual Enrollment Articulation Agreement between the District Board of Trustees of North Florida College and the District School Board of Suwannee County (*Renewal/Revised*) **(pgs. 14-53)**

   #2024-33 Memorandum of Understanding between North Florida College and the District School Board of Suwannee County regarding NFC Dual Enrollment Portal (*New*) **(pgs. 54-58)**

   #2024-35 Agreement between the School Board of Suwannee County, Florida, and the Suwannee County Sheriff's Office to hire eight, and up to nine, full-time School Resource Officers for the 2023-2024 school year (*Renewal/Revised*) **(pgs. 59-68)**

8. The Superintendent recommends approval of revisions to the Suwannee County School District Career and Technical Education (CTE) Certification Procedural Manual, previously approved on April 25, 2023.

9. Human Resources Transactions **(pgs. 69-73)**

10. Expulsions

   a. **Case #2223-34**: The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. (*Final Action*)

b. **Case #2223-36:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. (*Final Action*)

c. **Case #2223-37:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. (*Final Action*)

d. **Case #2223-38:** The Superintendent recommends expulsion of the student through the remainder of the 2022-2023 school year and all of the 2023-2024 school year. (*Final Action*)

Adjourn

SCHOOL DISTRICT OF SUWANNEE COUNTY

COORDINATOR OF FOOD SERVICE

JOB DESCRIPTION

QUALIFICATIONS:

(1) Bachelor's Degree from an accredited educational institution.

(2) Minimum of three (3) years experience related to food service or production management.

(3) Or other appropriate certification required by the Florida Department of Education or Florida Department of Agriculture and Consumer Services.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge current trends, research and best practices related to food service. Knowledge of federal, state and district rules, regulations and policies as they relate to job functions. Knowledge of School Board policies and practices as they relate to food service. Knowledge of District accounting, human resources and payroll practices. Knowledge of board policy, state statutes and federal laws and regulations as they relate to wage and salary issues. Knowledge and understanding of all positions supervised. Skill in human interaction and conflict resolution. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to operate a computer and utilize software applications, word processing, databases and spreadsheets. Ability to compose correspondence and prepare reports in an articulate manner. Ability to work cooperatively with others. Ability to work effectively to furnish needed information to administrators, other departments, governmental agencies, and parents. Ability to delegate and monitor assignments. Ability to supervise assigned employees.

REPORTS TO:

Assistant Superintendent of Administration

JOB GOAL

To work closely with the District's Food Service Management Company and to coordinate district resources and delivery of food services. Prudently supervise the provision of nutritious meals to students in accordance with federal, state and local requirements.

SUPERVISES:

Administrative Secretary
Food Service Managers

DIRECTOR, FOOD SERVICE (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Coordinate the Food Service Program in accordance with federal, Department of Agriculture and Consumer Services Regulations, and School Board rules and policies.
* (2) Evaluate efficiency of food service operation.
* (3) Coordinate with principals and managers to maintain high student participation.
* (4) Supervise financial control necessary to the business operation of food services, including reimbursement claims.
* (5) Prepare specifications and evaluate bids related to food service operations.
* (6) Supervise use of commodities.
* (7) Evaluate all phases of the food service program and implement improvements as needed.

Inter/Intra-Agency Communication and Delivery

*(10) Interact with parents, outside agencies, business and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance.
*(11) Respond to inquiries and concerns in a timely manner.
*(12) Keep supervisor informed of potential problems or unusual events.
*(13) Serve on district, state or community councils or committees as assigned or appropriate.
*(14) Provide oversight and direction for cooperative planning with other agencies.
*(15) Assist in the interpretation of programs, philosophy and policies of the District to staff, students, parents and the community.
*(16) Work closely with District and school staffs to support school improvement initiatives and processes.

Professional Growth and Development

*(17) Maintain a network of peer contacts through professional organizations.
*(18) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
*(19) Maintain expertise in assigned areas to fulfill project goals and objectives.
*(20) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
*(21) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

*(22) Represent the District in a positive and professional manner.
*(23) Develop or assist in developing the department budget and monitor its implementation as required.
*(24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
*(25) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
*(26) Develop annual goals and objectives consistent with and in support of District goals and priorities.
(27) Perform other tasks consistent with the goals and objectives of this position.

DIRECTOR, FOOD SERVICE (Continued)

Leadership and Strategic Orientation

*(28) Provide leadership and direction for Child Nutrition Program.
*(29) Assist in implementing the District's goals and strategic commitment.
*(30) Set high standards and expectations and promote professional growth for self and others.
*(31) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
*(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
(34) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

SALARY SCHEDULE 2022-2023

DISTRICT LEVEL COORDINATORS

REGULAR HOURS ARE 8:00 AM TO 4:30 PM

YEARS	BACHELOR
0	63874
1	64935
2	65997
3	67058
4	68119
5	69180
6	70241
7	71303
8	72364
9	73425
10	74487
11	75547
12	76609
13	77670

The District Level Coordinators are:
Coordinator of Data, Assessment, and Accountability;
Coordinator of School Improvement/Title I;
Coordinator of Exceptional Student Education;
Coordinator of District K-12 Math;
Coordinator of District Professional Development and K-12 Reading/Title II;
Coordinator of District K-12 Technology;
Coordinator of Career and Technical Education Student and Community Affairs,
Coordinator of Opportunity Schools,
Coordinator of Student and Family Support,
Coordinator of Virtual School
Coordinator of Mental Health
Coordinator of Food Service

Employee may be placed in appropriate step of classification level based on years of administrative and/or teaching experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation and is effective in accordance with new certification.

Eleven (11) months shall mean 216 duty days and shall be computed as 11/12ths of the above schedule.

Ten (10) months shall mean 196 duty days and shall be computed as 10/12ths of the above schedule.

Salary adjustments and/or supplements will be made in accordance with 1012.22 f.s. for:
Master's Degree add $2,310 to Bachelors
Specialist Degree add $2,835 to Bachelors
Doctorate Degree add $3,750 to Bachelors

Effective July 1, 2022-June 30, 2023

Adopted 05/24/2022 by the
SUWANNEE COUNTY SCHOOL BOARD
1740 Ohio Avenue, South
Live Oak, Florida 32064
386/647-4600
Ted L. Roush, Superintendent

5/24/2023

05/24/2023

5-24-23

INSTRUCTIONAL

COMPENSATION
2023-24

The parties agree to the following adjustments for the instructional salary schedule for fiscal year 2023-24 effective 07/01/2023.

Agreed Upon Items:

- The parties agree that the value of performance pay adjustments for the instructional performance pay schedule will be as follows:
  - Highly effective $1,000
  - Effective $ 750

- The parties agree that instructional staff on the grandfathered schedule will receive a teacher salary enhancement as follows: (Note: Grandfathered instructional staff will continue to advance on the grandfathered salary schedule.)
  - Step 14-20 $600
  - Step 21-26 $800
  - Step 27+ $2,500

5/24/23

05/24/23

ESP

COMPENSATION
2023-24

Mark Brown
5-24-23

The parties agree to the following compensation items effective 7/1/23.

- The parties agree to provide a 2% increase to the noninstructional salary schedules.

TA 5/21/2023

AMOD 5-21-23

05/22/23

Pre -K Paraprofessionals

COMPENSATION
2023-24

The parties agree to the following compensation items effective 7/1/23.

- The parties agree to provide to increase to the Pre- K Paraprofessional Lead CDA supplement from $1215.00 to $2500.00

TA 5/21/2023
AMOS 5-21-23

ESP

Article XII – Paid Leaves

(J) Bereavement Leave

1. Personnel who are considered full time employees are entitled to two (2) days of paid leave each fiscal year for bereavement, which may include making arrangements for or attending the funeral for the death of their spouse, parents, grandparents, brothers, sisters, children and grandchildren of either the employee or his/her spouse. This also includes the individuals for whom the employee is the current legal guardian.
2. Such leave will not be charged against the employee's sick, personal or annual leave.
3. Bereavement leave is based on the employee's scheduled daily hours worked.
4. The two (2) days of leave are non-accruable and do not have to be consecutive but must be used within 14 calendar days of the family member's death or within 6 days of the burial/memorial service.
5. In order to be eligible for the bereavement leave the employee must complete the official leave request as soon as possible following the death of the family member and provide the proper documentation as stated in number 6.
6. The employee must provide approved documentation verifying the relationship to the deceased when requested. Proper forms of documentation include, but are not limited to:
a. A copy of the obituary; or
b. A copy of the memorial card provided by the funeral home.
7. Bereavement leave is of special nature and shall not be deferred, accumulated or converted to any other purpose and will only be paid for scheduled workdays.
8. The use of bereavement leave does not prevent the employee from taking sick leave, annual leave or leave without pay.

TA 5/21/2023

5-21-23

Article XXIII

(J) Bereavement Leave

1. Instructional personnel who are considered full time employees are entitled to two (2) days of paid leave each fiscal year for bereavement, which may include making arrangements for or attending the funeral for the death of their spouse, parents, grandparents, brothers, sisters, children and grandchildren of either the employee or his/her spouse. This also includes individuals for whom the employee is the current legal guardian.
2. Such leave will not be charged against the employee's sick, personal or annual leave.
3. Bereavement leave is based on the employee's scheduled daily hours worked.
4. The two (2) days of leave are non-accruable and do not have to be consecutive but must be used within 14 calendar days of the family member's death or within 6 days of the burial/memorial service.
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a. A copy of the obituary; or
b. A copy of the memorial card provided by the funeral home.
7. Bereavement leave is of special nature and shall not be deferred, accumulated or converted to any other purpose and will only be paid for scheduled workdays.
8. The use of bereavement leave does not prevent the employee from taking sick leave, annual leave or leave without pay.

TA 2/15/2023

DIFFERENTIATED PAY PLAN

II. INSTRUCTIONAL EMPLOYEES

TA 2/15/23

D. PECDS Mentor/New Teacher Mentor: For satisfactorily serving as a mentor teacher. NBCTE certified teachers are ineligible for this supplement if the bonus provided to them through the National Board (Program) provides for a supplement equal to or greater than $500. In the event funding from the Program is less than $500, National Board certified teachers who serve as mentors will be eligible for an amount which will provide for at least $500 when combined from any amounts paid through the Program Requires approval and documentation of required mentoring hours. $1,010 ~~$505.00~~

Secondary Supplements

1. High School

ee. Newspaper Sponsor with published edition $1,215.00

2023-2024 DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COLLEGE

And

THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY

This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to section 1007.271, Florida Statutes, each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representative shall be the Vice President of Academic and Student Affairs, the Associate Dean of Academic Affairs, the Director of Dual Enrollment, and the Dual Enrollment Coordinator. The School Board representatives shall be the High School Principal, the Curriculum Coordinator, and the Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the School District Superintendent for review and final approval prior to submission to the College Board of Trustees and the School Board. Upon signature, the Agreement will be in effect until July 31, 2024. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring term of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the School District Superintendent. The signed articulation agreement will be submitted by the College to the Department of Education on or before August 1, 2023.

