

# **Flour Bluff Independent School District University Preparatory High School Program**



# **Student/Parent Handbook**

**(A Supplement to the Flour Bluff High School Student Parent Handbook)  
The information in this handbook applies only to the 2018-2019 school year.**

# **2018-2019**

UNIVERSITY PREPARATORY HIGH SCHOOL PROGRAM  
STUDENT/PARENT HANDBOOK  
2018-2019

CENTRAL OFFICE ADMINISTRATION

Brian Schuss, Superintendent

Dr. Allison Schaum, Assistant Superintendent for Instruction

Louise Day, Assistant Superintendent for Business

Tracy Dennis, Director of Instruction

Dr. Linda Barganski, Director of Special Programs

UPHSP CAMPUS ADMINISTRATION

Director

Kathy Kellar, Counselor

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# University Preparatory High School Program



2505 Waldron Road  
Corpus Christi, Texas 78418

(361) 694-9780  
FAX (361) 694-9814



Dear Parents/Guardians and Students,

Welcome to the University Preparatory High School Program. We are excited about the upcoming school year, and we look forward to another awesome year with many accomplishments. Our program is one of the best, and we hope you will join us in taking pride in our UPHSP.

This handbook outlines various expectation and procedures for our students and provides general information to the parents. Please take the time to review the UPHSP supplemental handbook. If you have any questions or need clarification about the information, please do not hesitate to call the school.

Sincerely,  
UPHSP Director

## **Mission Statement**

The Flour Bluff Independent School District, in partnership with the community, has high expectations for all students and is committed to:

- Building a solid foundation for lifelong success through academics.
- Providing a safe, caring, effective learning environment that promotes healthy, productive lifestyles.
- Developing character that fosters responsible citizenship and leadership.
- Enhancing our relationship with the community while providing fiscal responsibility.
- Supporting effective educational innovation.

## **Goals**

The Flour Bluff Independent School District will:

- Empower students to be creative, independent, analytical thinkers and lifelong learners who exercise a strong work ethic, resulting in exemplary performance. Provide all students, faculty, staff, and community members the opportunity to maximize their potential in a safe, healthy, supportive learning environment.
- Create a culture of excellence to attract and maintain a highly qualified, motivated faculty and staff.
- Engage parents as active partners in developing well-rounded students who are strong leaders and responsible citizens.
- Partner with industry and community in a mutually beneficial manner to enhance our students' educational experiences and opportunities.
- Continue to be a good steward of the community's financial resources and explore new opportunities for organizational efficiency and effectiveness.

# University Preparatory High School Program

## History and Purpose

The University Preparatory High School Program was implemented in 2006-2007, in collaboration with Texas A & M University—Corpus Christi, as an Early College High School Program. The program was initially supported with start-up funds from the Bill and Melinda Gates Foundation through the Communities Foundation of Texas. The program forms smaller learning communities where accelerated and personalized instruction are provided with the intent of having students participate in Dual Credit courses while enrolled in High School.

After the Gates Foundation grant funds ended, Flour Bluff ISD began utilizing High School Allotment Funds to support the University Preparatory High School Program. The High School Allotment (HSA) is an annual fund created by the Texas Legislature in 2006 to assist districts in:

- preparing underachieving students to enter institutions of higher education
- encouraging students to pursue advanced academic opportunities
- providing opportunities for students to take academically rigorous courses
- aligning secondary and postsecondary curriculum and expectations
- supporting other promising high school completion and success initiatives in Grades 6-12 approved by the Commissioner of Education

## Requirements of an Early College High School Program

The Texas Education Agency has oversight of all Texas Early College High Schools/Programs. The Texas Education Agency conducts annual reviews of the Early College High Schools/Programs and sets required benchmarks on the ECHS Blueprint. In the event that the UPHSP is no longer designated an early college high school, provisions, established by FBISD, will be used to guide the existing cohorts of students until the program is completely discontinued.

## Priority Criteria

The priority criteria for selecting students to enter the program are as follows:

- Students who desire to be first generation college graduates
- Students who are historically underrepresented in college courses
- Students who are at-risk students as defined by the Public Education Information Management System (PEIMS)
- Students who are considered low socio-economic status

Recruitment Process Timeline (Please see the website for specific meetings dates and application deadlines.)

- Parent meetings are held in January to inform parents and student about the UPHSP.
- UPHSP Director meets with all 8<sup>th</sup> grade Flour Bluff Junior High Schools students about the UPHSP.
- Applications for UPHSP are accepted January through February.
- Interviews are conducted in March and April.
- Students are notified in May about their acceptance status in the UPHSP.
- If slots are not filled with the target population, a blind lottery is then held in May for those students that were not automatically accepted into the UPHSP.

