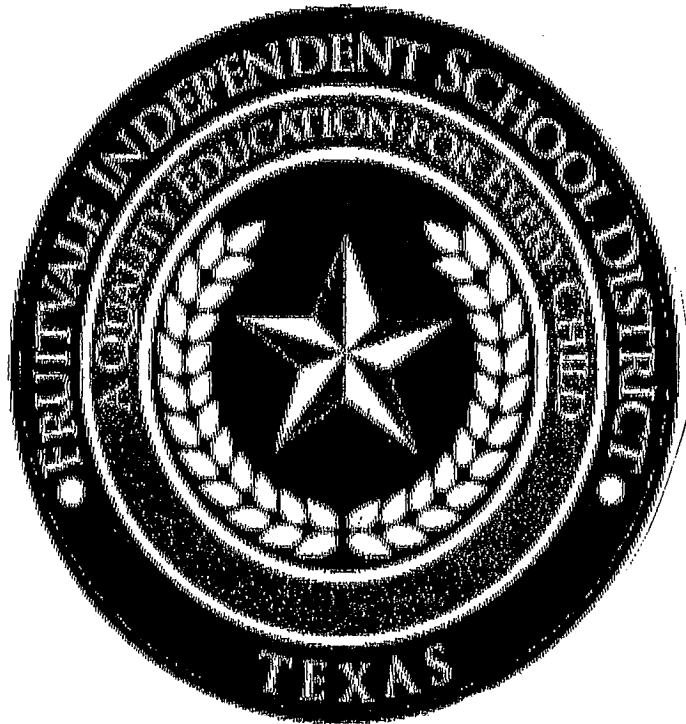


Fruitvale T-Stem Academy Dual Credit Policies & Procedures



Adopted 2017

**Fruitvale T-STEM Academy
Dual Credit
Policies and Procedures**

Revised and Adopted 2017-2018

Fruitvale T-STEM Academy offers college credit through dual credit courses to eligible high school students. Upon successful completion of this course, students can earn up to 30 hours of college credit. Fruitvale High School encourages ALL students to continue their education upon graduation. Fruitvale faculty and staff consider this opportunity a true privilege for our students, and we have, in accordance, created a set of guidelines that must be followed in order for eligible students to participate.

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Qualifications

Any student who is enrolled in the Fruitvale Independent School District may participate in the dual credit courses offered through the T-STEM Academy. Students not enrolled in our district may NOT participate, even at their expense.

The Fruitvale ISD student wishing to participate in dual credit course will NOT be considered if he/she has been on probation the previous semester, if he/she has any failures in the subjects wishing to enroll in for the previous semester, or if he/she is presently failing any class.

The T-STEM Academy of dual credit courses will also NOT consider any student who has been recently (previous semester) placed in AEP (Alternative Education Program).

The student who participates in the dual credit courses must meet TSI or EOC test requirements:

TSI scores for College Readiness are:

1. Math 350
1. Reading 351
2. Writing
 - A. Essay: 5 or
 - B. 4 with multiple choice score of 363

A student may be exempted from the requirement to take the approved TSI Assessment if the student meets one of the following circumstances:

1. Meets or exceeds qualifying standards on the ACT or SAT tests.
 - a. ACT: Composite score of 23 with a minimum score of 19 on both English and Math is required for full exemption. Scores may be no more than five years old. SAT: Composite score of 1070 with a minimum score of 500 on both Reading and Math is required for full exemption. Scores may be no more than five years old.
 - b. STAAR: Algebra II - Level 3 and English III - Level 3
 - c. PSAT/NMSQT: Combined score of 107 with a minimum of 50 on the critical reading and / or mathematics test. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in twelfth grade (ACT, SAT, STAAR, TSI).
 - d. ASPIRE/PLAN: Composite score of 23 with a 10 or higher in Mathematics and English. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit course in twelfth grade (ACT, SAT, STAAR, TSI).

Registration

The actual registration will be conducted by the T-STEM Academy members at the location of the participating college.