The College President will designate the Office of Dual Enrollment as responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring of the program in general.

1. A ratification or modification of all existing articulation agreements.

This agreement shall be in effect from the date of entering into this agreement until July 31, 2024. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the district's Superintendent to the College's Chief Academic Officer.

Suwannee County School Board and Taylor County School Board: The School Board and the College also maintain a Sentinel Scholars Collegiate Academy Memorandum of Understanding that is a structured high school acceleration program in which a cohort of students is enrolled full-time in postsecondary courses toward an associate degree, section 1007.273, Florida Statutes.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through the educational planning and the guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate. The district schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination.

The College shall provide a live schedule of courses on the College website and will be available to communicate directly with parents and students about dual enrollment options. For information about NFC's Dual Enrollment program call the Office of Dual Enrollment at 850-973-1628 or 850-973-9490. The Office of Dual Enrollment will maintain the NFC Dual Enrollment website and the Dual Enrollment Portal. The College will produce NFC Dual Enrollment promotional material. The College will mail information about dual enrollment to a list of qualified students, provided by the School Board, in the spring of each year. The College and the district schools will work collaboratively to provide annual information sessions as needed, in person or virtually, to parents and students interested in dual enrollment.

Minority enrollment is encouraged in dual enrollment programs. A high school guidance counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded to students who register for college courses while in high school. Both the College and the school district hold a shared philosophy and desire to serve the goal of increasing minority enrollment in the dual enrollment program; therefore, at the school district's discretion, information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment, Section 1007.271, Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a "dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student."

Dual Enrollment students may take up to 11 credit hours per term on a part-time basis.

B. Early Admission, Dual Enrollment Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis (minimum of 12 credit hours and a maximum of 15 credit hours per term) in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic Affairs. Those students are eligible to participate in high school athletics.

C. Career Dual Enrollment, Section 1007.271(7), Florida Statutes

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment. For 2023-2024, CWE (Career and Workforce Education) programs available for eligible secondary students are Certified Production Technology and the CMS Correctional Basic Recruit Training Program.

D. Career Early Admission, Section 1007.271(11), Florida Statutes

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Associate Dean of Academic Affairs. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade, section 1007.271(11), Florida Statutes. For 2023-2024, CWE (Career and Workforce Education) program available for eligible secondary students is the Early Childhood Professional Certificate (ECPC).

E. Early College Program, Section 1007.273, Florida Statutes

The Early College Program is an option for public school students to enroll in a structured high school acceleration program in which a cohort of students is enrolled full-time in postsecondary courses toward an associate degree. The early college program must prioritize courses applicable as general education core courses under section 1007.25, Florida Statutes for an associate degree or a baccalaureate degree.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements.

College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at the College or at the high school site or at any NFC location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

Students are permitted to enroll in these programs in fall, spring, and summer terms during school hours and after school hours. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education's website. Applied academics for adult education instruction, developmental education, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses with the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment applications using the NFC Dual Enrollment Portal. The high school counselor will approve dual enrollment applications using the NFC Dual Enrollment Portal. Students will register for courses through their high school counselor; they may not register online or directly through NFC staff. CWE programs may have a separate application process.

Application Process for New Dual Enrollment Students

Step 1: Students meet with the high school guidance counselor to determine dual enrollment options.

Step 2: Students must have the required unweighted 3.0 high school GPA and show evidence of readiness for college-level work with appropriate scores on a common placement test. (Appendix D). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.

Step 3: Students complete the NFC dual enrollment application using the NFC Dual Enrollment Portal. The NFC Dual Enrollment Portal link will be provided by the guidance counselor. The application requires parent signature approval.

Step 4: The high school counselor will approve dual enrollment applications using the NFC Dual Enrollment Portal. Dual Enrollment applications must be submitted by students and approved by guidance counselors by August 1 for Fall 2023 and December 1 for Spring 2024. The Director

of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms. Completed applications will include the NFC application and submission of scores on a common placement test(s). The high school guidance will confirm the student has the appropriate unweighted high school GPA and placement scores to be eligible for dual enrollment prior to approving the application in the NFC Dual Enrollment Portal.

Step 5: The College will send dual enrollment acceptance letters to the email provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter. Upon admission to NFC, communication with the student will be through their official NFC email account.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

The district schools are responsible for ensuring the completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirements are the same as regular dual enrollment.

Maximum Course Load

Dual Enrollment: up to 11 credits per term
Early Admission Dual Enrollment: 12 – 15 credits per term
Career Dual Enrollment: up to 330 clock hours per term
Career Early Admission: 330+ clock hours per term

Withdrawing from a Course

Students must contact their guidance counselor to withdraw from a course. The guidance counselor will submit the withdrawal with the required signatures to the Dual Enrollment Coordinator to withdraw a student from a course. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript. See the College Academic Calendar each term for the last Withdrawal date.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic Affairs. The decision of the Dean is final.

Summer Dual Enrollment
Students are eligible to enroll in summer courses. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrolment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success
Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success. An unweighted high school GPA of 3.0 is required. Students who enroll in Strategies for Academic Success without qualifying scores on a common placement test must meet all eligibility requirements to continue dual enrollment the following term.

Testing
For dual enrollment purposes, high school students may test in the NFC Testing Center or one of the NFC locations. Set up an appointment by calling 850-973-9451 (NFC Testing Center) or 386-364-5093 (Live Oak Location) or emailing testing@nfc.edu. PERT Testing at an NFC location is limited to twice each term. If ACT, SAT, or ACCUPLACER scores are used for placement, individual student score reports are required. See Appendix D for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades
Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA, as well as the high school GPA.

The College shall assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the College will be posted to the student's high school transcript by the School District, section 1007.271(20).

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

An eligible secondary student is defined in section 1007.271(2), Florida Statutes, as a student who is enrolled in any of grades 6 through 12 in a Florida public school, a Florida private school that is in compliance with section 1002.42(2), Florida Statutes, and provides a secondary curriculum pursuant to section 1003.4282, Florida Statutes.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in

grades 9 and 10 limits coursework to two courses per term and students in grades 11 limit coursework to three courses per term.

- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses.
- Students must achieve a minimum score for reading, writing, and math preparation through submission of evidence of readiness for college-level work with appropriate scores on a common placement test pursuant to Rule 6A-14.064 and Rule 6A-10.0315 Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix D.
- Program admission requirements/exit requirements for CWE programs and other DE-eligible limited access programs. The TABE can be exempted if the student meets the cut score on a college placement test (ACT, SAT, PERT, or ACCUPLACER). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. The procedure is outlined in NFC's Student Handbook.

Additional Initial Student Eligibility Requirements by County

- **Hamilton County:** Earned a minimum of 4 high school credits, two of those four credits include credit in Algebra 1 and English 1 or approval given by the guidance counselor.
- **Lafayette County:** Earned a minimum of 4 high school credits.
- **Madison County:** Earned a minimum of 8 high school credits. Have completed 10th grade English to enroll in ENC 1101 and ENC 1102. Start dual enrollment coursework by taking Strategies for Academic Success in their first term. They may also take another course at the same time. 10th graders are limited to 2 courses each term. 11th graders are limited to 3 courses each term. 12th graders may take 4 courses each term.
- **Taylor County:** Earned a minimum of 4 high school credits.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s) and meets dual enrollment high school GPA requirements.

The Office of Dual Enrollment will work closely with students, the high school guidance professionals, and NFC advisors in the development of student academic and education plans using DegreeWorks and Advising Plans.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy,

or District Board of Education Policy. The high school credit awarded may be found in the 2023-2024 Dual Enrollment Course – High School Subject Area Equivalency List which is available on the Florida Department of Education website.

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements. Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes. All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. The School Board will apply all credits earned through dual enrollment as subject area or elective credits toward high school graduation requirements. All credits not earned but attempted must be entered on the high school transcript.

7. A description of the process for informing students and their parents of college-level course expectations.

The district schools and the College will work collaboratively to notify students and their parents of college-level course expectations. The College recommends all first-time dual enrollment students to complete a Dual Enrollment Orientation Session provided by the College. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course 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.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Step 1. Students meet with the high school guidance counselor to assist with choosing appropriate courses. NFC advising is available for students.

Step 2: Students must complete the Registration Request Form with their high school counselor's approval. The form must be completed with all the required information and course reference numbers (CRNs). The high school counselor will submit all registration forms to the Dual Enrollment Coordinator who will register the students for the courses that are available at the time the form is received, per College policy. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. The deadline for qualifying scores for fall term is August 1. The deadline for qualifying scores for

spring term is December 1. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of Dual Enrollment prior to the published registration period each term. 2023-2024 registration deadlines are available on the College website. CWE programs may have separate registration deadlines.

Step 3: The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete registrations will cause delays that may prevent registration into the desired course or program. Students may not register online or directly through NFC staff. Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term.

A student may not be registered in one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

The College does not make any exceptions to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:
The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Executive Director of Employee Services.

High School Faculty Personnel Assignments:

- The Associate Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the Associate Dean of Academic Affairs with the graduate transcripts of the faculty member that ~~it~~ desires to teach an NFC course.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria.
- School District faculty approved to teach dual enrollment courses on the high school campus during regular high school hours are paid for by the school district.
- There will be an onboarding process for faculty assigned to teach dual enrollment courses. Faculty are required to meet with the designated NFC Department Chair before their course start date.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The School District will provide the College with an updated School District and high school personnel contact list each year. The College will provide the School District with an updated College contact list each year. See Appendix E. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses based on qualifying scores on a common placement test, high school GPA, and readiness for college.
- Ensuring that the student registrations are in the Office of Dual Enrollment in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing students access to College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix B)
- Ensuring students meet high school graduation requirements and advising students about Bright Futures eligibility.

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the course in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. The instructor of record must assign all grades in a given course.

All faculty at the College send "early alerts" to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the high school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades.

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the high school counselor or designee. Courses in which a grade of D or F is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee **and** if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility.

Students are ineligible for dual enrollment if their college GPA is below 2.0 or their unweighted high school GPA is below 3.0.

Additional Criteria by County

- **Hamilton County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of "W" will become ineligible for dual enrollment. Exceptions for extenuating circumstances must be approved by the Principal.
- **Jefferson County:** If a dual enrolled student withdraws from a college credit course and received the grade of "W," the high school guidance counselor or designee determines whether or not the student registers for the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee.
- **Lafayette County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of "W" will become ineligible for dual enrollment. Exceptions for extenuating circumstances must be approved by the Principal.
- **Madison County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of "W" will become ineligible for dual enrollment.
- **Suwannee County:** If a dual enrolled student withdraws from a college credit course and received a grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers for the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee.
- **Taylor County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Students who receive two or more grades of "W" will become ineligible for dual enrollment.