# 2018-2019

## UPHSP Regular Class Schedule

8:10 - 8:47 a.m.	Advisory/Tutorials
8:53 - 9:43a.m.	1 <sup>st</sup> Period
8:53- 10:47 a.m.	1 <sup>st</sup> - 2 <sup>nd</sup> Block
9:48 - 10:47 a.m.	2 <sup>nd</sup> Period
9:48– 11:42 a.m.	2 <sup>nd</sup> – 3 <sup>rd</sup> Block
10:52 – 11:42 a.m.	3 <sup>rd</sup> Period
11:47– 1:18 p.m.	4 <sup>th</sup> Period
11:47 – 2:13 p.m	4 <sup>th</sup> – 5 <sup>th</sup> Block
1:23 – 2:13 p.m.	5 <sup>th</sup> Period
2:13 – 3:08 p.m.	5 <sup>th</sup> – 6 <sup>th</sup> Block
2:18 – 3:08 p.m.	6 <sup>th</sup> Period
2:18– 4:10 p.m.	6 <sup>th</sup> – 7 <sup>th</sup> Block
3:13 – 4:10 p.m.	7 <sup>th</sup> Period

## Lunch Schedule

11:44 – 12:14 p.m.	A Lunch
12:19 – 1:18 p.m.	4th Period
11:47 – 12:16 a.m.	1st half of 4th Period
12:16– 12:46 p.m.	B Lunch
12:51 – 1:18 p.m.	2nd half of 4th Period
11:49 – 12:50 p.m.	4th Period
12:50 – 1:20 p.m.	C Lunch

# Home of the World's Greatest Students

## University Preparatory High School Program Staff

UPHSP Office: 361-694-9780

Dr. Allison Schaum	Director	email: <a href="mailto:aschaum@flourbluffschools.net">aschaum@flourbluffschools.net</a>
Kathy Kellar	Counselor	<a href="mailto:kbedre@flourbluffschools.net">kbedre@flourbluffschools.net</a>
Sheryl Canales	UPHSP Secretary	<a href="mailto:scanales@flourbluffschools.net">scanales@flourbluffschools.net</a>
Sarah Chapman	Social Studies	<a href="mailto:schapman@flourbluffschools.net">schapman@flourbluffschools.net</a>
Teena Jones	English / Lead Teacher	<a href="mailto:tjones@flourbluffschools.net">tjones@flourbluffschools.net</a>
Rebecca Kochiss	Science	<a href="mailto:rkochiss@flourbluffschools.net">rkochiss@flourbluffschools.net</a>
Courtney Parker	Science	<a href="mailto:cparker@flourbluffschools.net">cparker@flourbluffschools.net</a>
Lucas Faragoza	Math	<a href="mailto:lfaragoza@flourbluffschools.net">lfaragoza@flourbluffschools.net</a>
Shayd Speed	Technology Applications	<a href="mailto:sspeed@flourbluffschools.net">sspeed@flourbluffschools.net</a>
Ginger Sullivan	Social Studies/English	<a href="mailto:gsullivan@flourbluffschools.net">gsullivan@flourbluffschools.net</a>
TBA	Math	

## HORNET PRIDE

### Alma Mater

Dear 'Ole Flour Bluff High School  
We pay you honor today  
We will tell the world that your honor will stay  
All hail to those who came before us,  
And made us so strong.  
We will never falter  
or DO YOU WRONG.

### SCHOOL COLORS

Maroon and White

### SCHOOL MASCOT

HORNET

### Fight Song

Go Hornets, Fight for Your Fame,  
Fight for Your Honor,  
Fight for Your Name.

Fight, Oh Fight Until We Win and  
Fight to the Finish,  
Don't Give in. (Oh, Hornets!)

We're here to back you,  
Loyal and True.  
Our Hearts are With You  
All the Way Through.

All of you Sons of FBH  
We're Out on the March Again.



## **A Supplement to the Flour Bluff High School Student Parent Handbook**

### **Expectations and Procedures for Students Attending UPHSP, TAMUCC and Del Mar College**

University Preparatory High School Program students are required to adhere to all regulations and policies of Texas A&M University--Corpus Christi, Del Mar College and FBISD and will be subject to disciplinary action taken by the School District and/or University. It is expected that UPHSP, TAMUCC, and Del Mar College students demonstrate a high level of maturity, self-direction and ability to manage their own affairs. The student is held responsible for knowing and abiding by regulations regarding the standard of work, as well as those dealing with academic integrity, scholastic probation, suspension, and dismissal. Students are viewed as individuals who possess the qualities of worth, dignity and the capacity for self-direction in personal behavior. Additionally, the student is expected to comply with the rules in the Student Handbooks and Student Code of Conduct for all three institutions. Handbooks and Student Code of Conduct are accessible at: [www.delmar.edu](http://www.delmar.edu), [www.tamucc.edu](http://www.tamucc.edu) and [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

#### **Parent/Teacher Conferences UPHSP**

A parent who wishes to schedule a conference with a teacher(s) may do so by calling a teacher's voice mail and leaving a message or by emailing a teacher before they come to the school to ensure the teacher is available. Teachers are able to check their voice mail and email and have a conference period each day. Please give the teacher one day advanced notice to schedule a conference.

