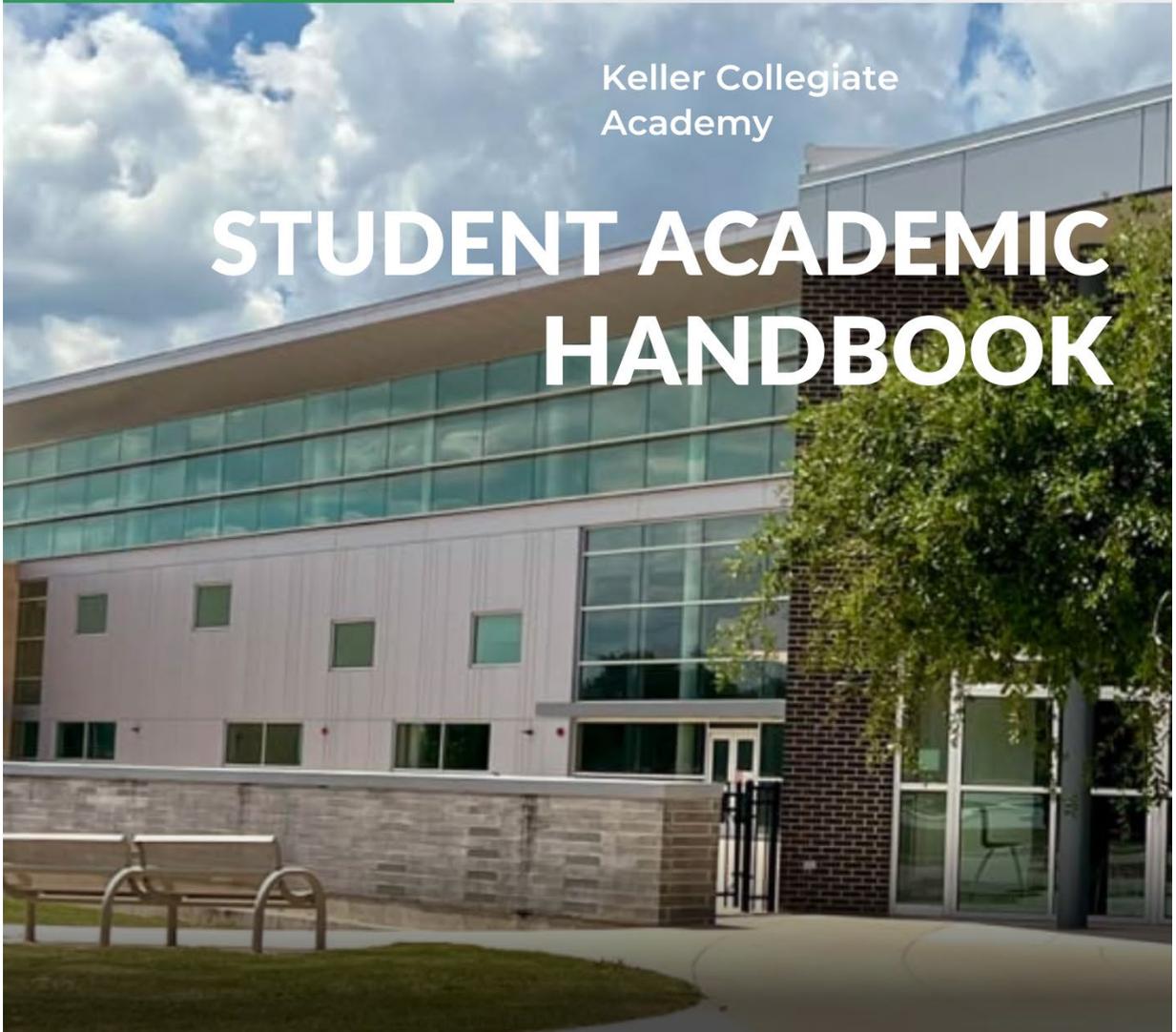




Keller Collegiate
Academy

STUDENT ACADEMIC HANDBOOK



School Overview

Keller Collegiate Academy opened in the fall of 2021 as an early college high school modeled campus where students can earn at least 60 college credit hours and graduate high school with an associate degree and an industry certification through CTE programming.

Mission: Keller Collegiate Academy will offer a unique college style campus, where advanced academics meet industry focused experiences, and students are empowered with the knowledge and experiences to serve their communities.

All interested 8th grade students in Keller ISD are invited to apply to KCA. Application links will be posted in November of each school year on our website: www.kellerisd.net/collegiateacademy.

