

# U of A

HOPE • TEXARKANA

**COLLEGIATE ACADEMY**



## **Texarkana Collegiate Academy**

Student Handbook

2024-25



*Learning Today. Leading Tomorrow.*

## **Statement of Purpose**

The purpose of the Collegiate Academy at UAHT is to provide academic and technical education for serious high school students who desire to undertake a college-level study. The three-year curriculum will enable students to complete a high school diploma and an associate degree simultaneously. The collegiate academy will be distinguished by an application of varied instructional delivery and learning styles, a culture promoting community service, a technology across the curriculum approach, and incorporation of a rigorous integrated academic series at each grade level.

### **Educational Principles**

Four essential educational principles provide the foundation on which the Collegiate Academy is based:

- Students should develop the capacity to think critically, solve problems, and communicate effectively through mastery of academic courses.
- Students should prepare for further education and work through elective academic and technical courses.
- Students should learn to fulfill their civic obligations through school and community service.
- Students should experience the joy and value of reading and writing to enhance their ability to be independent learners, critical thinkers, and life-long learners.

## **Principles of Participation**

As an element of the admissions process, each parent and student of the Collegiate Academy must sign an agreement committing their adherence to the following principles of participation.

### **Participation Agreement**

The Collegiate Academy at UAHT exists for the purpose of educating students in a rigorous academic environment. We are pleased that you have made this academic choice and encourage your full participation in this educational experience. To assure understanding of policies and procedures

regarding conduct, curriculum, communication, and attendance, you are asked to read the following and indicate your understanding and acceptance.

1. I understand that as a Collegiate Academy student at UAHT, I will be enrolled for some or all of my classes in college credit courses and that the depth, breadth, rigor, and pace of these courses will be at the college level.
2. I understand that Collegiate Academy students in college-level courses are subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state, or local requirements.
3. I understand that curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dually enrolled Collegiate Academy students from that presented for traditional college students.
4. I understand that UAHT is an open campus and that I will be attending classes with non-high school aged students and that I may encounter students of a variety of ages and backgrounds while on the UAHT campus.
5. I understand that the Director is the first point of contact for parents who wish to discuss academic progress in a course, schedule a conference, or request information about school or classroom activities.
6. I understand that attendance at an orientation session is required for each student.
7. I understand that attendance at an orientation session for incoming 10<sup>th</sup> graders is required for the parent(s)/guardian(s) of each student.
8. I understand that attending weekly advisories/grade checks is required for each student.
9. I understand that signing in/signing out in the Collegiate Academy building is required for each student.
10. I understand that each student must follow all rules set by the Dean of Secondary Programs and Director of the Collegiate Academy.
11. I understand that I must agree to abide by all Collegiate Academy at UAHT policies and procedures as well as to applicable college policies.
12. I understand that I must agree to abide by all Texarkana Arkansas School District policies and procedures that apply while on the UAHT and Arkansas High School campuses.
13. I understand that completion of high school graduation requirements does not guarantee completion of an AA degree. To receive an AA degree, I understand that a student must meet all program requirements identified in the UAHT College Catalog at the time of the student's initial admission.
14. I understand that I will be expected to sign an agreement outlining my responsibility for all instructional materials, textbooks, and equipment issued to me.
15. I agree to attend school regularly and see that my child attends regularly. Attendance in school is mandatory and vital to the success of students every day.
16. The Collegiate Academy at UAHT is an open campus environment. I fully understand that the Collegiate Academy at UAHT, its officers, trustees, employees, and agents are released from all liability, claims of demands for any damage, loss or injury to me, my property, or my parent's property in connection with my actions.
17. I understand that the mission and purpose of the Collegiate Academy is to provide accelerated instruction and a college-level curriculum to motivated students. If I fail to make adequate

progress on the path to graduating from high school on time to meeting the attendance or discipline requirements, I will be reassigned to the traditional campus.

## **Communication Options**

Regular communication between home and school is an important factor in the academic success of students. Parents are encouraged to contact the Collegiate Academy Office anytime they wish to discuss their child's academic progress and general welfare. The staff relies on informal communication with parents concerning attendance, minor discipline issues, student directory information, and other items that may occasionally emerge.