#### **Lunch**

UPHSP/FBISD is a closed campus. Students are not permitted to leave campus at any time during the day unless they have been checked out of school through the high school attendance office located on main campus. Additionally, students with permission to drive out to the university for classes are not permitted to stop for lunch to and from the university.

#### **Visitor Policy**

To ensure the safety of our students and staff, Flour Bluff High School/UPHSP has a closed campus. All visitors must sign in at the high school and receive a visitor's pass for a scheduled conference, meeting, or to check out a student.

#### **Volunteer**

Parent volunteers are welcome. Information on how to join the Flour Bluff High School Parent, Teacher, Student Association (PTSA) can be obtained from the high school office.

### **Guidance and Advising for UPHSP, TAMUCC and Del Mar College** **UPHSP**

To prepare students for the rigors of college coursework all classes offered at the UPHSP will be delivered at a college preparatory level. Students will be expected to take all UPHSP core

classes offered on our campus. UPHSP students may also be required to take specific classes, both at the high school and at the college level, at specific times as part of the UPHSP program.

High school graduation requirements are listed in the Graduation and Career Planning Guide and addressed through guidance sessions with the UPHSP Director and UPHSP counselor. Students should monitor their progress to ensure they are meeting all requirements for graduation.

### TAMUCC

TAMU-CC provides a college catalog and a university academic advisor to guide students on requirements for graduation as applicable to a specific major. TAMUCC also provides information on their website at [www.tccns.org/matrix.aspx](http://www.tccns.org/matrix.aspx) regarding the transferability of courses to other universities in Texas. **FBISD will pay only for approved courses offered in the Flour Bluff High School: Graduation & Career Planning Guide.**

### Del Mar College (Only Online Classes)

Del Mar College provides a college catalog to guide students on requirements for graduation as applicable to a specific major. Del Mar College also provides information on their website at [www.delmar.edu](http://www.delmar.edu) regarding the transferability of courses to other universities. Online **core** classes are only available through Del Mar College. **UPHSP does not pay for dual credit career and technical courses.**

## **Eligibility for Dual Credit UPHSP Courses and Other Dual Credit Information**

Freshmen, sophomores, juniors and seniors attending the University Preparatory High School Program may be registered in university classes at TAMUCC and Del Mar College based upon the eligibility for college level enrollment.

### College Ready Requirements to Participate in Dual Credit Courses

Students in the UPHSP program must earn the following scores on the TSI assessment to be eligible to take Dual Credit courses at TAMUCC and Del Mar College in the correlated content areas: The TSI test is administered to all incoming 9<sup>th</sup> grade students attending the Summer Bridge Camp Program in June and to all grade levels during the school year in the fall and spring. Students also have the option of taking the TSI at TAMUCC and at Del Mar College. For more information about testing at TAMUCC and Del Mar College, please call the UPHSP campus.

<b>Content Area</b>	<b>Minimum Score Required</b>
Reading	351
Mathematics	350
Writing	340 with an essay of 4 or 5

## Dual Credit Eligibility by Grade Levels

### Freshmen

- Must meet required passing scores on the TSI
- Eligible to enroll in dual credit courses
- All core classes are taken at the UPHSP campus
- If the student is attending Del Mar College (online) or TAMUCC for the first time, the UPHSP Director will review each student's unweighted core classes (Math, English, Social Studies, and Science) at end of the semester to ensure the student has a cumulative average of 90 or higher to enroll in dual credit class for the fall or spring semester if schedule permits.
- Once enrolled in dual credit courses, the student must maintain an overall 70 GPA or higher at the high school in all core classes at the end of the semester and an overall 2.0 GPA or higher for all course work taken each semester at the college.
- Signed Student/Parent Contract Agreement (Appendix H)

### Sophomores

- Must meet required passing scores on the TSI
- Eligible to enroll in dual credit courses
- Must have passed English EOC 1
- All core classes are taken at the UPHSP campus
- If the student is attending Del Mar College (online) or TAMUCC for the first time, the UPHSP Director will review each student's unweighted core classes (Math, English, Social Studies, and Science) at end of the semester to ensure the student has a cumulative average of 90 or higher to enroll in dual credit class for the fall or spring semester, if schedule permits.
- Once enrolled in dual credit courses, the student must maintain an overall 70 GPA or higher at the high school in all core classes and an overall 2.0 GPA or higher for all course work taken each semester at the college.
- Signed Student/Parent Contract Agreement (Appendix H)