NOTE: This document is a supplement to, not a replacement for, Keller ISD's Student Handbook and Code of Conduct.

CTE Pathways

Now Available at KCA

Design and
Multimedia
Arts

Health
Science

Networking
and
Cybersecurity

Programming
and Software
Development

Veterinary
Studies

Expectations

Expectations at KCA are extremely high for all our students for character, academics, attendance, and discipline. At KCA, we adhere to the Keller ISD student handbook and Student Code of Conduct. However, students will also be learning in a college environment and therefore must adhere to KCA's and TCC's additional expectations for behavior and academic performance. Students are expected to develop self-discipline to be successful with our accelerated programming. We offer multiple avenues for assistance for students experiencing academic struggle, and we expect our students to recognize when they need to seek out additional assistance.

Academic Expectations:

By definition, college readiness is the set of skills, behaviors, and knowledge a high school student should have before enrolling in their first year of college. We are committed to partnering with our families to ensure our students find academic success in college.

Essential Soft Skills for College Readiness

- Time Management
- Critical Thinking
- Communication
- Goal Setting
- Collaboration
- Problem-Solving
- Networking

Academic Dishonesty

The Keller ISD Student Handbook states that students shall not: “Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination”.

In addition, Tarrant County College states the “Every member of the Tarrant County College (TCC) community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be your own work. TCC may initiate disciplinary proceedings against you if you are accused of scholastic dishonesty.”

Potential consequences for academic dishonesty include grade reduction and withdrawal of privileges, such as eligibility for seeking and holding honorary offices in school-sponsored clubs and organizations.

Behavior Expectations

In addition to academic expectations, KCA has high behavioral expectations for our students. Our students, although still in high school, are taking college courses, and our expectation is that students conduct themselves accordingly.

- Students will have time built into their schedule for self-directed learning and individual interests. We expect our students to be able to maturely manage that independence without extensive supervision/redirection.
- Our bell schedule will look different daily, with classes meeting for varying amounts of time. Students will need to be able to be flexible in their daily routine and maintain attention for longer periods of time during flex schedule blocks.
- Students will have the opportunity to attend field trips to colleges/universities, cultural celebration events, and to industry partner facilities. Students are representatives of Keller Collegiate Academy during those trips and behavior must be above reproach.
- Students are expected to self-advocate and take initiative in their learning. It is important that students be ready for those skills. When students are using common areas, the expectations are the same as in the classroom. Students misusing that privilege will lose the ability to work independently in common learning spaces.

Discipline

Discipline could have a potential effect on your participation in Keller Collegiate Academy. Because your college courses have a minimum hour requirement, time out of class for disciplinary reasons could put college credits at risk. Multiple disciplinary referrals or placement in DAEP may result in removal from KCA.

Taking College Classes

Taking college courses while in high school is a privilege and will give you a strong advantage in whatever you have planned for after high school. Students at KCA begin taking college courses during their 9th grade year, and each year the college course load increases. Students will have the opportunity to earn 60 or more college credits during their time at KCA.

TSIA2

Before students are enrolled in college courses, they must show “college readiness” through TSIA2 testing. KCA offers monthly TSI testing opportunities for students. Students will sign up for testing via bi-weekly newsletters.

Dual Credit Communication Guidelines

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA calls for the protection of a student’s records once he/she turns 18 or enrolls in college. Dual credit students fall under this classification. Colleges must maintain the confidentiality of academic records and follow all federal and state laws governing the release of academic records. In accordance with these laws, a college will not permit access to, or the release of personally identifiable information contained in academic records to any party without the written consent

of the student. *(Taken from
https://tea.texas.gov/sites/default/files/Dual_Credit_FAQ.pdf)*

How does that apply to KCA students?

Dual Credit instructors will not permit access or release confidential student information to anyone without the consent of the student. Dual credit instructors may inform parents of due dates or upcoming assignments/exams.

Students at KCA are enrolled in both secondary and postsecondary institutions. Therefore, dual credit instructors may relay information to the KCA College Liaison. The College Liaison will then be able to communicate that information with the parents/guardians of the students.

It is the responsibility of the student to communicate with dual credit instructors about information such as course grades, exam grades, missing assignments, or any personally identifiable information.



Family Educational Rights and Privacy Act Waiver of Privacy

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be available for inspection, review, and amendment by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent to waive privacy at Tarrant County College must be made in writing, signed and dated by the student, and must specify the names of the parties to whom records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution or deceased persons. Meningitis vaccination records are protected by FERPA, and are not subject to Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy rules.

