



2021-2022

Student Handbook

Statement of Purpose

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

Educational Principles

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

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

Principles of Participation

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

Participation Agreement

The Collegiate Academy at UAHT exists for the purpose of educating students in a rigorous academic environment. We are pleased that you have made this academic choice and encourage your participation to the fullest in this educational experience. To assure understanding of policies and procedures regarding conduct, curriculum, communication and attendance, you are asked to read the following and indicate your understanding and acceptance.

By my signature below I acknowledge the understanding and acceptance of the following:

1. I understand that as a Collegiate Academy Student at UAHT I will be enrolled for some or all of my classes in college credit courses and that the depth, breadth, rigor, and pace of these courses will be at the college level.
2. I understand that Collegiate Academy students in college-level courses are subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state or local requirements.
3. I understand that curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dually enrolled Collegiate Academy students from that presented for traditional college students.
4. I understand that UAHT is an open campus and that I will be attending classes with non-high school aged students and that I may encounter students of a variety of ages and backgrounds while on the UAHT campus.
5. I understand that the Director is the first point of contact for parents who wish to discuss academic progress in a course, schedule a conference, or request information about school or classroom activities.
6. I understand that attendance at an orientation session is required for each student.
7. I understand that attendance at an orientation session is required for the parent(s)/guardian(s) of each student.
8. I understand that parent and student will attend all Student-Led Conferences.
9. I understand that I must agree to abide by all Collegiate Academy at UAHT policies and procedures as well as to applicable college policies.
10. I understand that completion of high school graduation requirements does not guarantee completion of an AA degree. To receive an AA degree, I understand that a student must

meet all program requirements identified in the UAHT College Catalog at the time of the student's initial admission.

11. I understand that I will be expected to sign an agreement outlining my responsibility for all instructional materials, textbooks, and equipment issued to me.
12. I agree to attend school regularly and see that my child attends regularly. Attendance in school is mandatory and vital to the success of students every day.
13. The Collegiate Academy at UAHT is an open campus environment. I fully understand that the Collegiate Academy at UAHT, its officers, trustees, employees, and agents are released from all liability, claims of demands for any damage, loss or injury to me, my property, or parent's property in connection with my actions.
14. I understand that the mission and purpose of the Collegiate Academy is to provide accelerated instruction and college level curriculum to motivated students. If I fail to make adequate progress on the path to graduating from high school on time, to meeting the attendance requirements or discipline requirements I will be reassigned to the traditional campus.

Student Signature _____

Parent/Guardian Signature _____

Date _____

Communication Options

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

Selected High School and College Policies

ABSENCES

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

College Attendance Policy

Students are expected to attend all classes regularly and punctually. Only absences for College-sponsored/high school events are universally excused. Students must inform their instructors of such absences prior to the absence. **It is the student's responsibility to know and comply with the UAHT attendance policy and to contact the instructor to make up missed work.**

Prior to the official drop date, when students exceed the maximum allowable absences, the instructor will drop the student from the course. After the official drop date, it is up to the instructor's discretion.

Fall and Spring Semesters Maximum Allowable Absences

- Classes which meet 3 or more times a week: 4 absences
- Classes which meet 2 times a week: 3 absences
- Classes which meet once a week: 2 absences Summer and Mini-mester classes 2 absences

*Instructors *may* adjust in the case of extenuating circumstances.

The instructor may warn a student in danger of becoming excessively absent by sending a warning notice to the Administrative Assistant so that the Administrative Assistant can contact the student and parent in writing or by phone to inform them of an attendance problem.

A student's absence due to high school events, college trips, college business, or court-ordered appearances will not be counted against the allowable number. Instructors must be given prior notice of these absences and proper documentation. The student is responsible for all work missed during such absences.

In some areas, such as Nursing, Funeral Service, CDA, and EMT, certification requirements may necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies.

CHECK IN/CHECK OUT

Tenth grade students must stay on campus from their arrival until departure at the end of the regular school day, unless given permission to leave the campus by a school official or physically checked out of school. Anyone checking a student out must be shown on the paperwork in the student's file as being authorized to do so by the parent/guardian. Notes and/or phone calls to release a student during the school day will not be accepted.