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.

Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the Dean is final.

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the course for nonattendance. This includes all methods of delivery. CWE programs have specific attendance policies. See course syllabi for specific information.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last course day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes.

The College and School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable laws, including but not limited to section 1002.22, Florida Statutes. Each shall be responsible for "records" and "reports" maintained, housed, or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

- Section 1007.271(21)(n), Florida Statutes, Dual Enrollment Programs, requires school districts to pay the standard tuition rate per credit hour to the College for dual enrollment instruction when the course is taken during the fall and spring term. The methodology for determining student costs is outlined in Appendix C. The School Board will not be responsible for the payment of tuition or instructional material for courses taken during the summer term. The College will seek reimbursement for summer term dual enrollment through the Dual Enrollment Scholarship Program, 1009.30, Florida Statutes. In order to submit a request for reimbursement through the Dual Enrollment Scholarship Program, section 1009.30, Florida Statutes, a postsecondary institution will be required to have an approved Dual Enrollment Articulation Agreement with each School District for which they intend to seek reimbursement on file with the Office of Articulation.
- A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes.
- For fall and spring terms, an invoice will be sent to the school districts at the conclusion of the College term's verification of course attendance for each enrollment period. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
- School districts will not be invoiced for students who drop college courses during the drop/add period as outlined in the academic calendar.
- School districts will be invoiced for students who withdraw ("W" grade) from college courses during the withdrawal period as outlined in the academic calendar.
- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- The choice of textbooks and instructional materials shall be a college responsibility with the actual selection being a function of the faculty teaching a specific course.
- The School Board will provide the student with the required textbook(s) and other instructional materials for the fall and spring terms. The School Board will take ownership of the textbooks

and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The School Board is responsible for developing its own procedures for distributing textbooks in a timely manner for student use and for collecting textbooks upon the conclusion of the term. The College will provide a list of required textbooks for each course on the College website at least 45 days prior to the start of the term.

- The College, through the Office of Dual Enrollment, will provide the School Board students with the required instructional material on a loan basis during the summer term. Students must return the loaned instructional material by the required due date each term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. Instructional material shall include, but not be limited to, textbooks, consumables, and online codes, section 1006.29(2), Florida Statutes. The School Board will collaborate with the Office of Dual Enrollment and assist with the distribution and collection of instructional material for the summer term. The College will not reimburse the School Board, student, or parent for instructional material purchased outside of the College loan process. The College is not required to purchase optional course material. Students will receive communication from the Office of Dual Enrollment, through their NFC email account, with information about receiving their required instructional material during the summer term.
- Specialized programs and courses may have costs for expenses, such as exam fees, in addition to the required instructional material that will be the responsibility of the School Board in the fall and spring terms.
- Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts at the conclusion of the college term's verification of course attendance for each enrollment period in the fall and spring terms. Costs for consumable materials are annually reviewed each spring by the NFC College Board of Trustees. Consumable costs for NFC dual enrollment courses will be provided to the School Board when approved by the NFC College Board of Trustees.
- Costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

15. Any institutional responsibilities for student transportation, if provided.

The student, the parents of said student, or the School Board shall provide transportation.

16. Section 1007.271(25), Florida Statutes, requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the

postsecondary setting. The College has a separate procedure for approving accommodations for students with disabilities. The high school will refer the student and his/her parents to the Disability Resource Center on the College's main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information Accommodations from the College will proceed upon completion of the intake with the parent and student and NFC Faculty's receipt of appropriate records.

- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its locations. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the School District agrees to send that staff member with the student to the College courses. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case-by-case basis between the parties. NFC Disability Resource Center (DRC) 850-973-9403.

Appendix A

Dual Enrollment Eligible Degrees and Certificates

3.0 High School GPA Required and Qualifying Test Scores on a Common Placement Test

Associate in Arts Degree – A.A.

Associate in Science Degree – A.S.

- Accounting Technology
- Business Administration
- Criminal Justice Technology
- Emergency Medical Services

College Credit Certificates

- Accounting Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist
- Business Operations
- Human Resources Administrator
- Criminal Justice Technology Specialist
- Emergency Medical Technician (EMT-Basic)
- Engineering Technology Support Specialist
- Lean Manufacturing
- Pneumatics, Hydraulics, and Motors for Manufacturing
- Medical Coder/Biller

2.0 High School GPA Required

Career and Workforce Certificates

- Certified Production Technology
- Florida CMS Correctional Basic Recruit Academy
- Early Childhood Professional Certificate (ECPC)

Prior to enrolling in a certification program, it is the student's responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

Appendix B

North Florida College
2023 – 2024 Academic Calendar

TRADITIONAL TERM

2023	***Term I***	***Comments***
August 17, 18	Faculty Planning Days	
August 21	Classes Begin	
Sept. 4	LABOR DAY Holiday	
Nov. 10	VETERANS DAY Holiday	
Nov. 22, 23, 24	THANKSGIVING Holidays	
Dec. 4	Classes End	
Dec. 5 – 8	Final Exams	
Dec. 12	Grades Due 9:00 a.m.	
Dec. 12, 14	Faculty Planning Days	
Dec. 14	Term Ends. Commencement	

2024	***Term II***	***Comments***
Jan. 4, 5	Faculty Planning Days	
Jan. 8	Classes Begin	
Jan. 15	MARTIN LUTHER KING, JR. Holiday	
Feb. 19	PRESIDENTS' DAY Holiday	
March 11 – 15	SPRING BREAK	
April 25	Honors Convocation	
April 29	Classes End	
April 30 - May 3	Final Exams	
May 7	Grades Due 9:00 a.m.	
May 7, 9	Faculty Planning Days	
May 9	Term Ends. Commencement	

2024	***Term III***	***Comments***
May 20	Classes Begin	
May 27	MEMORIAL DAY Holiday	
June 19	JUNETEENTH Holiday	
July 4	INDEPENDENCE DAY Holiday	
July 15	Classes End	
July 16, 17	Final Exams	
July 22	Grades Due 9:00 a.m. Term Ends.	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

Fall 2023 Mini A: 8/21/23 – 10/13/23
Fall 2023 Mini B: 10/16/23 – 12/8/23
Spring 2024 Mini A: 1/8/24 – 3/1/24
Spring 2024 Mini B: 3/4/24 – 5/3/24
Commercial Vehicle Driving – Dates TBD, may also include Saturdays and Sundays
Public Safety – Open Entry/Open Exit

Appendix C

2023 - 2024 Academic Year
North Florida College
Dual Enrollment Cost

1. Taught on NFC Campus by NFC Instructor OR Taught on School Board Campus by NFC Instructor	$71.98/credit hour/vocational credit hour
2. Taught on high school campus by School District faculty	$0/credit hour/vocational credit hour

Section 1009.23(3)(a) and Section 1007.271(21)(n)(1), Florida Statutes

Costs for consumable materials are annually reviewed each spring by the NFC College Board of Trustees. Consumable costs for NFC dual enrollment courses will be provided to the School Board when approved by the NFC College Board of Trustees.

Appendix D

Dual Enrollment Initial Eligibility and Placement

TEST		PERT	SAT	ACT	Next-Generation ACCUPLACER	
					Through July 2022	Since August 2022
READING		106	24	19	245	256
WRITING/ENGLISH		103	25	17	245	253
MATH	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	24	19	242 (QAS)	261 (QAS)
	MAC 1105	123	26.5	21	TBD	TBD

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation and Rule 6A-10.064 College Credit Dual Enrollment.

Appendix E

NFC Contact List

Department	Email	Location	Phone
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719 850-973-9411
Advising	advising@nfc.edu	Building 2	850-973-1737
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-S093 386-364-5440
NFC Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location	dunklec@nfc.edu	319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 16	850-973-9451

John Grosskopf, President
850-973-1601
grosskopfj@nfc.edu

Jennifer Page, Vice President of Academic and Student Affairs/CAO
850-973-1603
pagej@nfc.edu

Kristin Summers, Associate Dean of Academic Affairs
850-973-1630
summersk@nfc.edu

Windy Gamble, Director of Dual Enrollment
850-973-9490
gamblew@nfc.edu

Mary Frances Mauldin, Coordinator of Dual Enrollment
850-973-1628
mauldinm@nfc.edu

We, the undersigned representatives of North Florida College and the District School Board of Suwannee County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

4-18-2023
Date

Ted Roush, Superintendent
Suwannee County School District

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-18-2023
Date

Jerry Taylor, Chair
Suwannee County School Board

Date

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

2023-2024 DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN

THE DISTRICT BOARD OF TRUSTEES OF NORTH FLORIDA COLLEGE

And

THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY

This agreement is entered into by and between the District Board of Trustees of North Florida College, Madison, Florida, hereinafter referred to as the "College," and the District School Board of Suwannee County, hereinafter referred to as the "School Board,"

WHEREAS, pursuant to section 1007.271, Florida Statutes, each school district and the community college which serves it must enter into a dual enrollment articulation agreement; and

WHEREAS, the State Board of Education has promulgated SBE Rule 6A-10.024 providing for inter alia, the establishment of joint articulation programs and agreements for college-level instruction for high school students; and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of the College's programs and resources;

NOW, THEREFORE,

The College and the School Board do hereby agree as follows:

There shall be an Articulation Council composed of no fewer than four members. The College representative shall be the Vice President of Academic and Student Affairs, the Associate Dean of Academic Affairs, the Director of Dual Enrollment, and the Dual Enrollment Coordinator. The School Board representatives shall be the High School Principal, the Curriculum Coordinator, and the Guidance Counselor or designee.

The Articulation Council will submit the articulation agreement to the College President and the School District Superintendent for review and final approval prior to submission to the College Board of Trustees and the School Board. Upon signature, the Agreement will be in effect until July 31, 2024. The Articulation Council will review the Dual Enrollment Articulation Agreement during the spring term of each year. The Articulation Council will be responsible for recommending changes in the agreement to the College President and to the School District Superintendent. The signed articulation agreement will be submitted by the College to the Department of Education on or before August 1, 2023.

The College President will designate the Office of Dual Enrollment as responsible for administrative oversight of the dual enrollment program. The responsibilities include registration, drop/add, attendance verification, and monitoring of the program in general.

1. A ratification or modification of all existing articulation agreements.

This agreement shall be in effect from the date of entering into this agreement until July 31, 2024. It shall replace all previous dual enrollment articulation agreements between the parties. Any requested amendments to this agreement and academic calendar shall be made by the district's Superintendent to the College's Chief Academic Officer.