### Juniors

- Must meet required passing scores on the TSI.
- Eligible to enroll in dual credit courses
- Must attend a mandatory TAMUCC orientation the summer before their Junior year. Students will not be permitted to attend TAMUCC classes until this requirement has been met.
- If the student is attending Del Mar College (online) or TAMUCC for the first time, the UPHSP Director will review each student's unweighted core classes (Math, English, Social Studies, and Math) at the end of the semester to ensure the student has a cumulative average of 85 or higher to enroll in dual credit class for the fall or spring semester.
- Once enrolled in dual credit courses, the student must maintain an overall 70 GPA or higher at the high school in all core classes at the end of the semester and an overall 2.0 GPA or higher for all course work taken each semester at the college.
- Must have passed EOC English I and EOC English II

- Additional courses above and beyond the university triad courses must be approved by the UPHSP Director.
- UPHSP Director will review each student's unweighted core classes each semester to ensure the student has an average of 85 or higher.
- Signed Student/Parent Contract Agreement (Appendix H )

### Seniors

- Must meet required passing scores on the TSI.
- Eligible to enroll in dual credit courses
- Must have passed EOC English I and EOC English II
- High school classes needed for graduation will not be taken as dual credit second semester of their senior year
- Science and math class needed for graduation, must be backed up with a non-dual credit class unless the student has a cumulative average of 90 in all previous course work taken in those specific subject areas.
- If the student is attending Del Mar College (online) or TAMUCC for the first time, the UPHSP Director will review each student's unweighted core content subjects at the end of the semester to ensure the student has an average of 85 or higher to enroll in dual credit class for the fall or spring semester.
- Once enrolled in dual credit courses, the student must maintain an overall 70 GPA or higher at the high school in all core classes at the end of the semester and an overall 2.0 GPA or higher for all course work taken each semester at the college.
- Must meet required prerequisites for some university courses. Seniors must complete 9 college credit hours or more for participation and must have an overall college GPA of 2.0 or higher from TAMU-CC to participate in the University Preparatory High School Program Senior Cording Ceremony.

### Enrollment Procedures for Fall and Spring at TAMUCC and/or Del Mar College

To enroll in dual credit courses at Texas A&M University-Corpus Christi or Del Mar College online classes, students must follow these procedures.

- Students enrolling in the fall or spring semester at TAMUCC must schedule an appointment with the TAMU-CC Academic Advisor to discuss course selections.
- Students enrolling in the fall or spring semester will meet with the UPHSP Counselor to discuss course selections.
- Students attending TAMUCC and/or Del Mar College will need to complete a schedule template that will be reviewed by their UPHSP counselor and the UPHSP Director before they can be registered for college courses.
- Student grades and graduation requirements will be reviewed to determine appropriate schedule each semester.

### Grades

Grades are received from TAMUCC and Del Mar College at mid-term and at the end of each semester. Final grades are reported numerically only at the end of the fall and spring semester.

Students attending TAMUCC can access course information through their Blackboard accounts. Del Mar College students can access course information through CANVAS.

### Dropping a Course

Mid-term grades will be provided to UPHSP and Dual Credit students by TAMUCC and/or Del Mar College, as a checkpoint for UPHSP students. If the student is performing below a 2.0 (C) in a Dual Credit course required for high school graduation at mid-term, the student will be advised to drop the class before the TAMUCC or Del Mar College last drop date to receive a non-punitive grade of W to protect the college GPA and future eligibility for enrollment. This will also provide the UPHSP with an opportunity to help the student earn high school credit toward graduation requirements through a high school level course.

If the student is enrolled in a dual credit course at TAMUCC or Del Mar College that is not required for high school graduation and has below a 1.0 GPA, he/she will be advised to drop the class before the last drop date at TAMUCC or Del Mar College to receive a non-punitive grade of W to protect the college GPA and future eligibility for enrollment. Any college course dropped will be recorded on the college transcript of the student.

### Procedures for TAMUCC

To drop a dual credit course at TAMUCC or a Del Mar College online class, students must follow these procedures.

- The student must make an appointment to speak to their college instructor in order to determine progress in the course.
- The student must have documentation that he/she has attended tutorials or supplemental support instruction for the course.
- The student Students must see the UPHSP Director to submit documentation from student support services and to receive a UPHSP permission form to drop a course. The UPHSP Director notifies the TAMUCC Academic Advisor or Del Mar College to remove the “hold” from any UPHSP student who has received permission to drop the course.
- The student will be responsible for obtaining the drop form from the TAMUCC Academic Advisor and dropping the class. For Del Mar College online classes, the UPHSP Director or UPHSP Counselor will obtain the drop forms to give to the student.
- The students must submit a copy of the drop form to the UPHSP office and must meet with the UPHSP Counselor for a schedule change. Students who fail to adhere to this may be subject to disciplinary action.

