

PTECH

Student Academic Guide

MESSAGE FROM THE PRINCIPAL



Dear Students and Families,

Welcome to Royse City College & Career Academy Pathways in Technology Early College High School! The RCCCA was founded to meet the needs of our community and provide students an opportunity to earn an associate degree, complete an industry-based certification, and experience first-hand work-based learning in the field of health care, while still enrolled in high school.

This academic guide was written to provide families guidance and information on how to be successful the next few years while their student is still in high school.

I wish you all a robust high school and college experience at RCCCA! I hope your journey through academic excellence is fulfilling and you meet challenges head on, with a deep desire to succeed. I am proud of you, and wish you the best! It's great to be a Bulldog!

Kind Regards,

Nikki Steele



ROYSE CITY COLLEGE + CAREER ACADEMY

Contents

School Overview.....	3
Mission and Vision.....	3
School Model.....	3
Early College.....	3
Partnerships.....	4
Recruitment and Acceptance.....	5
Expectations.....	5
Attendance.....	6
Character.....	6
Cheating.....	6
Academics.....	7
Discipline.....	7
DAEP Placement.....	7
Inappropriate use of Technology.....	7
Academics.....	7
TSI.....	8
Four Year Graduation Plans.....	9
Policy for Dropping a College Class.....	12
Retake/ Makeup Test Policy.....	12
College Textbooks & Materials.....	12
College GPA.....	12
College Experience.....	12
First Day of Class.....	12
Reading a Syllabus.....	13
Communicating with Professors.....	13
Midterms and Finals.....	13
Guidance and Advising.....	14
Requesting Transcripts.....	14
Transportation.....	14
College Field Trips and Cultural Experiences.....	15
Meetings and Student Organizations.....	15
Transfer of Credit to Universities.....	15
Schedule.....	15
Curriculum.....	16
Career Experience.....	16
Work Based Learning.....	16
Industry Mentoring.....	16
Job Shadowing.....	16
Networking Opportunities.....	17
Letters of Recommendation.....	17
Notes Page.....	18

SCHOOL OVERVIEW

MISSION AND VISION

Royse City College & Career Academy Pathways in Technology Early College High School (RCCCA) opens in the Fall of 2021. Royse City College & Career Academy Pathways in Technology Early College High School (P-TECH) program gives students the opportunity to earn college credit, receive industry certifications, and participate in work-based training at no cost to students. Through partnerships with Paris Junior College, Texas A&M-Commerce, and local businesses, P-TECH students gain hands-on experience, learn technical skills, and can earn postsecondary credentials while earning their high school diploma.

Extraordinary Academic Achievement Dignity for All

SCHOOL MODEL

The RCCCA Health Science pathways will provide students the ability to take college and CTE courses within Royse City High School, utilizing the School Within A School Model. Students will have the opportunity to work directly with health care experts at Briarcliff Health Center of Greenville, Royse City Medical Lodge, and Hunt Regional EMS to ensure their employability. Students will attend the Health Science Summer Bridge program, including the Texas Success Initiative summer workshop. Together with Texas A&M-Commerce, Paris Junior College, and our industry partners, we will provide students with a robust health care experience and collegiate atmosphere for learning.

Programs of Study will include Enhanced Nurse Aide and Emergency Medical Technician, with the opportunity for students to earn an Associate of Science Degree in Allied Health. Students will engage in work-based learning at each grade level, earn a high school diploma with endorsements, and have opportunities to earn industry certifications, credentials and a degree that can lead to a 4-year university Bachelor of Science in Nursing degree.

EARLY COLLEGE

RCCCA PTECH provides students the opportunity to take college courses while still in high school and earn credits toward an associate degree, at no cost to families. Students begin taking college classes in the 9th grade, and continue working toward an Associate of Science in Allied Health degree and/or certification in Enhanced Nurse Aide or Emergency Medical Technician (EMT).