Suwannee County School Board and Taylor County School Board: The School Board and the College also maintain a Sentinel Scholars Collegiate Academy Memorandum of Understanding that is a structured high school acceleration program in which a cohort of students is enrolled full-time in postsecondary courses toward an associate degree, section 1007.273, Florida Statutes.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

It is the responsibility of the district schools to inform students of the availability of the dual enrollment program, requirements, and currently offered courses through the educational planning and the guidance process. Each school will advertise dual enrollment through a variety of methods. The district schools shall inform all eligible secondary students and their parents of dual enrollment as an educational option, including eligibility criteria and the process by which students and parents exercise their option to participate. The district schools will allow College personnel reasonable access to the schools and students for purposes of program information and dissemination.

The College shall provide a live schedule of courses on the College website and will be available to communicate directly with parents and students about dual enrollment options. For information about NFC's Dual Enrollment program call the Office of Dual Enrollment at 850-973-1628 or 850-973-9490. The Office of Dual Enrollment will maintain the NFC Dual Enrollment website and the Dual Enrollment Portal. The College will produce NFC Dual Enrollment promotional material. The College will mail information about dual enrollment to a list of qualified students, provided by the School Board, in the spring of each year. The College and the district schools will work collaboratively to provide annual information sessions as needed, in person or virtually, to parents and students interested in dual enrollment.

Minority enrollment is encouraged in dual enrollment programs. A high school guidance counselor or designee will ensure that minority students are provided information about the dual enrollment program, including the advantages afforded to students who register for college courses while in high school. Both the College and the school district hold a shared philosophy and desire to serve the goal of increasing minority enrollment in the dual enrollment program; therefore, at the school district's discretion, information about the dual enrollment program shall be provided to all students starting in middle school for the purpose of preparing students and their families for dual enrollment eligibility.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

For the purposes of the dual enrollment articulation agreement, the programs articulated under this agreement include:

A. Dual Enrollment, Section 1007.271, Florida Statutes

Section 1007.271(1), Florida Statutes, establish that a "dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student."

Dual Enrollment students may take up to 11 credit hours per term on a part-time basis.

B. Early Admission, Dual Enrollment Section 1007.271(10), Florida Statutes

Early admission is a form of dual enrollment through which eligible secondary students enroll in a post-secondary institution on a full-time basis (minimum of 12 credit hours and a maximum of 15 credit hours per term) in courses that are creditable toward the high school diploma and the associate degree. Students who wish to register for more than 15 credit hours per term need the permission of the Associate Dean of Academic Affairs. Those students are eligible to participate in high school athletics.

C. Career Dual Enrollment, Section 1007.271(7), Florida Statutes

Career Dual Enrollment allows students to earn industry certifications which count as credits toward the high school diploma, section 1008.44, Florida Statutes. Students may take up to 330 vocational clock hours per term part-time Career Dual Enrollment. For 2023-2024, CWE (Career and Workforce Education) programs available for eligible secondary students are Certified Production Technology and the CMS Correctional Basic Recruit Training Program.

D. Career Early Admission, Section 1007.271(11), Florida Statutes

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time (330+ clock hours per term) in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List. Students who wish to register for more than 480 vocational clock hours per term need the permission of the Associate Dean of Academic Affairs. Participation in the career early admissions program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in ninth grade, section 1007.271(11), Florida Statutes. For 2023-2024, CWE (Career and Workforce Education) program available for eligible secondary students is the Early Childhood Professional Certificate (ECPC).

E. Early College Program, Section 1007.273, Florida Statutes

The Early College Program is an option for public school students to enroll in a structured high school acceleration program in which a cohort of students is enrolled full-time in postsecondary courses toward an associate degree. The early college program must prioritize courses applicable as general education core courses under section 1007.25, Florida Statutes for an associate degree or a baccalaureate degree.

North Florida College encourages students who wish to enroll in college credit courses to concentrate on general education courses. Students who intend to earn an Associate in Arts or Baccalaureate degree should carefully evaluate each course to determine its applicability to meeting degree requirements.

College credit courses are defined as those courses that meet requirements for Advanced Technical Diplomas, College Credit Certificates, Associate in Arts, and Associate in Science.

Dual enrollment courses may be taken at the College or at the high school site or at any NFC location where college courses are taught, subject to approval by the high school guidance counselor or designee. In addition, eligible secondary school students shall be permitted to enroll in eligible courses regardless of delivery method.

Students are permitted to enroll in these programs in fall, spring, and summer terms during school hours and after school hours. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

Approved dual enrollment program courses are available in the document "Dual Enrollment Course-High School Subject Area Equivalency List" on the Florida Department of Education's website. Applied academics for adult education instruction, developmental education, and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The high school will promote the dual enrollment program by informing students and their parents about the ramifications of taking college credit courses while in high school. The high school will provide parents and students who may be eligible to take dual enrollment courses with the eligibility criteria to apply and register for college courses. Students will be responsible for completing the dual enrollment applications using the NFC Dual Enrollment Portal. The high school counselor will approve dual enrollment applications using the NFC Dual Enrollment Portal. Students will register for courses through their high school counselor; they may not register online or directly through NFC staff. CWE programs may have a separate application process.

Application Process for New Dual Enrollment Students

Step 1: Students meet with the high school guidance counselor to determine dual enrollment options.

Step 2: Students must have the required unweighted 3.0 high school GPA and show evidence of readiness for college-level work with appropriate scores on a common placement test. (Appendix D). The test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from the test date.

Step 3: Students complete the NFC dual enrollment application using the NFC Dual Enrollment Portal. The NFC Dual Enrollment Portal link will be provided by the guidance counselor. The application requires parent signature approval.

Step 4: The high school counselor will approve dual enrollment applications using the NFC Dual Enrollment Portal. Dual Enrollment applications must be submitted by students and approved by guidance counselors by August 1 for Fall 2023 and December 1 for Spring 2024. The Director

of Dual Enrollment may make exceptions to the deadlines for extenuating circumstances. New student dual enrollment applications will only be accepted in the fall and spring terms. Completed applications will include the NFC application and submission of scores on a common placement test(s). The high school guidance will confirm the student has the appropriate unweighted high school GPA and placement scores to be eligible for dual enrollment prior to approving the application in the NFC Dual Enrollment Portal.

Step 5: The College will send dual enrollment acceptance letters to the email provided on the dual enrollment application. It is the student's responsibility to complete the admission process following the instructions in the letter. Upon admission to NFC, communication with the student will be through their official NFC email account.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete applications will cause delays that may prevent registration into the desired course or program.

Dual enrolled students will be assigned the catalog year in which they were admitted while dual enrolled. If a dual enrolled student intends to graduate from NFC prior to or simultaneously with high school graduation, the College will determine graduation requirements based on the beginning date of the student's dual enrollment participation.

The district schools are responsible for ensuring the completion of requirements for graduation from high school for students approved for early admission. The admission criteria and GPA requirements are the same as regular dual enrollment.

Maximum Course Load

Dual Enrollment: up to 11 credits per term
Early Admission Dual Enrollment: 12 – 15 credits per term
Career Dual Enrollment: up to 330 clock hours per term
Career Early Admission: 330+ clock hours per term

Withdrawing from a Course

Students must contact their guidance counselor to withdraw from a course. The guidance counselor will submit the withdrawal with the required signatures to the Dual Enrollment Coordinator to withdraw a student from a course. Withdrawing from a course after the drop/add period counts as an attempt and a final grade of "W" will be reflected on the student's NFC transcript. See the College Academic Calendar each term for the last Withdrawal date.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 19. Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year. With extenuating circumstances, students may appeal the maximum age limit by submitting a written request to the Associate Dean of Academic Affairs. The decision of the Dean is final.

Summer Dual Enrollment

Students are eligible to enroll in summer courses. New dual enrollment applications will not be accepted in the summer term. Graduating high school seniors are not eligible for dual enrollment during the summer term under the dual enrolment program. If a high school senior chooses to enroll in summer courses, they must submit an NFC application and will be responsible for all tuition, fees, and instructional material.

Strategies for Academic Success

Students who do not meet the statutory eligibility requirements for dual enrollment with qualifying scores on a common placement test may dual enroll in the course Strategies for Academic Success. An unweighted high school GPA of 3.0 is required. Students who enroll in Strategies for Academic Success without qualifying scores on a common placement test must meet all eligibility requirements to continue dual enrollment the following term.

Testing

For dual enrollment purposes, high school students may test in the NFC Testing Center or one of the NFC locations. Set up an appointment by calling 850-973-9451 (NFC Testing Center) or 386-364-5093 (Live Oak Location) or emailing testing@nfc.edu. PERT Testing at an NFC location is limited to twice each term. If ACT, SAT, or ACCUPLACER scores are used for placement, individual student score reports are required. See Appendix D for minimum score requirements. Students are responsible for costs associated with qualifying for their dual enrollment course/program of choice.

Grades

Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA, as well as the high school GPA.

The College shall assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the College will be posted to the student's high school transcript by the School District, section 1007.271(20).

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

An eligible secondary student is defined in section 1007.271(2), Florida Statutes, as a student who is enrolled in any of grades 6 through 12 in a Florida public school, a Florida private school that is in compliance with section 1002.42(2), Florida Statutes, and provides a secondary curriculum pursuant to section 1003.4282, Florida Statutes.

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program. The College limits eligible students in grades 6-8 to one course per term. The number of credit hours that an eligible student in grades 9-12 enrolls each term is at the discretion of the high school counselor. The College recommends that eligible students in

grades 9 and 10 limits coursework to two courses per term and students in grades 11 limit coursework to three courses per term.

- Achieve and maintain, with no exceptions, an unweighted 3.0 high school grade point average to enroll in college credit courses.
- Achieve and maintain, with no exceptions, an unweighted 2.0 high school grade point average to enroll in career dual enrollment courses.
- Students must achieve a minimum score for reading, writing, and math preparation through submission of evidence of readiness for college-level work with appropriate scores on a common placement test pursuant to Rule 6A-14.064 and Rule 6A-10.0315 Florida Administrative Code (F.A.C.). No student shall be enrolled in a college credit course on a dual enrollment basis unless the student has demonstrated adequate preparation through submission of appropriate placement test scores in reading, writing, and math, with the exception of the course Strategies for Academic Success. See Appendix D.
- Program admission requirements/exit requirements for CWE programs and other DE-eligible limited access programs. The TABE can be exempted if the student meets the cut score on a college placement test (ACT, SAT, PERT, or ACCUPLACER). Students are responsible for costs for placement and/or exit tests.
- Cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. The procedure is outlined in NFC's Student Handbook.

Additional Initial Student Eligibility Requirements by County

- **Hamilton County:** Earned a minimum of 4 high school credits, two of those four credits include credit in Algebra 1 and English 1 or approval given by the guidance counselor.
- **Lafayette County:** Earned a minimum of 4 high school credits.
- **Madison County:** Earned a minimum of 8 high school credits. Have completed 10th grade English to enroll in ENC 1101 and ENC 1102. Start dual enrollment coursework by taking Strategies for Academic Success in their first term. They may also take another course at the same time. 10th graders are limited to 2 courses each term. 11th graders are limited to 3 courses each term. 12th graders may take 4 courses each term.
- **Taylor County:** Earned a minimum of 4 high school credits.