### Procedures for Del Mar College (Online)

To drop a dual credit course at Del Mar College online class, students must follow these procedures.

- The student must make an appointment to speak to their college instructor to determine progress in the course and the possibility of passing the college course for the semester.
- The student must see the UPHSP Director or UPHSP Counselor to obtain the drop form to drop the course.

- The students must submit a copy of the drop form to the UPHSP office and must meet with the UPHSP Counselor for a schedule change. Students who fail to adhere to this may be subject to disciplinary action.

### TAMUCC/Del Mar College Academic Probation

Freshman, sophomore, junior and senior UPHSP students whose semester GPAs fall below 2.0 on academic work done at the University, will not be able to continue their enrollment as dual enrolled students at TAMUCC or Del Mar College the following semester. The UPHSP Director and UPHSP Counselor will meet with the student for a plan of action and advice on college course(s) to regain GPA back to the eligibility standard.

## **ATTENDANCE**

### Absences and Excuses (FOD Local)

Due to the rigorous nature of the coursework at the University Preparatory High School Program, exemplary student attendance is expected. UPHSP students, enrolled in dual credit classes, are subject to the attendance policies of TAMUCC and Del Mar College, professors/adjuncts and FBISD district policy.

Eligible students who are absent due to school-sponsored/approved activities must have written parent permission on file with the sponsor or coach and should email their professor/adjunct to inform them of the absence to make arrangements, if needed, for assignments.

College visits do not count as absences if the college provides evidence of the visit. Juniors may have one day per year, and seniors may have two days per year.

If a student needs to meet with their instructor/professor, attend student support services, or meet with assigned study groups at TAMUCC during a scheduled high school class, they must submit a written parent permission note to the UPHSP front office the day before or before they leave that day to go to the university. Phone calls and emails will not be accepted.

### UPHSP Attendance Expectations

Attendance is extremely important to every student's education. Every time a student is absent or leaves school early, he/she misses valuable learning that is taking place in the classroom during his/her absence. If it is a necessity that a student misses school for health reasons, documentation must be provided to the office from the parent and/or a doctor within three (3) days to excuse the absence. If it is due to a chronic illness, please see the director so that arrangements can be made to honor the doctor's orders. Extenuating circumstances should be discussed with the director. Excused absences do affect a student's ability to earn semester test exemptions. See Grading Policy in the High School handbook for more information.

If a student provides written verification from a doctor that he/she was at a doctor's appointment during the day, and the student attends at least part of that school day, he/she will not be counted absent.

## TAMUCC and Del Mar College Attendance Expectations

Each college instructor will have attendance policies that are unique to his/her course. These expectations will be described in the course syllabus, and the student enrolled in TAMUCC classes and/or Del Mar College online classes must adhere to the expectations set forth by the instructors.

Students are expected to be proactive about absences. When a student knows a class will be missed, he/she is required to speak to or email the instructor and turn in assignments prior to the absence. The University's Student Code of Conduct is posted at: [www.tamucc.edu](http://www.tamucc.edu) and [www.delmar.edu](http://www.delmar.edu).

## College Lab Attendance Expectations

On the days that students are not attending TAMUCC or Del Mar College (online) classes, students are assigned to the College Lab. The purpose of the College Lab is to give them a place to maximize their time by providing them the opportunity to work on homework assignments for their high school or college classes. Attendance is mandatory and students are responsible for signing-in each scheduled period they are required to be there.

## **Exiting the UPHS Program**

To exit the UPHSP program, students must complete the Exit form that requires a student and parent signature. The student must also include a 150-300 word essay expressing the reasons for their request to exit the UPHS program. Students will be exited from the UPHS program due to the following reasons.

- Parent and student request.
- Withdrawing from the district
- The student is not making adequate academic progress with documented parent conferences and an implemented academic student contract in place to ensure every opportunity was given to the student to succeed in the UPHSP. The student will be reassigned to the high school to protect his/her GPA and to make sure they are on track for graduation.

## **UPHSP Transportation Agreement and TAMUCC Driving/Parking Expectations**

The district will offer transportation to and from TAMU-CC to all University Preparatory High School Program students in need of assistance. Students may also drive to class if the parent signs the transportation agreement (Appendix B) and has been approved by the principal/director. Students are responsible for being familiar with and abiding by all TAMU-CC parking and traffic regulations. Students are also responsible for any fees associated with driving on the university campus. Furthermore, students are not permitted to transport any other student and must drive directly to the university and back to campus. If the student violates the district or university rules, driving privileges for the remaining semester will be revoked. Driving privileges may be reinstated the next semester term.