RCCCA PTECH is a program that supports students who want a career in health care, and an associate degree. PTECH programs across the nation promote social and economic mobility by restructuring the educational experience for students who are traditionally underrepresented in higher education.

PARTNERSHIPS

RCCCA is supported by the Royse City ISD in partnership with Paris Junior College, Texas A&M-Commerce, Briarcliff Health Center of Greenville, Royse City Medical Lodge, and Hunt Regional EMS. All partners collaboratively worked together to create a pathway and specialized degree plan for students that supports regional workforce needs. Students that complete the program will enter the workforce with credentials and a degree that has prepared them to be work-ready.



TEXAS A&M UNIVERSITY
COMMERCE



PARIS JUNIOR COLLEGE
PARIS, GREENVILLE & SULPHUR SPRINGS, TEXAS



RECRUITMENT AND ACCEPTANCE

Each year student recruitment begins in the Fall with visits to middle school campuses and the Bulldog Review. All interested 8th graders are encouraged to apply during the online window or by paper application in the spring. Students will be chosen for acceptance into the PTECH program by use of a lottery system. PTECH programs promote economic mobility by providing an educational experience for students who are traditionally underrepresented in higher education. Students from other grades are not eligible unless they are entering from a comparable program or are in the position to catch up to their grade level cohort in a period of one year.



EXPECTATIONS

Expectations are very high for our RCCCA students for character, academics, attendance and discipline. Students cannot learn in a college environment without acquiring self-discipline, recognizing the consequences of procrastination and acknowledging when help is needed. Many hours of assistance are available and expectations are that students utilize that assistance.

ATTENDANCE

RCCCA teaches the skills that are needed to be successful in college. Attendance is very important in any learning environment, but most importantly in a college class. If you miss one day of a college class, you are missing more than one day of instruction. All classes are significant; however, it is imperative that you are in attendance for the RCCCA class periods.

RCCCA will follow the RCISD guidelines for make-up work for RCISD classes. However, your work in the college classes is expected to be turned in on time regardless of the absence.

The absence procedures for Royse City College & Career Academy are as follows:

- 1) The student (not parent) should notify all RCCCA faculty, administrators, counselors and college teachers by email stating the reason and date of the absence. This needs to be done as soon as the absence is known. This also must occur for a school-related absence such as an athletic event, field trip or college visit.
- 2) The student must bring a parent note, proof of a doctor's visit and any other documentation to their house office the day following the absence.
- 3) Students must not miss their college classes without prior approval from the college instructor AND the Royse City College & Career Academy administrator (except in extenuating circumstances).
- 4) Any student who skips class or leaves the college campus without authorization will be subject to disciplinary consequences. Students must be on time to the bus for transportation to Paris Junior College when applicable. Please see Transportation Guidelines.

CHARACTER

You represent Royse City College & Career Academy, Paris Junior College, Texas A&M University-Commerce and RCISD. Your character is expected to be above reproach. Any violation of the Student Code of Conduct published by Royse City Independent School District will not be tolerated and can have consequences that directly affect the student's participation in Royse City College & Career Academy.

CHEATING

College faculty has the right to remove a student from class for cheating and assign academic consequences for the semester. Consequences for cheating at the college level can include, but are not limited to, the student receiving an F for the course. PJC and TAMUC policy for cheating can be located in the respective Student Code of Conduct.

ACADEMICS

Academics are very important as a student of RCCCA. You are expected to turn in all assignments on time, fully completed, and at the level of expectations for college students. This applies to all classes taken at Royle City College & Career Academy, Paris Junior College and TAMU-Commerce.

DISCIPLINE

Discipline affects your participation. Students cannot be in attendance for RCCCA classes if he/she is in ISS or DAEP. If you have discipline consequences that affect your participation, then your continued participation in the program could be in jeopardy. Students are expected to adhere to the RCISD Student Code of Conduct while on both the RCCCA and college campuses.