The high school guidance office is responsible for verifying that the student has earned the required scores on the proper placement test(s) in order to register for a specific course(s). The guidance counselor or designee at the high school will sign the registration form to verify that the student is eligible to take the dual enrollment course(s) and meets dual enrollment high school GPA requirements.

The Office of Dual Enrollment will work closely with students, the high school guidance professionals, and NFC advisors in the development of student academic and education plans using DegreeWorks and Advising Plans.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by Florida Statute, State Board of Education Rule, District Board of Trustees Policy,

or District Board of Education Policy. The high school credit awarded may be found in the 2023-2024 Dual Enrollment Course – High School Subject Area Equivalency List which is available on the Florida Department of Education website.

The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements. Dual enrollment courses must apply directly toward the student's general requirements for high school graduation, 1003.4282 and 1007.271, Florida Statutes. All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses. The School Board will apply all credits earned through dual enrollment as subject area or elective credits toward high school graduation requirements. All credits not earned but attempted must be entered on the high school transcript.

7. A description of the process for informing students and their parents of college-level course expectations.

The district schools and the College will work collaboratively to notify students and their parents of college-level course expectations. The College recommends all first-time dual enrollment students to complete a Dual Enrollment Orientation Session provided by the College. The College recommends all students be advised by an NFC academic advisor after earning at least 12 credit hours.

The College will inform students and parents of college-level course expectations using the course syllabus which is given to each student in each college-level course at the beginning of each term. The Office of Academic Affairs shall determine course content in accordance with the Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) criteria and select instructional materials. Course materials and course 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.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

The College does not allow exceptions to the GPA requirement as specified in section 1007.271, Florida Statutes.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Step 1. Students meet with the high school guidance counselor to assist with choosing appropriate courses. NFC advising is available for students.

Step 2: Students must complete the Registration Request Form with their high school counselor's approval. The form must be completed with all the required information and course reference numbers (CRNs). The high school counselor will submit all registration forms to the Dual Enrollment Coordinator who will register the students for the courses that are available at the time the form is received, per College policy. Students with incomplete applications for admissions, which includes all required signatures, will not be allowed to register. Students will also not be registered if they are missing any other pertinent information, such as test scores. The deadline for qualifying scores for fall term is August 1. The deadline for qualifying scores for

spring term is December 1. It is the responsibility of the high school to ensure that all student registrations and test scores are in the Office of Dual Enrollment prior to the published registration period each term. 2023-2024 registration deadlines are available on the College website. CWE programs may have separate registration deadlines.

Step 3: The student should confirm registration by logging into their MyNFC account and checking their current registration in Banner.

The student is responsible for applying for admission and meeting admission requirements prior to the published deadlines. Incomplete registrations will cause delays that may prevent registration into the desired course or program. Students may not register online or directly through NFC staff. Course registrations are not guaranteed. Students are encouraged to submit registration requests as early as possible each term.

A student may not be registered in one course and attend another course. Assuming valid reasons for a change from the course for which the student registered, the Drop/Add Form must be processed to reflect the actual situation; such paperwork must be processed immediately, not at the end of the term.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

The College does not make any exceptions to rules, guidelines, or expectations for faculty members.

Criteria for Accreditation:
The selection, development, and retention of competent faculty at all academic levels are of major importance to the educational quality of dual enrollment programs. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria require that NFC provide evidence that it has employed faculty members qualified to accomplish the purposes of the program and the institution as well as fulfill the intent of SACSCOC accreditation guidelines. Faculty must meet the requirements of SACSCOC criteria for academic and professional preparation. The credentials for all full-time and adjunct instructors in all programs will be maintained in the office of the Executive Director of Employee Services.

High School Faculty Personnel Assignments:

- The Associate Dean of Academic Affairs will be responsible for approving faculty to teach dual enrollment courses. The high school is responsible for providing the Associate Dean of Academic Affairs with the graduate transcripts of the faculty member that it desires to teach an NFC course.
- The faculty assigned to teach dual enrollment courses will meet SACSCOC criteria.
- School District faculty approved to teach dual enrollment courses on the high school campus during regular high school hours are paid for by the school district.
- There will be an onboarding process for faculty assigned to teach dual enrollment courses. Faculty are required to meet with the designated NFC Department Chair before their course start date.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

The College student handbook does not state any exception to rules, guidelines, or expectations for faculty members.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The high school will designate an individual responsible for serving as the contact person for dual enrollment. The School District will provide the College with an updated School District and high school personnel contact list each year. The College will provide the School District with an updated College contact list each year. See Appendix E. The high school will be responsible for the following administrative tasks:

- Identifying students who may be eligible for dual enrollment.
- Verifying that the student is eligible to register for dual enrollment courses based on qualifying scores on a common placement test, high school GPA, and readiness for college.
- Ensuring that the student registrations are in the Office of Dual Enrollment in accordance with the published registration period.
- Assuring reasonable access to schools and students by College personnel for purposes of program information and dissemination.
- Providing students access to College adopted textbooks and instructional materials.
- Adhering to the College calendar. (Appendix B)
- Ensuring students meet high school graduation requirements and advising students about Bright Futures eligibility.

The evaluation of students and the assigning of grades are the prerogatives and responsibilities of the faculty member assigned to teach the course in which the students are enrolled. The method for determining the final course grade, including activities to be graded and their respective weighting shall be specified in the course syllabus and distributed to the student. The instructor of record must assign all grades in a given course.

All faculty at the College send "early alerts" to academic advisors during a term when students are underperforming in a course. The Dual Enrollment Coordinator will send the student and the high school guidance office a copy of the unsatisfactory performance notice. If more information is needed, the Dual Enrollment Coordinator will contact the instructor.

If an emergency prevents the instructor from assigning final grades, the College department chair using original student records, course syllabus, and other appropriate information will assign final grades.

A student who earns a grade of D or F will not be able to register the following term. After a one-term "sit out," the student may register with the approval of the high school counselor or designee. Courses in which a grade of D or F is earned may be repeated one time for grade forgiveness if approved by the high school counselor or designee **and** if the college GPA is 2.0 or higher. All grades, including those forgiven, will remain on the College transcript and may be used for admissions and financial aid eligibility.

Students are ineligible for dual enrollment if their college GPA is below 2.0 or their unweighted high school GPA is below 3.0.

Additional Criteria by County

- **Hamilton County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of "W" will become ineligible for dual enrollment. Exceptions for extenuating circumstances must be approved by the Principal.
- **Jefferson County:** If a dual enrolled student withdraws from a college credit course and received the grade of "W," the high school guidance counselor or designee determines whether or not the student registers for the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee.
- **Lafayette County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of "W" will become ineligible for dual enrollment. Exceptions for extenuating circumstances must be approved by the Principal.
- **Madison County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Exceptions for extenuating circumstances must be approved by the Principal. Students who receive two or more grades of "W" will become ineligible for dual enrollment.
- **Suwannee County:** If a dual enrolled student withdraws from a college credit course and received a grade of "W," the high school guidance counselor or designee makes the determination whether or not the student registers for the next term. Any student receiving a "W" grade in a course may repeat the course with the approval of the high school counselor or designee.
- **Taylor County:** Any student receiving a "W" grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew. Students who receive two or more grades of "W" will become ineligible for dual enrollment.

All grades, including "W" grades for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission and financial aid. A dual enrolled student is limited to two attempts per course.

Eligible secondary students are entitled to participate in dual enrollment for a maximum of 70 credit hours. Students requesting to dual enroll in excess of 70 credit hours will be required to submit a written request to the Associate Dean of Academic Affairs. The decision of the Dean is final.

Regular and consistent attendance facilitates student success. Absences in excess may impact a student's course grade. There are no "excused" absences and students should notify the instructor when they are absent. Students are responsible for the material covered during their absence. In addition, if there is no verifiable participation within the first week of the term, the student will be dropped from the course for nonattendance. This includes all methods of delivery. CWE programs have specific attendance policies. See course syllabi for specific information.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

The College will maintain official student records in the Office of the Registrar. The Office of Dual Enrollment will send student letter grades to the high school guidance office within ten (10) days of the last course day of the College term. This letter grade shall be posted to the high school transcript, section 1007.271(20), Florida Statutes.

The College and School Board shall jointly assume responsibility for the implementation and enforcement of any rights and responsibilities that arise by the creation, maintenance, and use of any "records" and "reports" regarding any high school students enrolled in accordance with all applicable laws, including but not limited to section 1002.22, Florida Statutes. Each shall be responsible for "records" and "reports" maintained, housed, or stored by the respective institutions.

14. A funding provision that delineates costs incurred by each entity.

- Section 1007.271(21)(n), Florida Statutes, Dual Enrollment Programs, requires school districts to pay the standard tuition rate per credit hour to the College for dual enrollment instruction when the course is taken during the fall and spring term. The methodology for determining student costs is outlined in Appendix C. The School Board will not be responsible for the payment of tuition or instructional material for courses taken during the summer term. The College will seek reimbursement for summer term dual enrollment through the Dual Enrollment Scholarship Program, 1009.30, Florida Statutes. In order to submit a request for reimbursement through the Dual Enrollment Scholarship Program, section 1009.30, Florida Statutes, a postsecondary institution will be required to have an approved Dual Enrollment Articulation Agreement with each School District for which they intend to seek reimbursement on file with the Office of Articulation.
- A student participating in a dual enrollment program must meet the minimum eligibility requirements specified in section 1007.271, Florida Statutes.
- For fall and spring terms, an invoice will be sent to the school districts at the conclusion of the College term's verification of course attendance for each enrollment period. The invoice will reflect the total number of hours enrolled times the established tuition rate per credit hour as outlined in Appendix C. Payment is due upon receipt of the invoice.
- School districts will not be invoiced for students who drop college courses during the drop/add period as outlined in the academic calendar.
- School districts will be invoiced for students who withdraw ("W" grade) from college courses during the withdrawal period as outlined in the academic calendar.
- The College application fee will not be assessed while students participate in the Dual Enrollment Program. However, the application fee will be assessed when students enter a degree program at North Florida College following graduation from high school.
- The choice of textbooks and instructional materials shall be a college responsibility with the actual selection being a function of the faculty teaching a specific course.
- The School Board will provide the student with the required textbook(s) and other instructional materials for the fall and spring terms. The School Board will take ownership of the textbooks

and other instructional materials at the time of purchase and will reuse the materials whenever possible in future dual enrollment courses, as long as they are required for such courses. The School Board is responsible for developing its own procedures for distributing textbooks in a timely manner for student use and for collecting textbooks upon the conclusion of the term. The College will provide a list of required textbooks for each course on the College website at least 45 days prior to the start of the term.