I hereby give permission for Tarrant County College personnel to provide information concerning all my education records to the person(s) identified below. This form must be completed in order for Tarrant County College to comply with the request. Faxed requests cannot be accepted.

STUDENT INFORMATION

PERSON(S) TO WHOM INFORMATION MAY BE RELEASED

Name

Name

Student ID Number

Relationship to Student

Street Address

Street Address

City/State/Zip Code

City/State/Zip Code

Home Phone

Home Phone

Mobile Phone

Mobile Phone

E-Mail

E-Mail

Student Signature

Date

Save a trip to the Admissions & Registrar's Office by submitting the completed form from your myTCC e-mail account to one of the following:
northeast.registrar@tccd.edu | northwest.registrar@tccd.edu | south.registrar@tccd.edu | southeast.registrar@tccd.edu | trinity.registrar@tccd.edu

Waiver will be in effect for one calendar year from date of signature.

Tarrant County College is an Equal Opportunity/Equal Access Institution.

Academic Supports

We are incredibly proud of the academic progress our students have made, and continue to make, at KCA.

To support our students in reaching the goal of earning their associate degree, we've implemented several academic support systems, including:

- Mandatory Wednesday Office Hours
- "II Time" Tutorials
- KCA Teacher Mentors for students enrolled in non-embedded TCC courses

In addition, we strongly encourage families to regularly log in to Canvas and AERIES with their students to review progress and stay actively involved in their academic journey.

Academic Review Committees

At the conclusion of each semester, grades and progress will be reviewed by our administrative team to ensure academic progress is being made. Students not showing academic progress will be required to attend an Academic Review Committee meeting with KCA staff, along with a guardian. This meeting is to determine if KCA is the best academic placement for the student based on data and committee member feedback. The committee will determine best placement of the student, including any intervention plan to assist the student in being successful. The committee will determine if the student should remain at KCA or return to their zoned campus.

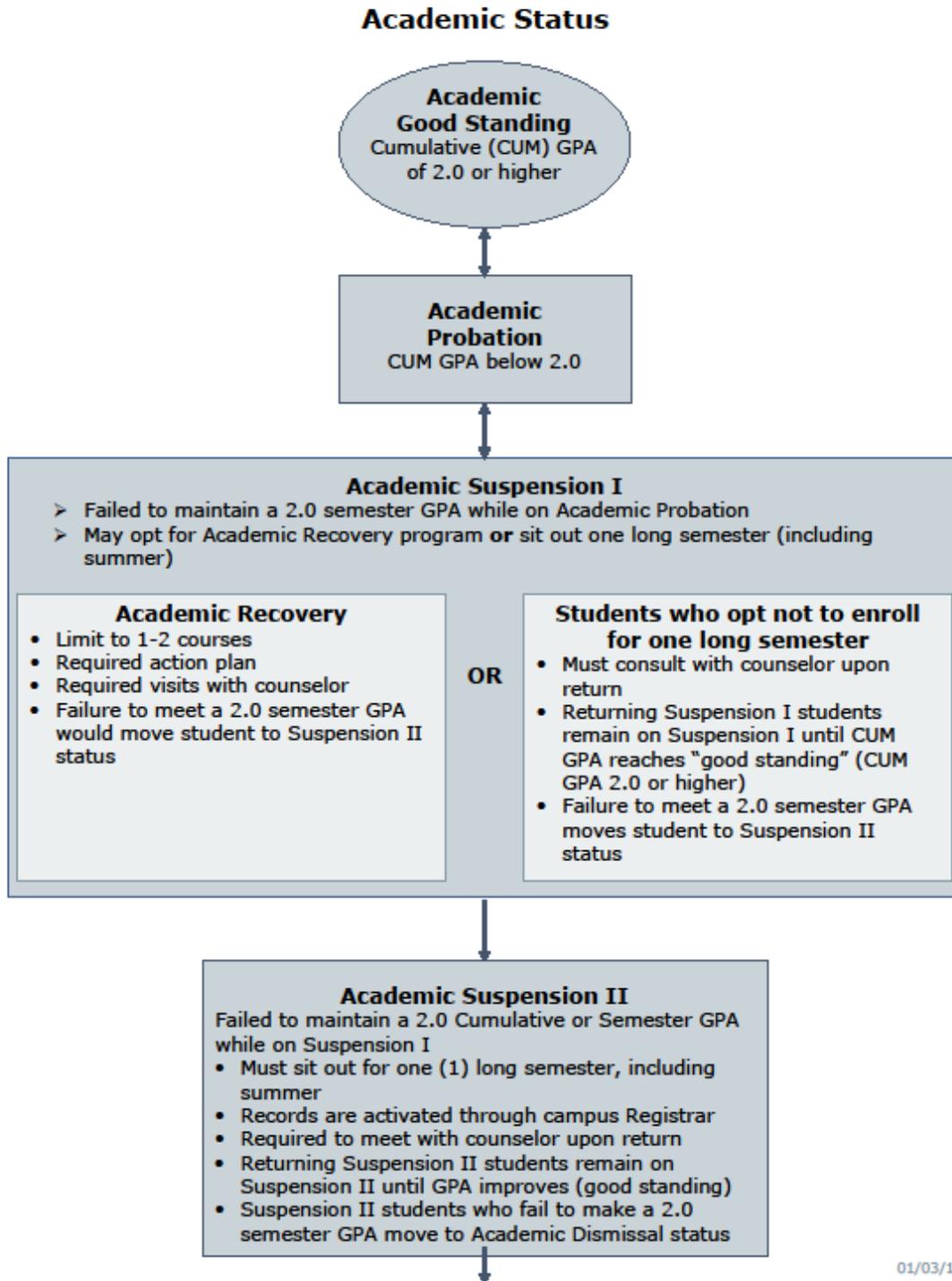
Requirements to Remain in Good Standing and Continue at KCA