DAEP PLACEMENT

Students may lose college credit for their enrolled courses if placed in DAEP. Students must contact their college teachers to inform them of the placement and make arrangements to complete coursework if available. If a student has a loss of college credit due to DAEP placement, the student will be expected to retake the course. The district does not provide transportation to any student placed in DAEP. Multiple placements in ISS or DAEP will result in removal from Royle City College & Career Academy.

INAPPROPRIATE USE OF TECHNOLOGY

Students in RCCCA are required to use the latest technology to facilitate accelerated learning with multiple learning environments. Technology is a necessity for the success of the student in the program. Students will follow the RCISD technology acceptable use policy. If a student has disciplinary actions that require removal of any distributed technology, disciplinary consequences may be assigned.

ACADEMICS

The success of the Royle City College & Career Academy students is our number one priority. Extraordinary steps will be taken to assist those students who may not be performing satisfactorily. The following academic supports will be in place for the school year:

Monthly grade checks conducted with each student in order to monitor all classes.

- Tutorials will be made available for students struggling in any course.
- Power Hour tutorials are available every day of the week
- RCCCA teachers will conduct Base Reviews (a student Support/Advisory period) once a week to assist students with acquiring good study habits, maintaining class assignments and becoming successful college students.

TEXAS SUCCESS INITIATIVE (TSIA 2.0)

What is the TSIA 2.0 Assessment?

The Texas Success Initiative Assessment (TSIA2) is an examination designed to help institutions of higher learning determine if you are ready for college-level coursework in the general areas of reading, writing and mathematics. This program also will help determine what type of course or intervention will best meet your needs to help you become better prepared for college-level coursework if you are not ready.

If you are an incoming college student in Texas, you are required to take the TSIA2 to determine your readiness for college-level work. Within the Dual Credit program, students must meet the minimum required score(s) (see below for qualifying scores) in the areas of English Language Arts (ELAR), and/or Math.

How does the TSIA2 work?

Students will need to take the TSI Assessment in the area(s) relevant to the Dual Credit course you wish to take. Within the test and where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the ELAR assessment, it is likely that you will be asked to write an essay.

The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test to the best of your ability because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

What are the qualifying "cut" scores for Dual Credit enrollment?

"Cut scores" or, College Readiness Classification (CRC) scores, are the minimum qualifying scores required to enroll in a college level course relevant to that subject area. Students must meet the following scores to be considered College Ready:

Math: 950 or higher

ELAR: 945 or higher and Essay score of 5 or higher

How can students study for the TSI Assessment?

Students can also utilize CollegeBoard's FREE Web Based Study App available at

<https://accuplacerpractice.collegeboard.org/login>

What happens if a student does not meet the minimum cut score requirement on their initial test? Can they retest? How often / how many times?

If a student does not meet the minimum required score for the area(s) of Reading, Writing, or Math, that student cannot enroll in the corresponding dual credit course until they have met that requirement. Students may choose to retest if needed. Contact the high school counselor for information on testing dates.

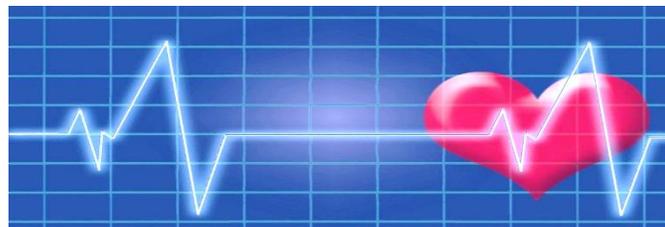
There is no limit to the number of times a student can retest, however, students will not be allowed to retest for a section on the same day of their initial test. It is strongly recommended that students take sufficient time to study prior to retesting. Students will not improve their score without visiting relevant study material.