- The College, through the Office of Dual Enrollment, will provide the School Board students with the required instructional material on a loan basis during the summer term. Students must return the loaned instructional material by the required due date each term. Items not returned by the student may result in cancellation or prevention of registration, per College procedure. Instructional material shall include, but not be limited to, textbooks, consumables, and online codes, section 1006.29(2), Florida Statutes. The School Board will collaborate with the Office of Dual Enrollment and assist with the distribution and collection of instructional material for the summer term. The College will not reimburse the School Board, student, or parent for instructional material purchased outside of the College loan process. The College is not required to purchase optional course material. Students will receive communication from the Office of Dual Enrollment, through their NFC email account, with information about receiving their required instructional material during the summer term.
- Specialized programs and courses may have costs for expenses, such as exam fees, in addition to the required instructional material that will be the responsibility of the School Board in the fall and spring terms.
- Consumable materials assigned for use with dual enrollment courses will be issued to students. The cost of these consumables will be included on the invoice sent to the school districts at the conclusion of the college term's verification of course attendance for each enrollment period in the fall and spring terms. Costs for consumable materials are annually reviewed each spring by the NFC College Board of Trustees. Consumable costs for NFC dual enrollment courses will be provided to the School Board when approved by the NFC College Board of Trustees.
- Costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student. All students are exempt from the payment of tuition and all fees, section 1007.271(2), Florida Statutes.

15. Any institutional responsibilities for student transportation, if provided.

The student, the parents of said student, or the School Board shall provide transportation.

16. Section 1007.271(25), Florida Statutes, requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- The school guidance counselor or designee will ensure that qualified students with disabilities (including those who have Individual Education Plans or 504 Plans) are provided information about the dual enrollment program. The School District understands that the accommodations and modifications provided to the student under the IEP are not automatically provided in the

postsecondary setting. The College has a separate procedure for approving accommodations for students with disabilities. The high school will refer the student and his/her parents to the Disability Resource Center on the College's main campus and will provide copies of relevant documentation to the College. This contract serves as a release of information Accommodations from the College will proceed upon completion of the intake with the parent and student and NFC Faculty's receipt of appropriate records.

- Accommodation provisions will be individually determined by the College according to Florida Statute and Florida Administrative Codes. The College agrees to arrange and provide accommodations for dual enrolled students receiving instruction at the College campus or one of its locations. The School District agrees to arrange and provide accommodations for dual enrolled students receiving instruction on the high school campus. The high school guidance counselor will ensure that the College determinations are followed at the high school campus. The School District is responsible to ensure that the student receives all accommodations determined by the College. If a high school student has a dedicated, paid staff member as an aid/assistant, the School District agrees to send that staff member with the student to the College courses. The College does not provide personal care attendants for students. Situations not covered by the above agreement will be discussed and decided on a case-by-case basis between the parties. NFC Disability Resource Center (DRC) 850-973-9403.

Appendix A

Dual Enrollment Eligible Degrees and Certificates

3.0 High School GPA Required and Qualifying Test Scores on a Common Placement Test

Associate in Arts Degree – A.A.

Associate in Science Degree – A.S.

- Accounting Technology
- Business Administration
- Criminal Justice Technology
- Emergency Medical Services

College Credit Certificates

- Accounting Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist
- Business Operations
- Human Resources Administrator
- Criminal Justice Technology Specialist
- Emergency Medical Technician (EMT-Basic)
- Engineering Technology Support Specialist
- Lean Manufacturing
- Pneumatics, Hydraulics, and Motors for Manufacturing
- Medical Coder/Biller

2.0 High School GPA Required

Career and Workforce Certificates

- Certified Production Technology
- Florida CMS Correctional Basic Recruit Academy
- Early Childhood Professional Certificate (ECPC)

Prior to enrolling in a certification program, it is the student's responsibility to meet with a College Academic Advisor to ensure the student meets all eligibility requirements of the program. See the NFC College Catalog for current information.

Appendix B

North Florida College
2023 – 2024 Academic Calendar

TRADITIONAL TERM

2023	*Term I*	*Comments*
August 17, 18	Faculty Planning Days	
August 21	Classes Begin	
Sept. 4	LABOR DAY Holiday	
Nov. 10	VETERANS DAY Holiday	
Nov. 22, 23, 24	THANKSGIVING Holidays	
Dec. 4	Classes End	
Dec. 5 – 8	Final Exams	
Dec. 12	Grades Due 9:00 a.m.	
Dec. 12, 14	Faculty Planning Days	
Dec. 14	Term Ends. Commencement	

2024	*Term II*	*Comments*
Jan. 4, 5	Faculty Planning Days	
Jan. 8	Classes Begin	
Jan. 15	MARTIN LUTHER KING, JR. Holiday	
Feb. 19	PRESIDENTS' DAY Holiday	
March 11 – 15	SPRING BREAK	
April 25	Honors Convocation	
April 29	Classes End	
April 30 - May 3	Final Exams	
May 7	Grades Due 9:00 a.m.	
May 7, 9	Faculty Planning Days	
May 9	Term Ends. Commencement	

2024	*Term III*	*Comments*
May 20	Classes Begin	
May 27	MEMORIAL DAY Holiday	
June 19	JUNETEENTH Holiday	
July 4	INDEPENDENCE DAY Holiday	
July 15	Classes End	
July 16, 17	Final Exams	
July 22	Grades Due 9:00 a.m. Term Ends.	

NON-TRADITIONAL TERMS (e.g. Weekend College, Mini-mesters)

Fall 2023 Mini A: 8/21/23 – 10/13/23
Fall 2023 Mini B: 10/16/23 – 12/8/23
Spring 2024 Mini A: 1/8/24 – 3/1/24
Spring 2024 Mini B: 3/4/24 – 5/3/24
Commercial Vehicle Driving – Dates TBD, may also include Saturdays and Sundays
Public Safety – Open Entry/Open Exit

Appendix C

2023 - 2024 Academic Year
North Florida College
Dual Enrollment Cost

1. Taught on NFC Campus by NFC Instructor OR Taught on School Board Campus by NFC Instructor	$71.98/credit hour/vocational credit hour
2. Taught on high school campus by School District faculty	$0/credit hour/vocational credit hour

Section 1009.23(3)(a) and Section 1007.271(21)(n)(1), Florida Statutes

Costs for consumable materials are annually reviewed each spring by the NFC College Board of Trustees. Consumable costs for NFC dual enrollment courses will be provided to the School Board when approved by the NFC College Board of Trustees.

Appendix D

Dual Enrollment Initial Eligibility and Placement

TEST		PERT	SAT	ACT	Next-Generation ACCUPLACER	
					Through July 2022	Since August 2022
READING		106	24	19	245	256
WRITING/ENGLISH		103	25	17	245	253
MATH	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	24	19	242 (QAS)	261 (QAS)
	MAC 1105	123	26.5	21	TBD	TBD

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation and Rule 6A-10.064 College Credit Dual Enrollment.

New Information

Appendix E
NFC Contact List

Department	Email	Location	Phone
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719 850-973-9411
Advising	advising@nfc.edu	Building 2	850-973-1737
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093 386-364-5440
NFC Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location	dunklec@nfc.edu	319 Byron Butler Parkway Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 16	850-973-9451

John Grosskopf, President
850-973-1601
grosskopfj@nfc.edu

Jennifer Page, Vice President of Academic and Student Affairs/CAO
850-973-1603
pagej@nfc.edu

Kristin Summers, Associate Dean of Academic Affairs
850-973-1630
summersk@nfc.edu

Windy Gamble, Director of Dual Enrollment
850-973-9490
gamblew@nfc.edu

Mary Frances Mauldin, Coordinator of Dual Enrollment
850-973-1628
mauldinm@nfc.edu

We, the undersigned representatives of North Florida College and the District School Board of Suwannee County, agree to the terms of the program-specific component of this Dual Enrollment Articulation Agreement.

John Grosskopf, President
North Florida College

4-18-2023
Date

Ted Roush, Superintendent
Suwannee County School District

Date

Ricky Lyons, Chair
District Board of Trustees
North Florida College

4-18-2023
Date

Jerry Taylor, Chair
Suwannee County School Board

Date

MEMORANDUM OF UNDERSTANDING
between
NORTH FLORIDA COLLEGE
and
DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY
regarding

NFC DUAL ENROLLMENT PORTAL

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as MOU) is made between North Florida College (College) and the District School Board of Suwannee County (School Board) and relates to the use of NFC's online verification program for dual enrolled high school students. Both parties have reached an understanding on the following:

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the School Board personnel will use the online application created and administered by the College to confirm dual enrollment eligibility for students attending their high school.

3. **Terms of MOU.** This MOU is effective upon the day and date last signed and executed by the authorized representatives of the parties to this MOU by the governing bodies of the parties' respective institutions and shall remain in full force and effect until **July 31, 2024**. This MOU may be renewed, amended, or terminated on July 31, 2024, based on the needs of the College.

4. **Responsibilities of the College.** The College will be responsible for providing an online application for dual enrolled students and allowing authorized School Board personnel to confirm student eligibility for dual enrollment at the College. Authorized School Board personnel will only have access to the applications from students enrolled at their respective institutions. The College will retain the ability to manage access of the application materials through an administrator page. The Dual Enrollment Department at the College will create and maintain procedures for authorizing and approving users for the application.

5. **Responsibilities of the School Board.** The School Board agrees to utilize the online application solely for their students and may not share or distribute any sensitive information contained within the application. The School Board may use relevant reports and data from these applications for planning and reporting purposes. The School Board will notify the College when an employee leaves employment or no longer requires access to the application portal.

6. **General Provisions**

   A. **Amendments.** Either party may request changes to the MOU. Any changes, modifications, revisions, or amendments to this MOU must be mutually agreed upon by both parties and will be effective when executed and signed by all parties.

   B. **Appendix A - NFC Dual Enrollment Portal Authorized Users.** The School Board will annually provide NFC with a mutually agreed upon list of authorized users.