The TAMUCC parking and traffic regulations can be found at: [www.tamucc.edu](http://www.tamucc.edu). A transportation schedule will be provided to students to meet Dual Credit class schedules. All students taking Del Mar College classes will be on the high school campus; no traveling to the Del Mar College campus will be permitted.

## **Discipline-(FO Local) (FOAA Legal) (FOAA Local) (FOAB Local)**

### UPHSP Expectations

The Flour Bluff ISD staff follows the disciplinary procedures in the District Student Code of Conduct. Each parent/student receives a copy of the Student Code of Conduct with this handbook when starting school. It is also posted on the district website at: [www.flourbluffschoools.net](http://www.flourbluffschoools.net). The district has disciplinary authority over a student:

- During the regular school day and while going to and from school on district transportation,
- While participating in any activity during the school day on school grounds or when in attendance at any school related activity, regardless of time or location,
- For any school-related misconduct, regardless of time or location, including retaliation against a school employee, or
- Who commits a felony, as provided by Education Code 37.006.

UPHSP students violating behavior expectations may be placed on a Disciplinary Probationary Contract as an intervention to encourage appropriate behavior.

### In School Suspension (ISS)(FOAA Legal) (FOAA Local)

Students are assigned to ISS for disciplinary reasons. Students will not be counted absent from class, but are responsible for all work assigned by the teacher. While in ISS, students may not attend or participate in any school-related extracurricular activities. Failure to attend ISS will result in an unexcused absence for the period assigned, and further disciplinary action will be taken. Continued disregard for school rules may result in student placement in an alternative education program. Students will be required to complete class assignments and/or any assignments made by the ISS monitor prior to returning to class. Failure to cooperate in ISS will result in suspension and/or placement in the disciplinary alternative program. Continued violations of the Student Code of Conduct that result in ISS assignments, will lead to UPHSP students being placed on a performance contract that addresses the behavior and consequences. University professors are not required to send work to ISS. If a UPHSP student is assigned to ISS, and they are attending TAMU-CC, arrangements will be made with the ISS teacher to allow the student to attend their college class at the university according their high school schedule.

### Student Development and Guidance Center (SDGC) or Expulsion

Due to the pace of the coursework at UPHSP, TAMUCC and Del Mar College, students who are placed for long periods of time in SDGC or are expelled may be removed from the UPHSP program and placed in general high school coursework.



If the UPHSP Committee makes the recommendation to keep the student in the program, he or she will be responsible for all work assigned by teacher. While in SDGC, the student will continue to attend their dual credit classes at TAMUCC; however, bus transportation will not be provided and students may not drive their own vehicle. Parent or approved contact must sign the student out and in of SDGC to attend their classes at TAMUCC. Del Mar College online classes will continue at the SDGC campus. Students will not be able register for fall or spring classes until SDGC placement has been cleared.

### Code of Conduct for TAMUCC and Del Mar College

TAMUCC and Del Mar College also has a Code of Conduct that defines what student behaviors are acceptable and how unacceptable behaviors will be investigated and adjudicated. It is the student's responsibility to become familiar with the Code of Conduct. Students and faculty each have responsibility for maintaining an appropriate learning environment. Faculty has the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the way the students express opinions. Disruptive students in the academic setting hinder the educational process. Disruption, as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior which distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction. Students are expected to refrain from disruptive behavior at all times. Students who fail to adhere to behavioral standards may be subject to disciplinary action. More information on Code of Conduct can be found in the TAMUCC posted on [www.tamucc.edu](http://www.tamucc.edu) and Del Mar College posted on [www.delmar.edu](http://www.delmar.edu).

## **Grading and Assignments**

### Late Work Policy for UPHSP

***Due to the rigorous nature of UPHSP, late work is NOT acceptable.*** Students are required to complete all assignments and must turn all work in on time for it to be counted toward their average. Students will receive a zero for any missing assignments.

### Incomplete Work Procedures for UPHSP

If a student, because of illness or for some other excused reason, cannot complete the required work by the end of the reporting period, the student will receive an "I" on the report card. This work must be made up within the time allowed by grading regulations. The student must contact the teacher to make arrangements to complete all work. **A student who has an incomplete in a course that is not exempt from No Pass No Play is ineligible for extra-curricular activities until the "I" is made up.**

### Makeup-Work Expectations and Procedures for UPHSP(EIA Local)

Students shall be permitted to make up assignments and tests when absent. Students need to meet with their teachers before or after school to get the assignments they missed when absent. A student will be allowed the same number of days he/she was absent to make-up the assigned work. Students shall receive a zero for any assignment or test not made up within the allotted time. Requests for make-up assignments for students missing more than 3 days of school in a

row may be made through the UPHSP counselor's office. Please allow at least 24 hours to fulfill requests for makeup work from the counselor's office.