Royse City College & Career Academy PTECH

Associate of Science in Allied Health

with Public Service Endorsement

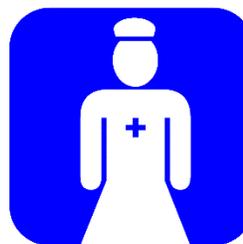
Content	7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
English			English I R H	English II R H	College English I ENGL 1301 & 1302	College English II ENGL 2331
Mathematics			Algebra I R H	Geometry R H	Algebra II Honors	Statistics DC MATH 1342
Science			Biology R H	Chemistry R H AP	Anatomy & Physiology DC BIOL 2401 & 2402	Chemistry DC CHEM 1405 Microbiology DC BIOL 2420
Social Studies			World History R H AP	US History DC HIST 1301 & 1302	Fed Govt DC GOVT 2305 TX Govt DC GOVT 2306 Economics R AP	Psychology DC PSYC 2301 Sociology DC SOCI 1306
Foreign Language	Spanish I R H	Spanish II R H				
Fine Art			Choose 1 Art Appreciation. DC ARTS 1301 <u>or</u> Music Appreciation DC MUSI 1306 <u>or</u> Theater Appreciation. DC DRAM 1310			
Physical Education			Individual Team, Band, Dance. Athletics			
Health Prof. Comm.			Public Speaking DC SPCH 1315			
Electives			Principles of Health Science (Health Credit)	Medical Terminology	Health Science Theory	Practicum of Health Science
Fill in additional electives above.						
Dual Credit Electives				Learning Framework DC EDUC/PSYC 1300 Intro to Computing DC COSC 1301	Lifespan, Growth Dev PSYC 2314 Nutrition & Diet BIOL 1322	



Royse City College & Career Academy PTECH

Enhanced Nurse Aide Certification with Public Service Endorsement

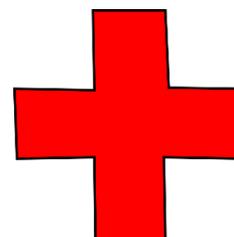
Content	9 th Grade	10 th Grade	11 th Grade	12 th Grade
English	English I R H	English II R H	English III R AP	English IV R AP
Mathematics	Algebra I R H	Geometry R H	Algebra II R H	Statistics
Science	Biology R H	Chemistry R H AP	Physics R H AP	4 th Science
Social Studies	World History R H AP	U.S. History R AP	U.S. Government R AP Economics R AP	
Foreign Language	Spanish I or French I	Spanish II or French II R H		
Fine Art	Art, Theater Arts, Choir, Tech Theater, Band			
Physical Education	Individual Team, Band, Dance. Athletics			
Health Prof. Comm.	Prof Comm.			
Electives	Principles of Health Science (Health Credit)			
Dual Credit Electives		Medical Term HITT 1305 Wellness & Health HPRS 1202	Anatomy & Physiology for Medical Assistants MDCA 1309 Intro Gerontology GERS 1301	Nurse Aide for Health Care NURA 1301 Clinical- Nursing Aide NURA 1260



Royse City College & Career Academy PTECH

Emergency Medical Technician Certification with Public Service Endorsement

Content	9 th Grade	10 th Grade	11 th Grade	12 th Grade
English	English I R H	English II R H	English III R AP	English IV R AP
Mathematics	Algebra I R H	Geometry R H	Algebra II R H	Statistics
Science	Biology R H	Chemistry R H AP	Physics R H AP	4 th Science
Social Studies	World History R H AP	U.S. History R AP	U.S. Government R AP Economics R AP	
Foreign Language	Spanish I or French I	Spanish II or French II R H		
Fine Art	Art, Theater Arts, Choir, Tech Theater, Band			
Physical Education	Individual Team, Band, Dance. Athletics			
Health Prof. Comm.	Prof Comm.			
Electives	Principles of Health Science (Health Credit)			
Dual Credit Electives		Medical Term HITT 1305 Learning Frameworks EDUC/PSYC 1300	Anatomy & Physiology for Medical Assistants MDCA 1309 Pharmacology HPRS 2300	Emergency Medical Technician EMSP 1501 Clinical- Emergency Medical Technician EMSP 1160



POLICY FOR DROPPING A CLASS

Students are expected to attend and complete each college class; however, there are times when extenuating circumstances might make this impossible. Students will receive two drops or two course repetitions for free during their entire four years in order to account for such circumstances. Any student who has to repeat a course after those two (drops or failed classes) will be required to pay their own tuition for the course dropped.