Appendix A

NFC Dual Enrollment Portal Authorized Users

District School Board of Suwannee County
Branford High School
2023-2024

Cara Disken	Alicia Poole
Employee Name	Employee Name
Assistant Principal	Guidance Counselor
Title	Title
cara.disken@suwannee.k12.fl.us	alicia.poole@suwannee.k12.fl.us
Email	Email
386-935-5604	386-935-5608
Phone	Phone
Employee Name	Employee Name
Title	Title
Email	Email
Phone	Phone

List approved by:
District School Board of Suwannee County
Branford High School

Jennifer Barrs 6-1-23

Signature Date

Name: Jennifer Barrs

Title: Assistant Superintendent of Instruction

Appendix A

NFC Dual Enrollment Portal Authorized Users

District School Board of Suwannee County
Suwannee High School
2023-2024

Mileydi Perez	Cindy Wiggins
Employee Name	Employee Name
Assistant Principal	School Counselor
Title	Title
mileydi.perez@suwannee.k12.fl.us	cindy.wiggins@suwannee.k12.fl.us
Email	Email
386-647-4000	386-647-4007
Phone	Phone
Employee Name	Employee Name
Title	Title
Email	Email
Phone	Phone

List approved by:
District School Board of Suwannee County
Suwannee High School

Jennifer Barrs 6-1-23
Signature Date

Name: Jennifer Barrs

Title: Assistant Superintendent of Instruction

Appendix A

NFC Dual Enrollment Portal Authorized Users

District School Board of Suwannee County
Suwannee Virtual School
2023-2024

Lisa Garbett	Jeffry Boatright
Employee Name	Employee Name
Coordinator	Guidance Counselor
Title	Title
lisa.garbett@suwanee.k12.fl.us	jeffry.boatright@suwannee.k12.fl.us
Email	Email
(386)647-4245	(386)647-4243
Phone	Phone
Employee Name	Employee Name
Title	Title
Email	Email
Phone	Phone

List approved by:
District School Board of Suwannee County
Suwannee Virtual School

Jennifer Barrs 6-1-23
Signature Date

Name: Jennifer Barrs

Title: Assistant Superintendent of Instruction

MEMORANDUM OF UNDERSTANDING
NFC Dual Enrollment Portal
Signature Page

NORTH FLORIDA COLLEGE

John Grosskopf, President
North Florida College

4.13.2023
Date

Jennifer Page, Vice President of
Academic & Student Affairs
North Florida College

4-12-23
Date

DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY

Ted Roush, Superintendent
Suwannee County School District

Date

Jerry Taylor, School Board Chair
Suwannee County School District

Date

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

SCHOOL RESOURCE OFFICER AND SCHOOL SAFETY AGREEMENT BETWEEN THE SCHOOL BOARD OF SUWANNEE COUNTY AND THE SUWANNEE COUNTY SHERIFF'S OFFICE

THIS AGREEMENT made and entered into on June 13, 2023, by and between the SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereinafter referred to as the "Board" and the SUWANNEE COUNTY SHERIFF'S OFFICE, hereinafter referred to as the "Sheriff".

WHEREAS, the Board has requested School Resource Officers to provide full-time law enforcement services at designated school within Suwannee County, Florida for the purpose of fulling the requirements set forth in sections 1006.12 and 1006.13(4), Florida Statutes; and

WHEREAS, the Sheriff has agreed to provide certified deputy sheriffs to serve as School Resources Officers to perform the duties and services set forth in sections 1006.12 and 1006.13(4), Florida Statutes, and outlined herein;

NOW, THEREFORE, in consideration of the mutual promises contained herein and given by each party to the other, the parties do hereby covenant and agree as follows:

I. Staffing and Funding:

1. The Sheriff agrees to hire eight (8) and up to nine (9) full-time certified deputy sheriffs to act in the capacity of full-time school resource officers ("SRO") for the 2023-2024 school year.

2. SROs shall perform the duties outlined herein on a full-time basis not to exceed forty (40) hours per week beginning on the first day of 2023-2024 student school year schedule until the last day of the of 2023-2024 student school year schedule. SRO school assignments shall be determined by joint consultation between the Board and the Sherriff. SRO schedules may be altered at the direction of the Board to accommodate school functions which are held outside normal school hours

3. The Board shall pay the Sheriff the sum of $44,000 per SRO, and one-half the salary of an intelligence officer, not to exceed $35,000, plus one half of the employee benefits. The Sheriff shall be responsible for paying the salaries and all other benefits to SROs and the intelligence officer. In the event, SROs are not available to the Board for the entire school year, the Board shall only have to pay a pro-rata portion of the annual fee. The intelligence officer shall be available during the regular working hours 12 months per year.

4. The Sheriff or his designee shall be responsible for selecting SROs on the basis of the following criteria:
    i. Each SRO must be a sworn law enforcement officer within the as defined in section 943.10(1), Florida Statutes,
    ii. demonstrate the ability to communicate effectively with students,

iii. demonstrate the ability to approach and interact with student parents and teachers regarding student behavior, and

iv. demonstrate the ability to cooperate and work proactively with school administrators to promote school safety and mitigate potential threats to the safety and welfare of students and faculty.

5. SROs shall remain employees of the Sheriff and are not employed by the Board in any capacity. The Sheriff may dismiss or remove an SRO based on violations of Sheriff's Office rules, regulations, or orders.

II. School Safety Coordination

6. The Sheriff shall be responsible for supervising SROs and shall maintain a log of all activities performed by each SRO. Information compiled in this log shall be available to the Board, Superintendent, Principals, and the Board's Threat Assessment Team in accordance with section 3.06 of the Board Policy Manual.

7. The Sheriff shall establish a liaison for the purpose of reporting to and meeting with the Superintendent and/or the Board's Threat Assessment Team on a regular basis to discuss school safety concerns arising during the 2023-2024 school year.

8. The Sheriff shall collaborate with all city police departments and law enforcement agencies in Suwannee County for the purpose of reporting and transmitting all acts or incidents which may potentially threaten school safety or security.

III. SRO Duties

9. The duties of SROs shall include, but not be limited to:

i. Law Enforcement:

a. In accordance with the Sheriff's policy, SROs shall initiate and perform both criminal or administrative investigations of any reported acts, incidents, or events which may pose a threat to school safety or security. The SRO shall notify the Board's Threat Assessment Team and the principal or the principal's designee regarding all investigations initiated.

b. Responds to potential crimes in progress on school campuses as informed by teachers or school administrators.

c. Responds to a reported violation of a criminal or civil restraining order.

d. Cites students, faculty, staff, and campus visitors when applicable for traffic violations or contraband.

e. Perform searches of students and school property, seizures, and the questioning of students in accordance with the laws of the State of Florida.

f. Assists parents in the school setting with child custody disputes and orders of the court.

g. Communicates with recipients of and recording with the Suwannee County Sheriff's office, trespass warnings to school board property as requested by the

superintendent's designees.

h. Works with administration to support the overall safety and security of the school.
i. Filing appropriate reports and documenting such law enforcement actions as required by the Suwannee County Sheriff's office.
j. Provides security services for expulsion meetings/hearings or other meetings as requested by the Board.
k. The SRO shall not act as a school disciplinarian. However, if the principal believes an incident is a violation of the law, the principal may contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.
l. Provide assistance to the Board's Threat Assessment Team to evaluate the Schools best practices in compliance with the Marjory Stoneman Douglas High School Public Safety Act.
m. Consult with the Board's Threat Assessment Team when a student exhibits a pattern of behavior, based upon acts or the severity of an act, that would pose a threat to school safety.

ii. Reporting:

a. Shall report to the Sheriff and the Board's Threat Assessment Team all acts, incidents, or events reported to or personally observed by the SRO that may pose a threat to school safety or security.

iii. Education and Prevention:

a. Provide instruction to students and teachers for reporting acts, incidents, or events which may threaten school safety or security.
b. Coordinate all of his/her activities with the Board's Threat Assessment Team, school principal, and staff members and seek their permission, advice, and guidance prior to enacting any program within the school.
c. Provide instruction for students that includes but is not limited to Life Skills Training and Substance Abuse Prevention education.
d. Work with schools with student drivers to promote safe driving education.
e. Assist students and families with counsel related to areas of concern that are brought to his/her office for guidance.
f. Promote prevention of juvenile delinquency by working with stakeholders to encourage a healthy lifestyle and promoting positive conflict resolution.
g. Promote positive student attitudes of law enforcement, by building a positive rapport among the student population.

iv. School and Community Involvement:

a. Sustain a visible presence on school campuses to protect the lives and property of those on the school campuses.
b. Work with administration to provide law enforcement presence at school sponsored activities, events and gatherings.
c. Assist and aid in traffic issues that arise from beginning and ending the school day and other after hours school sponsored activities.

d. Provide a visible, positive, and proactive presence on school campuses during the school day.
e. Work to promote partnerships with local businesses and agencies to help provide resources to the school in both prevention and response efforts.
f. Serve on the school site emergency management response committees.

VI. Student Records

10. The Sheriff shall maintain all records and documents associated with the duties and functions of SROs as outlined herein and in accordance with the requirements of Chapter 119, Florida Statutes.

11. SROs shall comply with all procedures applicable to the handling and distribution of student records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 and section 1002.221, Florida Statutes.

V. Miscellaneous

12. SROs shall, at all times, cooperate with school staff to promote the intent and spirit of this program.

13. Nothing in this Agreement shall be construed to impair or restrict activities otherwise appropriate by SROs within that officer's authority as a certified law enforcement officer.

14. It is hereby acknowledged that the SROs assigned pursuant to the provisions of this Agreement are employees of the employing law enforcement agency and not employees of the Suwannee County School District. To the extent permitted by Florida law and within the limits of liability set forth in section 768.28, Florida Statutes, the Sheriff agrees to hold the Board harmless from any and all claims, damages, and judgments in connection with loss of life, bodily or personal injury, or property damage resulting from the actions of law enforcement officers employed and assigned pursuant to this Agreement, who are acting within the scope of their law enforcement responsibilities.

15. No provision of this Agreement to provide SRO services is intended to expand, enlarge, diminish, limit, waive or alter in any way the scope of responsibility, liability, immunities, or defenses which each signatory public agency has or may have for itself, its agents, or its employees. By entering into this Agreement, neither signatory agency intends that any third party beneficiary be created by execution of this Agreement. In the event that any claim, action, lawsuit, or other proceeding is brought by a third party against one or both of the signatory agencies hereto, the costs of defense shall be borne separately by the agency or agencies so charged.

15. This document constitutes the full understanding of the parties and no terms, conditions, understandings or Agreements purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

16. This Agreement shall be for a period of one year commencing the date of this Agreement, and ending July 1, 2024, unless renewed.

17. Should any dispute arise as to the role of the SRO, the Board and the Sheriff shall be immediately notified and they or their designees shall meet as soon as possible to resolve the dispute.

18. This Agreement may only be terminated upon at least thirty (30) days prior written notice to the other party that the party has failed to substantially perform in accordance with the terms and conditions of this Agreement. The party in breach shall have thirty (30) days in which to cure the breach or the non-breaching party can terminate this Agreement and pursue all available legal and equitable remedies provided by law.

19. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is render impossible, impractical, or prevented during all or part of the 2023-2024 academic year by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence.- Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, the issuance or extension of existing government orders of the United States, the State of Florida, or Suwannee County, which prevents performance of the contract for all or part of the 2023-2024 academic year.

20. This Agreement shall also necessitate documented proof of SRO certification requirements set forth in sections 1006.12, Florida Statutes.