If a student is present when a long-term assignment is made, but absent when it becomes due, the work is due the day the student returns to class. It is the student's responsibility to secure work from his/her teacher. If a student knows in advance that he/she will miss class, arrangements may be made in advance for assignments.

Teacher(s) may assign additional work to ensure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

### **TAMUCC and Del Mar College Expectations**

The student is held responsible for knowing and abiding by TAMUCC and Del Mar College regulations regarding the standard of work required to continue in the University, as well as those dealing with academic integrity, scholastic probation, suspension, and dismissal. Each professor/adjunct will have grading policies and expectations for his/her class. These expectations will be described in the course syllabus, and a student enrolled in TAMU-CC classes or Del Mar College online classes must adhere to the expectations set forth by the instructors. TAMUCC and Del Mar College student handbook is posted at: [www.tamucc.edu](http://www.tamucc.edu) and [www.delmar.edu](http://www.delmar.edu). Official numeric grades will be reported to FBISD at the

The TAMUCC student handbook is posted at [www.tamucc.edu](http://www.tamucc.edu) and the Del Mar College student handbook is posted at [www.delmar.edu](http://www.delmar.edu)

## **Sharing Data**

FBISD, TAMUCC, and Del Mar College work as partners in sharing data regarding student performance, behavior, etc. to assess progress of individual students and the entire UPHS program. Parents and students are asked annually to sign an agreement to share information as a condition of participation in the UPHSP and in accordance with the Federal Education Rights and Privacy Act (FERPA).

## **Tutorials**

Each teacher at the University Preparatory High School Program will have regularly scheduled tutorials in the morning from 8:10 – 8:50 a.m. on Monday, Tuesday, Thursday and Friday. No tutorials on Wednesday.

**APPENDIX A**



Texas A&M University-Corpus Christi Office of the University Registrar

**FERPA Waiver Form**

**Instructions:** This form is to be used by the student to grant access to their education records to other entities besides themselves, such as a parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The University maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

*In signing this waiver, I, \_\_\_\_\_, give access of all academic records at Texas A&M University-Corpus Christi to the individual(s) listed below. I hold the authority to revoke this waiver at any time.*

1. <u>FLOUR BLUFF ISD</u> _____	<u>SCHOOL</u> _____
Name _____	Relationship _____
2. _____	_____
Name _____	Relationship _____
3. _____	_____
Name _____	Relationship _____
4. _____	_____
Name _____	Relationship _____
5. _____	_____
Name _____	Relationship _____

I understand that this request is permanent and will remain in effect until I request in writing that the hold(s) be removed.

Student name \_\_\_\_\_ Student signature \_\_\_\_\_  
Student BANNER ID \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX B**

**FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT**  
**DUAL CREDIT/ UPHSP& TAMUCC/REGIONAL TECHNICAL CENTER**  
**TRANSPORTATION AGREEMENT**

Dear Parent:

Due to the nature and scheduling of Dual Credit, University Preparatory High School Program/Texas A & M University—Corpus Christi and Regional Technical Center classes, it may be appropriate for your student to be at the college before, after or during school hours according to his/her schedule. Because of this, you may wish to have your son/daughter drive or you may wish to take your son/daughter to the appropriate location. School transportation is provided for Dual Credit, UPHSP/TAMUCC, and Regional Technical Center classes, unless the student is taking the class outside the regular school day.

Your son or daughter may drive to the class and/or sites with parent permission. **Your student may not transport any other student.** If you wish to allow your son/daughter to drive, please sign this release form and return it to the principal/director of your campus. The student is not permitted to drive until a signed agreement is on file and approved.

If you grant permission for your son/daughter to drive, he/she must comply with the regulations for the Dual Credit/UPHSP and TAMUCC/Regional Technical Center site and the FBISD Student Code of Conduct and board policies, or the student may have his/her driving privileges revoked.

Flour Bluff ISD does not assume any liability for any parents/students who personally transport themselves for purposes of this Agreement. By signing this Agreement, the parent/student assumes all risks and responsibilities associated with utilizing personal vehicles for transportation to the Dual Credit, UPHSP/TAMUCC and Regional Technical Center classes. The parent/student agrees to indemnify and hold harmless the Flour Bluff Independent School District from any and all claims, demands, expenses, assignments, losses, or damages, including attorney’s fees, arising out of any actions of the parent/student that may occur during the term of this Agreement as a result of driving personal vehicles.



Fill out below ONLY if your student will NOT be riding the FBISD school bus to Dual Credit, UPHSP/TAMUCC, and Regional Technical Center sites.

\_\_\_\_\_   
Flour Bluff High School/UPHSP student name (Please Print)

I am aware my student is driving himself/herself to the Dual Credit, UPHSP/TAMUCC, Regional Technical Center site or the assigned training facility. I agree to the above stated terms.