RETAKE/MAKEUP TEST

Royse City College & Career Academy follows the same retake/makeup test policy as RCISD.

COLLEGE TEXTBOOKS AND MATERIALS

RCCCA will provide all college textbooks for students. Your professors will let you know what books should be brought to class. You are expected to pick up and return your textbooks at certain times before and after each semester. Failing to return books will require a hold to be placed on your account and registration until payment is received or the book is returned.

COLLEGE GPA

The grade point average (GPA) is an ongoing measure of student performance in college courses. It is calculated at the completion of each semester. Points are awarded as such:

<u>Grade</u>	<u>Point Value</u>
A	4 points (excellent)
B	3 points (good)
C	2 points (average)
D	1 point (passing)
F	0 points (failure)

*Students who do not maintain a 2.0 average will be placed on Academic Probation for the next semester. If the student remains on Academic Probation, they may be removed from the program.

COLLEGE EXPERIENCE

FIRST DAY OF CLASS

On the first day of the semester, it is important to arrive early. You should have all resources needed to remain organized for your college classes (calendar, notebook, laptop, etc.) The majority of the first class is devoted to reviewing the syllabus. Take notes, ask questions, make special note of due dates, office hours, and the professor's email address.

READING A SYLLABUS

In every college class you take, the instructor will provide you with a syllabus. A syllabus is a written overview of the course, and generally includes information about how the class will be graded, expectations for work and behavior, contact information for the instructor, guidelines for attendance and participation, and most importantly, an outline of assignments. In college classes, professors expect you to follow the syllabus on your own and keep up with assignments. Most of the time, you will not be reminded of due dates. In general, you should review your syllabus for each course once per week and plan your assignments accordingly.

COMMUNICATING WITH PROFESSORS

Should you need to miss class for any reason, you are expected to communicate with your professor as soon as possible in a professional email. An example of this is below:

Dear Professor Smith,

Unfortunately, I will not be able to attend your 9:30am GOVT 2305 class this morning as I have the flu. I will get the missed work and assignments from one of my fellow classmates. Attached is the homework that is due today. I am sorry to miss class, and please let me know if there is any other important information that I missed,

Thank you,

If you have questions about your grades/progress in the course, you are expected to arrive early, stay late, or make an appointment with your professor. You should communicate with your professors more formally than you would your high school teachers.

If an emergency situation arises and you may need an extension on an assignment, you are expected to request this in writing, in a professional manner, in advance. Understand not all requests may be honored.

MIDTERMS AND FINALS

Midterm and Final dates are often provided in the syllabus. If they are not specified, ask about the due dates, make note of them in your calendar, and plan accordingly. In general, the midterm and final will make up a large percentage of your final grade, and it is important that you are clear on the expectations, study diligently outside of class, and ask for opportunities for extra support outside of class time. Many professors offer optional study sessions before these exams.

GUIDANCE AND ADVISING

Academic advising and guidance begin when you are accepted into the PTECH program. The College & Career Advisor will collaborate with you to help you achieve academic and personal success. Your College & Career Advisor can help you:

- Plan your class schedule
- Learn about transferring to a 4-year university
- Explore career options and resources

Consult your College & Career Academic Advisor every step of the way.



REQUESTING TRANSCRIPTS

There are two kinds of college transcripts, official and unofficial copies. When you apply for some internships and for transfer to other college programs, offices will request official copies of your transcript. You will need to request official transcripts through Texas A&M-Commerce and Paris Junior College.