## **Selected High School and College Policies**

### **Absences**

Attendance in school is mandatory and vital to the success of the Collegiate Academy students every day. When a student is absent from school for any reason, he or she is responsible for the work missed. All notes regarding school absences are to be turned into the office upon return to school. Upon return to school, students must see each teacher to get the assignments missed and must follow the instructor's make-up policy. The Collegiate Academy students take responsibility for their learning, and this is seen even when they are absent.

### **College Attendance Policy**

Students are expected to attend all classes regularly and punctually. Only absences for college-sponsored events are universally excused. Students must inform their instructors of such absences prior to the absence. Students have the responsibility of making arrangements satisfactorily to the instructor regarding all absences. Excessive absences, as defined by the instructor and described in the syllabus for each class, may be penalized, including withdrawal from or failure of the course. It is the students' responsibility to be informed of the course policies of each instructor.

In some areas, such as Nursing, Funeral Service, CDA, and EMT, certification requirements may necessitate an absentee policy. In these instances, the matter of certification takes precedence over other policies.

### **Check-In/Check-Out**

Tenth-grade students must stay on campus from arrival until departure at the end of the regular school day unless given permission to leave the campus by a school official or physically checked out of school. Anyone checking a student out must be shown on the paperwork in the student's file as being authorized to do so by the parent/guardian. Notes and/or phone calls to release a student during the school day are

accepted. Students missing any part of their class before or after lunch due to being signed out will be recorded with an unexcused absence.

### **Student Driving**

A student must have a parental consent form on file to drive from the College campus to the High School or to ride with another student.

### **Sign In/Sign Out**

Students are required to sign in at the beginning of each day or when they arrive on campus using their Student IDs and are required to sign out at the end of each day or before they leave campus.

### **Technology**

All the Collegiate Academy students are expected to follow the Technology Use Policy. All students will be provided with a Chromebook to use within classrooms and at home. The use of computers is a privilege, one that can be taken away. Students will treat all technology equipment with respect. Students will be gentle with all equipment and will ask a teacher for help if they are having trouble. Students must sign the Technology Use Policy Form by the end of the first week of school. Failure to adhere to the technology policy will result in the loss of the privilege to use technology.

### **Student Placement Change/Withdrawal:**

Students and parents have the option to withdraw from the Collegiate Academy within the first 10 days of the semester and return to their traditional campus. After that 10-day time period, students will remain at the Collegiate Academy until the semester ends and can transfer to the traditional campus between semesters.

Students who do not conform to the rules, protocol, and procedures at the Collegiate Academy will be returned to their traditional campus. The Collegiate Academy's commitment to excellence does not allow for detention, ISS, or OSS behavioral interventions or the classroom and learning environment distractions that lead to detention, ISS, or OSS interventions. Students in need of this level of behavior intervention will be reassigned to their traditional campus.

### **Cell Phones**

Students may use their phones only when given permission by their teacher. Each Instructor will have their class rules concerning electronic devices in their syllabus. If cell phones become an issue they will be collected.

### **Student I.D. Cards**

All students are issued an identification card that they are expected to carry at all times and shown upon request from a College official. I.D. cards are obtained from the Enrollment Management Office and serve as the student's identification to be presented whenever books are checked out from the library or when textbooks are rented from the bookstore. The I.D. cards are also used daily by students to sign in/sign out and used for class attendance. A lost card should be reported immediately to the Registrar's Office. A replacement I.D. card will then be made at the cost of \$10.00.

## **Student Conduct**

### **Rights and Responsibilities as a Student**

The College expects students to conduct themselves as responsible members of the College community. Students are expected to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary rules of good conduct, to protect private and public property, and to make effective use of their time in pursuing an education. Students are required to observe local, state, and federal laws and abide by college policies and regulations as established in respective College publications. The College reserves the right to approve the time, place, and manner of individual and group activities held on the campus.