The interested student will visit with the school counselor if desiring to participate in the dual credit courses and the counselor will direct them to the proper place to receive a variety of forms.

ALL forms must be completed and returned in by the due date to either the counselor or to the dual credit proctor.

It is imperative that the forms be COMPLETELY filled in with accurate information and signed with a parent signature where appropriate.

There will be no grace period for turning in completed forms as these are needed for the T-STEM Academy to complete the registration process.

Fruitvale ISD will offer these dual credit classes:

English 1301, 1302

US Government 2305

Texas Government 2306

Economics 2301

US History 1301, 1302

College Algebra 1314

Precalculus 2313

Statistics Math 1342 (zero hour)

Calculus Math 2314 (zero hour)

General Psychology 2301

Lifespan Grow Deve. Psyc 2314

Textbooks

The Fruitvale ISD T-STEM Academy will provide and secure all textbooks necessary for any dual credit course offered. The dual credit proctor will then issue the textbooks to the students participating in that course.

The student is responsible for the care of all textbooks issued for that semester. At the end of each semester, the textbooks will be turned back in. The student MAY write in, highlight, and take notes in their textbook. If a book is lost or destroyed, the student will be responsible to pay the FULL price of the textbook. (Each new textbook varies in price from just under \$100.00 up to \$150.00) There are no "used book" prices.

Textbooks that are not being used will be housed within the classroom of the dual credit course. These textbooks will NOT be stored with the regular high school course textbooks.

Tuition

Fruitvale Independent School District will pay for a maximum of 30 hours of dual credit per student beginning with their junior year.

Note: If a dual credit student wishes to take 9 hours in a given semester, it is his/her responsibility to obtain and receive permission from the Vice President of the participating college. For example, they may need to schedule an appointment in person with the Vice President on the site of the participating university and then insure this information is given to the T-STEM Academy Committee. It is also the responsibility of the student to obtain permission from the high school principal to take more than 6 hours of college credit per semester.

The Fruitvale T-STEM Academy will pay the cost of ALL textbooks necessary for the given course or courses up to 6 semester hours, unless pre-approved for 9 semester hours. Additional costs of materials such as pencils, paper, notebooks, etc. will be the responsibility of the student.

Testing

It will be the responsibility of Fruitvale T-STEM Academy to ensure it is in accordance with the participating college to be the “testing site”. Therefore, all tests given in the various courses will be taken on our campus. The proctor will secure the “codes” issued by the particular course professor and will key them into the testing site on the computer when the student is ready to take any “online” test. Tests given in the distance lab will be sent via email by the professor to the dual credit proctor and given in the distance lab AS the professor’s class is also taking the exam.

Depending on the course, tests can be given at various times throughout the semester. Some might be Mid-term, some might be Semester Exams, and some might just be given because that professor wants to give a test. Usually, a syllabus is given at the start of the semester by each course professor so students will know in advance when tests will be administered although this is not always the case.

Students are usually given several days, a time period, and an ending time when they must have completed a test. This is especially true of the online courses. If the test is not completed by that time, students are “locked out” and must suffer the consequences. If a student knows he/she will be out when a test is administered for the distance lab course, it is his/her responsibility to communicate that information to the professor via email. The professor will usually agree to mail a revised or alternate test early to the dual credit proctor who will then administer it to the student before he/she is absent.

Note: Students are advised to communicate through email with the professors. It is NOT the responsibility of the proctor to inform the professors of ANY upcoming school related events or holidays, although they may choose to do so when it involves a majority of the class.

Attendance

Fruitvale T-STEM Academy students are expected to be in class on time everyday. It is understood that situations will arise that require their presence elsewhere. Students are allowed 4 absences per class per semester. Any absence over 4 will be considered unexcused and will result in the students' forfeiture of credit for that particular course.

Absences that are school related will be considered "excused" unless they become "excessive". The T-STEM Academy Attendance Committee will make this determination and will review any other attendance issues or concerns.

Usually, the course professor will follow the participation college's policy on absences and will state that policy in the syllabus at the beginning of the semester. It is the goal of the Fruitvale T-STEM Academy to follow the college's policies as closely as possible. However, if there is a discrepancy between the two, the policy of Fruitvale High School will take precedence.