SUWANNEE COUNTY SHERIFF'S OFFICE	SCHOOL BOARD OF SUWANNEE COUNTY
By: _____	By: _____
Name: _____	Name: Ted L. Roush
Title: _____	Title: Superintendent of Schools
Date: _____	Date: _____

_____
Chairperson, Suwannee County School Board

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

INFO ONLY

SCSB 2024-35 (REVISED/RENEWAL)

SCHOOL RESOURCE OFFICER AND SCHOOL SAFETY AGREEMENT
BETWEEN
THE SCHOOL BOARD OF SUWANNEE COUNTY
AND
THE SUWANNEE COUNTY SHERIFF'S OFFICE

THIS AGREEMENT made and entered into on June 13, 2023 ~~July 26, 2022~~, by and between the SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA, hereinafter referred to as the "Board" and the SUWANNEE COUNTY SHERIFF'S OFFICE, hereinafter referred to as the "Sheriff'.

WHEREAS, the Board has requested School Resource Officers to provide full-time law enforcement services at designated school within Suwannee County, Florida for the purpose of fulling the requirements set forth in sections 1006.12 and 1006.13(4), Florida Statutes; and

WHEREAS, the Sheriff has agreed to provide certified deputy sheriffs to serve as School Resources Officers to perform the duties and services set forth in sections 1006.12 and 1006.13(4), Florida Statutes, and outlined herein;

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2. SROs shall perform the duties outlined herein on a full-time basis not to exceed forty (40) hours per week beginning on the first day of 2023-2024~~2022-2023~~ student school year schedule until the last day of the of 2023-2024~~2022-2023~~ student school year schedule. SRO school assignments shall be determined by joint consultation between the Board and the Sherriff. SRO schedules may be altered at the direction of the Board to accommodate school functions which are held outside normal school hours

3. The Board shall pay the Sheriff the sum of $44,000 per SRO, and one-half the salary of an intelligence officer, not to exceed $35,000, plus one half of the employee benefits. The Sheriff shall be responsible for paying the salaries and all other benefits to SROs and the intelligence officer. In the event, SROs are not available to the Board for the entire school year, the Board shall only have to pay a pro-rata portion of the annual fee. The intelligence officer shall be available during the regular working hours 12 months per year.~~The Board shall pay the Sheriff the sum of **$44,000.00** per SRO, per year (up to $396,000.00) and the Sheriff shall be responsible for paying the salaries and all other benefits to SROs. In the event, SROs are not available to the Board for the entire school year, the Board shall only have to pay a pro-rata portion of the annual fee.~~

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g. Promote positive student attitudes of law enforcement, by building a positive rapport among the student population.

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15. No provision of this Agreement to provide SRO services is intended to expand, enlarge, diminish, limit, waive or alter in any way the scope of responsibility, liability, immunities, or defenses which each signatory public agency has or may have for itself, its agents, or its employees. By entering into this Agreement, neither signatory agency intends that any third party beneficiary be created by execution of this Agreement. In the event that any claim, action, lawsuit, or other proceeding is brought by a third party against one or both of the signatory agencies hereto, the costs of defense shall be borne separately by the agency or agencies so charged.

15. This document constitutes the full understanding of the parties and no terms, conditions, understandings or Agreements purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

16. This Agreement shall be for a period of one year commencing the date of this Agreement, and ending July 1, 2024~~July 26, 2023~~, unless renewed.

17. Should any dispute arise as to the role of the SRO, the Board and the Sheriff shall be immediately notified and they or their designees shall meet as soon as possible to resolve the dispute.

18. This Agreement may only be terminated upon at least thirty (30) days prior written notice to the other party that the party has failed to substantially perform in accordance with the terms and conditions of this Agreement. The party in breach shall have thirty (30) days in which to cure the breach or the non-breaching party can terminate this Agreement and pursue all available legal and equitable remedies provided by law.

19. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is render impossible, impractical, or prevented during all or part of the 2023-20242022-2023 academic year by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence.- Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, the issuance or extension of existing government orders of the United States, the State of Florida, or Suwannee County, which prevents performance of the contract for all or part of the 2023-2024~~2022-2023~~ academic year.

20. This Agreement shall also necessitate documented proof of SRO certification requirements set forth in sections 1006.12, Florida Statutes.

SUWANNEE COUNTY SHERIFF'S OFFICE	SCHOOL BOARD OF SUWANNEE COUNTY
By: _____	By: _____
Name: _____	Name: Ted L. Roush
Title: _____	Title: Superintendent of Schools
Date: _____	Date: _____

SUWANNEE COUNTY SCHOOL DISTRICT

JERRY TAYLOR
DISTRICT 1
NORMAN CRAWFORD
DISTRICT 2
TIM ALCORN
DISTRICT 3

ED DA SILVA
DISTRICT 4
RONALD WHITE
DISTRICT 5
LEONARD DIETZEN, III
BOARD ATTORNEY

1740 Ohio Avenue, South
Live Oak, Florida 32064
Telephone: (386) 647-4600 • Fax: (386) 364-2635

TED L. ROUSH
Superintendent of Schools

MEMORANDUM

TO: Ted L. Roush, Superintendent of Schools

FROM: William Brothers, Director of Human Resources

DATE: June 7, 2023

RE: Human Resources Transactions for June 13, 2023, Special Meeting

RECOMMENDATION:

Pursuant to Section 1012.27 (1A) (1B), *Florida Statutes*, the Superintendent hereby submits the following written personnel recommendations.

SUWANNEE COUNTY SCHOOL BOARD
Human Resource Transactions
June 13, 2023
Special Meeting

TO: District School Board of Suwannee County

FROM: Ted L. Roush, Superintendent of Schools

Pursuant to Section 1012.27 (1A) (1B), Florida Statutes, I hereby submit the following written personnel recommendations.

RECOMMENDATIONS FOR THE 2022-2023 SCHOOL YEAR:

SUSPENSION: INSTRUCTIONAL:

Suwannee Riverside Elementary:
Danielle Gay, Teacher, effective May 22, 2023 *(Without Pay)*

LEAVE OF ABSENCE: (ILLNESS IN THE LINE OF DUTY):

Suwannee Middle School:
Stephanie Sampson, Teacher, effective April 6, 2023, for a total of 7.50 hours

SUSPENSION: NON-INSTRUCTIONAL:

Transportation:
Monica Lorenz, Bus Driver, effective May 19, 2023, through May 24, 2023 *(Without Pay)*

RETIREMENT: NON-INSTRUCTIONAL:

Suwannee High School:
Michael Dunmore, Security Guard, effective June 2, 2023 *(Amended from the May 23, 2023 Agenda)*

RESIGNATIONS: NON-INSTRUCTIONAL:

Transportation:
Stephanie Pinkard, Crossing Guard, effective May 31, 2023

SUPPLEMENTARY:

Employee Name	Position	Location
Timothy Clark	Planning Period Supplement	Branford High School
Ryan Combee	Assistant Middle School Softball Coach	Branford High School
Joseph Gaddy	Football Varsity Offensive Coordinator	Suwannee High School
Staci Greaves	Department Head-Grade Chair (1/2)	Suwannee Riverside Elementary
Tammy Johns	Yearbook Sponsor	Suwannee Pineview Elementary
Timmy May	Head JV Softball Coach	Suwannee High School
Sean Oliver	Head JV Baseball Coach	Suwannee High School
Jacob Pitts	Head Flag Football Coach	Suwannee High School

LEAVE OF ABSENCE: (ILLNESS IN THE LINE OF DUTY):

Suwannee Middle School:
Verhonda Morris, Paraprofessional, effective April 19, 2023, for a total of 3.75 hours

MISCELLANEOUS:

Approval for the following to receive the Civics Seal of Excellence Bonus:

Karen Braun	Branford High School
Hetti Harry	Suwannee Middle School
Vicki Bryan	Suwannee High School
Cody Wall	Suwannee Middle School

End of List
2022 - 2023
School Year

RECOMMENDATIONS: SUMMER TERM 2022-2023:

RECOMMENDATIONS: INSTRUCTIONAL:

Approval for Mileydi Perez to overlap as Assistant Principal to work on the Suwannee High School master schedule from June 2, 2023, through June 29, 2023

Approval for the following to work with the 3rd Grade Reading Camp:

Suwannee Springcrest Elementary
Jenny Clark
Brooklyn Ross
Marie Warren

Suwannee Riverside Elementary
Cheri Copeland
Rhonda Furry
Melissa McKire

Suwannee Pineview Elementary
Angela Hester
Marjerian Lewis
Laura Roberts

Approval for the following to work as Teacher of Middle School/High School Credit Recovery:

Harrison Ambrose
Deanna Simpson
Becky Skipper
Vance Wiggins (*Replacing Darrell Curls on the May 23, 2023 Agenda)*

Approval for the following to work as a teacher in the Summer Migrant Program:

Travis Bass
Rebecca Monroe
Keifer Thompson
Aralisha Sowells - Alternate

Approval for the following Coaches to work up to 300 hours combined:
(In addition to those listed on the May 9, 2023, Special Meeting Agenda)

Travis Bass Lindsey Jones Matt Yancey

Approval for Aralisha Sowells to work as an Alternate Teacher with the Summer Students in Transition

Approval for the following to work as Teachers with Suwannee Virtual School:

Brandy Allen
Jean Eckhoff
Glen Green
Angela Hester
Patrick Jernigan
Jazmin Marrero
Melanie Roberts
Sergio Rodriguez

RECOMMENDATIONS: NON-INSTRUCTIONAL/SCHOOL RELATED:

Approval for Terrance Clark to work as a Summer Day Laborer

Approval for the following to work as Paraprofessionals with ESE Consult/Extended Year:

Michael Herring Holly Marsee Kelly Melland - Alternate

Approval for Shalenthia Reynolds to work as a Nurse with the ESE Extended Year Program
(Split position with Patricia Nixon/approved on the May 23, 2023 Agenda)

Approval for Kelsey Leighton to work as a Paraprofessional with VPK School Readiness District Wide

Approval for Jessica Johnson to provide Vision Services to students in June and July, not to exceed 50 hours total

Approval for the following to work as Paraprofessionals with Students in Transition:

Travis Bass
Courtney McHugh
Damaris Valdez
Kristin Register – Alternate

Approval for the following to work as Paraprofessionals in the Summer Migrant Program:

Luis Huerta Dominguez
Cinthia Luna Perez
Kelly Melland
Naela Salazar
Elizabeth Smith
Heather Marshall – Alternate

Approval for Inez Williams to be a Summer ESE Bus Driver

Approval for Gina Henderson to be a Summer Migrant Bus Driver

Approval for Daisy Couture to work as a Food Service Worker with the Summer Food Program

End of Summer Term List
2022-2023
School Year

RECOMMENDATIONS FOR THE 2023-2024 SCHOOL YEAR:

ADMINISTRATIVE:

Tamara Boggus, Director of Curriculum, effective July 3, 2023
REPLACES: Jennifer Barrs

Deborah Godbold, Coordinator of Mental Health, effective July 3, 2023
REPLACES: New Position

End of List
2023-2024
School Year