The Dean of Secondary Programs and the Dean of Student Services will process all matters pertaining to student misconduct. Misconduct will lead to disciplinary action taken against the student. This action may include dismissal from the College. Misconduct includes but is not limited to the following:

1. Misuse of identification cards, furnishing false information to the College, or misuse of College funds;
2. Obstruction or disruption of any College activity, whether academic, social, or administrative;
3. Threats, physical harm, or verbal abuse of any person on College property or at College-sponsored functions;
4. Theft of or damage to any property belonging to the College, its personnel, its students, or its guests;
5. Unauthorized entry into, or use of, any College facility;
6. Violations of rules governing College facilities;
7. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College property or at College-sponsored functions;
8. Use, possession, sale, or distribution of illegal narcotics, drugs, or stimulants;
9. Drunkenness, use, possession, sale or distribution of alcoholic beverages on College property, whether leased or owned, and on the specified premises of College-sponsored off-campus functions;
10. Gambling on College property;
- 11. Smoking or the use of any tobacco products, vaping devices, or e-cigarettes on any college property;**
12. Food and beverages in areas where prohibited.
13. Unauthorized possession or use of explosives/firearms on campus, or use or attempted use of any item as a weapon.
14. Failure to comply with the directions of College officials acting in the performance of their duties;
15. Parking and traffic violations;
16. Any academic dishonesty including, but not limited to, cheating on tests or assigned coursework, and plagiarism;
17. Attending classes when not enrolled;
18. Attending class with and/or creating distractions in the classroom with small children or babies; and
19. Leaving children unattended in or on campus property;
20. Failure to ensure the proper accepted conduct of guests, defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student;
21. Participation in hazing or a hazing activity as an individual or as a member of a group;
22. Bringing an animal on the College premises, except for service animals, without appropriate approval;

23. Failure to follow procedures, protocols, directives, and/or instructions of College officials during a health or other emergency;
24. Violation of local, state, or federal law which adversely affects the student's suitability as a member of the college community, or when it appears that the presence of the student on campus interferes with the normal educational functions or endanger the student or threaten to endanger a member of the college community or property.
25. Not signing in/signing out each day.
26. Not following rules set by the Collegiate Academy administration.

### **Reporting Violations**

Students, faculty, and staff should report an alleged incident of misconduct to Campus Police, the Dean of Secondary Programs, or the Dean of Student Services.

### **Disciplinary Procedures**

Students, faculty, and staff should report an alleged incident of misconduct to UAHT Security, the Dean of Secondary Programs, or the Dean of Student Services.

The student conduct procedures of UAHT, as all activities on a College campus, are designed to be a part of the educational process and normally cover a wide spectrum of disciplinary measures ranging from counseling to dismissal. The Dean of Secondary Programs and the Dean of Students Services is charged with the responsibility of initiating student conduct procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made. The student may have an advisor of her/his choice attend the meetings to provide support and guidance. The Deans will determine whether the evidence (including the information provided in any reports, the parties' written statements, if any, the evidence presented at the meeting, and the testimony of the parties and witnesses) establishes that it is more likely than not that the student committed a violation of UAHT Policy. In other words, the standard of proof will be the preponderance of the evidence.

All allegations of misconduct shall be presented to the accused student in written form sent or delivered to the address listed in the registrar's records. This shall constitute full and adequate notice. However, the College reserves the right to use other reasonable means to notify students. This includes, but is not limited to, the use of the College e-mail system. The failure of a student to provide an address change, a forwarding address, or the refusal or inability to accept the mailed notice shall not constitute good cause for failure to comply with the notification.

The student will be informed by written notice of the finding of responsibility and sanction, if any. If no written notice of appeal is received within the time specified, the finding and sanction shall be final. Student's may appeal the Dean's finding and/or sanction using the student conduct appeal process listed below.

The disciplinary actions the College may take include, but are not limited to, the following:

1. **Expulsion:** separation of the student from the College; the student is not eligible for readmission to the College.
2. **Dismissal:** separation of the student from the College for an indefinite period of time.
3. **Suspension:** separation of the student from the College for a definite period of time.
4. **Disciplinary probation:** official warning that the student's conduct is 1) in violation of the rules, regulations, and policies stated in UAHT publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, or

dismissal. Disciplinary probation can be imposed for varying periods of time and can include the following:

- 4a. ineligibility to hold office in College organizations
- 4b. ineligibility to represent the College in any official function
- 4c. ineligibility to continue to receive a College-sponsored scholarship, grant, and/or work
- 4d. placing an informational notice in the student's permanent file
- 4e. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation
5. **Letter of enrollment block:** a letter stating that the student may not reenter the College without prior approval through the Dean of Student Services if enrollment has been blocked for previous disciplinary problem.
6. **Letter of reprimand:** a written admonition of a student for actions unbecoming to the College community.
7. **Work hours:** hours that a student may be required to work in a specified area of service to the College.
8. **Restrictions:** the withdrawal of specified privileges for a definite period of time.
9. **Restitution:** a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.
10. **Monetary fines:** a fine assessed by the College which is placed on the sanctioned student's account.
11. **Educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term "educational sanctions" specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.

## **Appeal Process**

A student may appeal the Dean's finding of responsibility. The appeal should be submitted in writing to the Vice Chancellor for Student Services within 5 days of receipt of the Dean's decision. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery.

The Vice Chancellor for Student Services (VCSS) or his/her designee will decide the appeal. The VCSS or designee shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

**Grounds for Appeal:** The appeal from the decision of the Dean's must be for one of the following reasons: (1) a procedural irregularity that affected the outcome of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility was made and that could affect the outcome of the matter; or (3) the Dean's had a conflict of interest or bias against the student that affected the outcome.

**Decision on Appeal:** As soon as practicable after receiving the student's written appeal (and ordinarily within approximately 10 days) and conducting any necessary interviews/meetings, the VCSS (or designee) will issue a written decision describing the result of the appeal and the rationale for the result.



The decision on appeal may uphold the Dean's decision, modify it, or remand for further factual development. The decision of the VCSS (or designee) is final and no further appeals can be made.

### **Interim Suspension**

In certain circumstances, the Dean of Secondary Programs and the Dean of Student Services may impose a College suspension prior to the discipline meeting. The interim suspension shall become immediately effective without prior notice. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the College community or preservation of College property
- to ensure the student's own physical or emotional safety and well-being
- or if student poses a definite threat of disruption of or interference with the normal operations of the College

During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Secondary Programs and the Dean of Student Services may determine to be appropriate.

### **Violations of Collegiate Academy Policies/Rules**

- 1<sup>st</sup> Violation: Email warning to student.
- 2<sup>nd</sup> Violation: Formal written warning.
- 3<sup>rd</sup> Violation: Written warning to student and notification to student's parent that must be signed and returned. Public school administration will also be notified.
- 4<sup>th</sup> Violation: Student must attend conference with the Dean of Secondary Programs to discuss if they should remain in the Collegiate Academy. The student may be removed from the Collegiate Academy if they do not present evidence that they are committed to following the policies of the Collegiate Academy. If allowed to remain in the program, the student will be placed on program probation.
- 5<sup>th</sup> Violation: Student is removed from the Collegiate Academy.

### **College Visitations**

Juniors and seniors are granted two (2) college visitation days during the year. The Dean may grant additional college visitation days when a letter on college letterhead from the college is provided. Juniors and seniors who take a college visitation day should notify their teachers in advance and bring a letter from the college on school letterhead in order to get their absence excused.

### **Grading System**

The Collegiate Academy has a grading system designed to ensure that students' grades are an indication of students' mastery of grade-level skills. The methods of student evaluations are determined by each instructor as specified on the course syllabus. Students' will need to keep a grade of 70% or above in all courses to remain in the Collegiate Academy.

### **Report Cards/Progress Reports**

Final grades are issued to students after each semester. Progress can be seen throughout the semester by accessing the electronic grading system.

## **Closing of School**

In case of a school closing due to ice, snow, or another emergency, an announcement will be made over local radio and television stations as well as other electronic means. If no announcement is made, school will be in session.

## **Student Handbooks**

Collegiate Academy students are expected to follow all rules and procedures in both the UAHT Student Handbook and the school district handbook. Both of those handbooks can be found by scanning the QR codes or by visiting the links below. It is the responsibility of the parent/guardian and students to familiarize themselves with each handbook.

UAHT Handbook: <http://bit.ly/UAHT-Handbook>

Arkansas High Handbook: <http://bit.ly/AR-High-Handbook>