Continued enrollment at KCA requires students to maintain good academic standing and follow the established course progression. This means students must consistently and successfully complete all required coursework (both high school and dual credit courses). *Students who repeatedly fail to meet these expectations or who are placed on academic suspension II by TCC will return to their home campus for the next semester, where they can access the coursework needed to complete their high school requirements.* This policy ensures that all students are placed in the most appropriate academic environment to help them meet high school graduation requirements and future goals.

Please encourage your student to stay engaged, communicate with their teachers and mentors, and seek support early if challenges arise.

TCC's academic status flowchart is located on the next page for your reference:

TCC Academic Status Flowchart



Importance of Balance

While we recognize and support our students' enthusiasm to accelerate their academic progress, we also encourage students to use the summer months to engage in experiences that will enrich their overall college applications. Activities such as volunteering, SAT/ACT preparation, and community involvement can significantly enhance a student's college resume.

The four-year academic plans developed for KCA students were intentionally designed to maintain a balance of academic rigor. These plans account for summer as a time for rest, relaxation, and personal growth. Additionally, colleges do consider the course load during a student's senior year. If a senior's schedule appears incomplete or lacking in rigor, it could raise concerns during the admissions process.

We generally recommend summer dual credit courses only if a student is retaking a course or planning to graduate early. For most students, there is no immediate need to accelerate their coursework. It's important to note that students who accelerate too quickly may inadvertently position themselves for early graduation. Once students have completed their high school and associate degree coursework, they will graduate.

We encourage you to have a thoughtful conversation with your student about their academic goals and summer plans, keeping in mind both their immediate academic needs and long-term success.

Dual Credit Courses

Due to staffing, space requirements, supervision needs, and high school credit requirements, students will NOT be approved to take a TCC course on their own during the school year. If a student signs up for a course on their own, they may receive college credit, but they will not receive high school credit for the course. This does not apply to approved summer courses, which are communicated with students and families in April of each year. Students retaking courses or taking courses for TCC credit only (non-high school credit courses) may receive special permission from TCC/KCA administration to take online courses.

Summer Courses taken through TCC

- For those students choosing to take courses on your own in the summer: YOU are responsible for registering for the course on your own. KCA staff will not register for you.
- Students taking DUAL CREDIT courses over the summer will continue to benefit from free tuition, but any additional resources required for the course (like books or supplies) will be the responsibility of the student.
- Please make sure you only sign up for courses approved by KCA in the summer. Those lists are released each April before summer registration begins. If you sign up for courses that do not meet the criteria on the list, you may receive college credit with a passing grade, but you will not receive high school credit for the course.

Returning to Home Campus

With the exception of administrative placements due to discipline, there are two windows for students to return to their zoned campus; after grades are completed for the first semester, and after final grades at the end of the school year. Students who choose to return to their home campus must complete the exit criteria, with is outlined below:

- Parent contacts counselor to start the exit process
- Student and parent complete exit interview form
- Student and parent meeting with KCA staff to determine next steps and academic impact
- Student will not move campuses until the beginning of the following semester