To request a high school transcript, see the registrar in the front office.

TRANSPORTATION

Students will be transported by RCISD to and from Paris Junior College Greenville Campus (PJC) when applicable. Parents can only bring or pick up their student from the PJC campus after signing a transportation release form. Parents/guardians can request this form from the office 24 hours prior to the day that they intend to pick up their student from the PJC campus. In case of emergency, parents will need to contact the house office and administration who will alert the appropriate personnel at Paris Junior College. If a student misses the bus from the RCCCA to PJC, the student may be subject to disciplinary consequences. It is imperative that students make the bus on time in order to be on time for their college classes. The district does not provide transportation to any student placed in DAEP or ISS.

COLLEGE FIELD TRIPS AND CULTURAL

Every effort will be made to enable the students to visit a college each semester. Royse City College & Career Academy will provide transportation and any fees for college trips. Cultural Experiences (such as museum trips, theater productions, etc.) are an important part of the learning experience. Every effort will be made to attend one cultural experience a year.

MEETINGS AND STUDENT ORGANIZATIONS

Student organization involvement is voluntary for students and can often be beneficial to admission to colleges/universities.

- Student placement in extracurricular activities during the school day will depend on the student's schedule and course availability.
- All academic courses will be scheduled first.



TRANSFER OF CREDIT TO UNIVERSITIES

Paris Junior College and Texas A&M University-Commerce have established relationships with regional universities that enable its students to transfer up to 60 hours of credit or more towards a baccalaureate degree, depending upon the program and students' amount of effort. Both schools have every reason to believe that students within RCCCA will experience no difficulty in transferring their credits to a public university within the state of Texas.

SCHEDULE (ACADEMIC PLAN OR CROSSWALK)

Students will have both a high school graduation plan and a college degree plan. Each semester the Academic Dean will update the students' transcripts. Students should maintain their own personal degree plan, GPA and rank in class on a semester basis.

CURRICULUM

An articulated four-year curriculum (grades 9-12) will be developed that provides a seamless transition from grade level to grade level. Curriculum will represent advanced level coursework. Within this framework, students will be able to earn a minimum of a foundational high school diploma within a four-year time frame and 60 or more credit hours towards an associate's degree, technical certification, and/or baccalaureate degree or an associate's degree dependent upon the student's TSI scores.

CAREER EXPERIENCE

WORK-BASED LEARNING

All students participate in a work-based learning sequence that includes guest speakers, industry mentoring, hands-on activities, and field trips. There are a variety of other work-based learning and industry related programs that take place during school, after school, and on weekends. Some are open to all students while others have limited availability.



INDUSTRY MENTORING

Our partners will come to RCCCA to meet with our students throughout the year. Topics cover career exploration and soft skill acquisition, such as learning industry terminology, how to interview, navigating difficult situations at work, working on a team, safety in the workplace, etc.

JOB SHADOWING

There are various opportunities for students to participate in job shadowing, one-time or series of visits to different work sites, to observe people in everyday work environments and situations.

NETWORKING

Our industry partners will provide opportunities throughout the year for students at every grade level to connect with professionals and potential employers. Students will create resumes, prepare questions to ask, practice making conversation and maintaining eye contact, and will get feedback on resumes so they are ready to connect with professionals.

LETTER OF RECOMMENDATION

Students will need to request that faculty, staff, work supervisors, and other community members write letters of recommendation or serve as their references throughout and after their high school experience. When students apply for jobs, internships, and for various college programs, they will need to gather letters of recommendation, mostly from teachers, counselors, and people who have supervised them in work settings.



TAKE NOTES...

A notebook page with a red vertical margin line on the left side. The page is ruled with blue horizontal lines. There are three binder holes punched along the left edge, one in the top section, one in the middle section, and one in the bottom section. The page is otherwise blank.



Royse City College & Career Academy PTECH

700 S FM 2642

Royse City, TX 75189

(972) 636-9991