Tardies

Fruitvale T-STEM Academy will adhere to the Fruitvale High School policy regarding tardies.

Computer Policy

The Fruitvale T-STEM Academy will provide computers for all online courses as well as when needed for courses taken through the distance learning lab.

Rules for computer use during the duration of each class will be the same as those listed in the handbook for any Fruitvale ISD student. Occasionally, exceptions will be made for specific assignments. For example, a requests may be put into our technology department to unblock a particular site for a short period of time. Special occasions such as this may occur periodically.

Dual credit students may use their own computers, but they must follow the guidelines outlined in our campus policy handbook.

Carrying computers from building to building or from class to class is not recommended unless they are secured properly in a carrying bag. Every effort will be made to ensure that laptops are available in the various rooms in which a dual credit student may find him/herself.

The dual credit proctor asks that laptops in the distance lab be discouraged as the professor is teaching. If a particular assignment requires the use of a laptop, concessions will be made.

Food and drinks are not allowed around open laptops.

Grading Policy

Dual credit students will earn their grades when they successfully complete the requirements of the course. The requirements will vary depending on the course and the directives from the professor of that course. Most professors will issue a syllabus containing their requirements and their grading policy at the start of the semester. Each professor may weigh assignments differently, i.e. tests, semester exams, projects, or activities. It is the responsibility of the student to stay abreast of the grading policy, deadlines, etc. of each class they are taking. It is their responsibility to correspond with their professors.

Upon completion of the course, grades will be given. Students can check their grades through the TVCC website. Grades are recorded at the end of the semester. Fruitvale T-STEM Academy would like parents to be aware of the fact that dual credit students will NOT be receiving 4 week progress reports or a grade for dual credit classes on the nine week report card. However, UIL eligibility requires students to be passing at that time. The principal will ask students to show proof to verify passing.

Late Work

Students will adhere to due dates set by each professor. Each professor has their own set of guidelines for late work, if they even accept it. Most do not. However, it is the policy of the Fruitvale T-STEM Academy that students must have work into the dual credit proctor by his/her due date in order for mailings to reach the college in a timely manner. If they miss the deadline, it will become the responsibility of the student to mail their assignment and pay the required postage.

Dropping/Failing the Course

It is the desire of the Fruitvale T-STEM Academy that all registered dual credit students complete all courses and earn their credit. However, situations may arise that require the Fruitvale T-STEM committee to review the actions of students and make decisions regarding their dismissal from the program.

If the student drops a course or fails a course, or if the committee determines the actions of a student deems dismissal from the program, the student and parent will be responsible for all costs that Fruitvale T-STEM Academy has spent. This includes: tuition, cost of textbook/textbooks, registration fees, etc.

If a student is sent to AEP (Alternative Education Program) because of his/her objectionable actions, he/she will be dropped from the program at that time and will become responsible for repayment.

The Fruitvale T-STEM Academy Committee will review financial hardships and determine various repayment options, if this unfortunate event should occur.

Probation

Fruitvale T-STEM Academy follows the policy outlined by the participating college regarding failing grades. Students falling below a 2.0 will be placed on probation for the next semester.

Any failed course disqualifies the student from continuing dual credit courses.

The student in danger of failing will meet with the T-STEM Academy Committee to discuss, review, and determine a plan of intervention. The parent or legal guardian must also attend this meeting in order for the student to continue the program. Upon completion of the meeting, a contract will be signed.

Students who do not adhere to the contract will be removed from the dual credit program and will not be allowed in the program from that point on.

Students who are removed from the course must pay all expenses back to Fruitvale T-STEM Academy or risk having their diploma withheld.

Dual Credit Contract

Fruitvale ISD T-STEM Academy

2017-2018

I have read each page of the Fruitvale T-STEM Academy Dual Credit Policies and Procedures. I understand and agree to all terms and conditions outlined in the policy manual.

Student Signature and Date

Parent/Guardian Signature and Date
