

**AGREEMENT
FOR ONEIDA HIGH SCHOOL STUDENTS
TO DUAL ENROLL WITH
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - ONEIDA/HUNTSVILLE
AUGUST 2014-JULY 2015**

This agreement is entered into between the Tennessee College of Applied Technology - Oneida/Huntsville (TTCO/H) and the Oneida Special School District Board of Education. Whenever possible, this agreement attempts to follow Tennessee Board of Regents Policy and the new High School Proposal's Tech Prep Curriculum requirements. This agreement will allow high school students to dual enroll with the Tennessee College of Applied Technology - Oneida/Huntsville according to the following stipulations and provisions:

1. All high school students participating in the program shall be juniors or seniors on track for graduating at the end of their senior year.
2. No participant shall be enrolled as a full-time postsecondary student at the Tennessee College of Applied Technology - Oneida/Huntsville until he/she has successfully completed the requirements for high school graduation.
3. The Tennessee College of Applied Technology - Oneida/Huntsville shall report periodically throughout the year to the high school on the student's progress on forms provided by the local school. High school credit toward graduation may be earned by high school students through courses offered at the Tennessee College of Applied Technology. Supplemental certificates will be awarded by the Tennessee College of Applied Technology upon satisfactory completion of requirements for high school graduation. The regular Tennessee College of Applied Technology's records will be kept in addition to any requirements by the local high school.
4. The student will be the responsibility of the principle feeder school during the time he/she is in route to and from the Tennessee College of Applied Technology. At the time he/she reaches the Center, he/she will become the responsibility of the Director of the Tennessee College of Applied Technology until he/she leaves the premises.
5. If a student is suspended from either the high school or the Tennessee College of Applied Technology - Oneida/Huntsville, the Director or high school Principal, or other designees, will notify his/her counterpart of the suspension. It will then be at the discretion of the Director or the Principal, or other designees, as to whether to suspend the student from his/her facility also.
6. The administrative details, planning, and providing of transportation will be the responsibility of the feeder school.

7. Scheduling will be a joint effort of the Tennessee College of Applied Technology Student Services Coordinator and the high school counselor(s), or other designated person(s) responsible for scheduling.
8. Counselors will be provided by the Tennessee College of Applied Technology to assist students in achieving their maximum potential. Trade instructors will be provided at approximately 1 to 20 trainees, including postsecondary students, by the Technology Center.
9. Provisions will be made whereby each student will be in attendance at the Tennessee College of Applied Technology for one to three consecutive clock hours each day in the a.m. and the p.m. blocks.
10. All students will be required to provide personal items, including workbooks, necessary for the particular area of training. Appropriate textbooks will be the responsibility of the feeder school.
11. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, sex, age, handicap, veteran status or national origin.

Student Qualifications

1. Must be a junior or senior in high school. All academic requirements for the 10th grade must be met and the student must be officially classified as a junior prior to enrolling at the Tennessee College of Applied Technology.
2. Must have a minimum of a 2.0 grade point average on a 4.0 scale or the equivalent. Students who fall below the 2.0 grade point average will be reviewed on a case by case basis to determine enrollment eligibility.
3. Must maintain an 80.50 grade average in the Tennessee College of Applied Technology program area.
4. Must have a stated employment objective.
5. Must maintain a satisfactory attendance record of no more than 10 hours or 5 absences per semester. Students who are absent for ten consecutive days will be removed from the program unless other arrangements have been made with the Student Services Coordinator.

Application Procedures

1. The Tennessee College of Applied Technology will notify the feeder high school of anticipated slots for high school students by April 1 for the fall semester and by November 1 for the spring semester. If the feeder school will be conducting pre-registration prior to either of these dates, a designated person will contact Tennessee College of Applied Technology's Student Services Coordinator to determine the number of slots available.
2. High school principals or other designated personnel shall provide the Tennessee College of Applied Technology with a list of qualified applicants by June 1 for the fall semester and by December 1 for the spring semester.
3. The high school counselor(s) will complete Dual-Enrollment Grant applications for each qualified applicant and will submit these applications to the Tennessee College of Applied Technology by July 15 for the fall semester and by December 1 for the spring semester for eligibility verification.
4. The participants selected will be by mutual agreement between the Tennessee College of Applied Technology and the high school principal or other designated personnel. The selection is to be completed prior to the first day of each semester.
5. Tennessee College of Applied Technology will provide applications for enrollment to each student on the first day of each semester.
6. All registrations for Tennessee College of Applied Technology programs must be completed within the first 14 days of each semester. This includes changes between and withdrawals from programs.
7. Training slots not utilized by the feeder school will be available on a "first-come, first-served" basis by other feeder high schools in the service area.
8. Continuation of each student in the program will be determined by satisfactory progress and conduct as established by mutual agreement between the Tennessee College of Applied Technology and the high school. Proper safety and interpersonal behavior shall be expected for each student. Failure to comply may lead to termination from the program.
9. Continuation of students with Individualized Educational Programs (IEPs) will be determined by satisfactory progress and conduct as established by IEP policies.

Evaluation

1. Regular Tennessee College of Applied Technology student progress and attendance records will be kept for all high school enrollees.