\_\_\_\_\_   
Parent/Guardian Signature

\_\_\_\_\_   
Date of Agreement

\_\_\_\_\_   
Parent/Guardian Phone Number

Parents/guardians may provide transportation for their own students. Please sign below if you wish to provide transportation, rather than having your student drive himself/herself or ride the bus, even if you will only provide transportation occasionally.

I will drive my student, and only my student, to and from the Dual Credit, UPHSP/TAMUCC, Regional Technical Center site or the assigned training site. I agree to the terms above.

\_\_\_\_\_   
Parent/Guardian signature

\_\_\_\_\_   
Date of signature

**APPENDIX C**



**University Preparatory High School Program (UPHSP)**

**Dual Credit Student-Parent Contract Agreement**



The Flour Bluff Independent School District (FBISD) in partnership with Texas A&M-Corpus Christi and Del Mar College is offering University Preparatory High School Program (UPHSP) students in grades 9 through 12 the opportunity to enroll in college level courses. Through the UPHSP, students will earn both high school credit and college credit hours.

College tuition, fees, and textbooks will be provided for the students that are in the UPHSP and enrolled in college courses. The district will provide transportation during the school day to and from the college or university. The purpose of UPHSP is to provide a supportive environment for students to be successful on a college campus. In order to do this, guidance will be provided to determine when a student has reached a level of academic readiness and maturity to enroll in college courses.

Students interested in enrolling in college level courses must meet the eligibility requirement of the institution of high education (IHE) that includes the Texas Success Initiative (TSI) assessment and obtaining the required scores and must also meet the eligibility for dual credit UPHSP courses.

As a University Preparatory High School Program student, you and the parent understand:

- High School graduation requirements are first priority and must be completed for graduation.

- The UPHSP will only pay for classes that have been approved by the FBISD School Board.

- Student may take courses beyond the requirements of the UPHSP and FBISD registration, fees, and the courses may not delay the student's high school graduation.



- UPHSP and FBISD are committed to paying for 10 college courses that are approved by the FBISD School Board. Students who successfully complete 10 classes with no drops will be eligible for another 10 college courses that are approved by the FBISD School Board.
- If the student drops a class before successfully completing 10 college courses, the course or courses dropped will be included as part of the 10 allotted classes. In addition, the student will not be eligible to receive the additional 10 college courses approved by the FBISD School Board. All students must currently be enrolled in the UPHSP to qualify for these college courses.
- If the student is ineligible to receive the 10 additional college courses, the student may still enroll in college classes at his/her own expense. FBISD and UPHSP are not responsible for any books, registration, tuition and fees.
- If the student has dropped two or more college classes by or during the first semester of his/her senior year, and the courses dropped were paid by FBISD, the district will no longer pay for any additional courses the following semester.
- If a circumstance arises that puts the student in jeopardy of failing a course or courses for high school graduation, the student must have taken every opportunity offered at TAMUCC (i.e., meetings with professor, CASA, SSI) to

pass the course. If the student can show he/she has taken advantage of these opportunities and is still failing at mid-term, the student may be dropped from the class with approval from the UPHSP Director. Note: Dropping a college course could affect the student's academic standing with college or university and could affect future financial aid.

- If a student is failing a college course that is not for graduation, the student may warrant a drop only if the letter grade at mid-term is an (F) and if he/she has taken every opportunity offered by TAMUCC to pass the course. A letter grade of A, B, C, D for any undergraduate work at TAMUCC are passing grades and will receive credit hours. Approval to withdraw from a course must be obtained by the UPHSP Director.

The following steps must be completed in order to withdraw from any college course. For dropping a class at Del Mar go to Step 3.

Step 1 Must meet with the professor(s) to determine progress in the course.

Step 2 Attend tutorials (CASA) or supplemental support instruction (SSI) for the course(s) at TAMUCC.

Step 3 Meet with UPHSP Director to receive a UPHSP permission form to drop the course.

Step 4 Return the UPHSP permission form signed by the parent and student to the UPHSP Director.

Step 5 Student must obtain a TAMUCC drop form and follow TAMUCC procedures for dropping a course or courses.

Step 6 Student must submit a copy of the completed and signed TAMUCC dropped form to the UPHSP Director.

Step 7 Student must immediately meet with the UPHSP Director or UPHSP Counselor for a schedule change. Students who fail to adhere to this step once they have officially dropped a course or courses, will be subject to disciplinary action.

- If the student does not earn high school credit for the course, and the course is a high school graduation requirement, the student will be required to retake the course at the high school.

I have read the University Preparatory High School Program Student-Parent Contract Agreement, and I agree to abide by these regulations. Upon failure to obey these regulations, the student will be required to leave UPHSP and be reassigned to the high school campus.

Parent  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Student  
Signature \_\_\_\_\_  
Date \_\_\_\_\_