Students signing out during the day, including lunch, must be physically signed out in the office by the parent/guardian or a designated family member. Students will be released only after the parent/guardian or designated family member completes the sign out procedure. If/when the student returns to campus, the student and the parent/guardian or designated family member must report with the student to the office to sign in before reporting to their assigned class. Students missing any part of their class before or after lunch due to being signed-out will be recorded with an unexcused absence.

A student must have a parental consent form on file in order for them to drive from the College campus to the High School.

SIGN IN/SIGN OUT

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

TECHNOLOGY

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

Collegiate Academy Concurrent Enrollment Policy

In accordance with Act 1097 of the 1991 Arkansas Legislature and the Arkansas Higher Education Coordinating Board Concurrent Enrollment Policy passed in April of 2007, any qualified student enrolled in a public or private high school in the State shall upon request be accepted for enrollment in regular college level courses (excluding academic skills courses) as a non-degree seeking, part-time student subject to general institutional requirements. To qualify, each student must meet the following criteria:

1. The student must complete a University of Arkansas Hope-Texarkana Application for Admission and attach an official high school transcript, immunization record showing proof of two (2) immunizations against measles, mumps and rubella (MMR), and college placement test core report showing sub-test scores in reading, English and mathematics.
2. The student must complete a Concurrent High School Admission Form and have it signed by the high school principal/guidance counselor and parent/guardian every semester of enrollment.
3. High school students in general education concurrent courses for college credit will be admitted to the college or university as non-degree/certificate seeking students. High school students participating in the Dual Enrollment Pell Pilot Project will be admitted as degree seeking.
4. Students must have scored 19 or better on the ACT Reading sub-test or the comparable ACCUPLACER or COMPASS reading score to enroll in any general education concurrent enrollment course. PLAN and/or Explore scores may be used when ACT, ACCUPLACER or COMPASS scores are not available. *Concurrent enrollment courses in English require a 19 or better on the ACT English and Reading sub-tests (or comparable ACCUPLACER or COMPASS scores). *Concurrent credit College Algebra requires a 19 or better on the math ACT sub-test (or comparable ACCUPLACER or COMPASS score).

For more information, please contact:

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University of Arkansas Hope-Texarkana

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STUDENT PLACEMENT CHANGE/WITHDRAWAL:

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

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

ELECTRONIC DEVICES

Tenth grade students will turn in their devices at the beginning of each day and will get them back at the end of each day.

Eleventh and Twelfth grade students may use their phones only when given permission by their teacher. Each Instructor will have their class rules concerning electronic devices in their syllabus.

Computer Services Resource Policy

This policy applies to all of the University of Arkansas at Hope-Texarkana community, including students, faculty, administrators, staff, alumni, contract employees, and those who may be granted a guest computer account by the system administrator.

For purposes of this policy, UAHT net includes all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College.

Any member of the community who violates this policy is subject to disciplinary action and possible legal action under the Federal Electronic Communications Privacy Act. This statement of policy is not meant to be exhaustive. If there is a question about what is/is not considered acceptable use of computer resources, UA Hope-Texarkana Administration is the final authority.

The following conditions apply:

1. All computing and networking resources should be used in an efficient, ethical, and legal manner.
2. No user may permit another to use his/her computer account.
3. Printing e-mail is limited to academic or work-related messages and printing multiple copies is not allowed. Sending email chain letters will not be tolerated as they are considered a federal offense.
4. UA Hope-Texarkana will not tolerate the use of college facilities for indecent communication of any kind. The laws of the State of Arkansas govern/prohibit the use of any computer based or telecommunications devices for transmitting obscene, vulgar, profane, lewd, lascivious or indecent language OR to make any suggestion or proposal of an obscene nature OR threaten any illegal or immoral act with the intent to coerce,

intimidate, or harass any person(s). Violation of these may be considered a Class I Misdemeanor.

5. Developing programs that could harass other users or damage or alter the software will not be tolerated.
6. Use of computer resources (email and Web publishing) for commercial purposes is prohibited.
7. Use of College computing resources for non-academic chat room activities is prohibited.
8. All other rules/regulations listed in the "Computer Services Resource Policy" found in Library Resources, Registrar's Office, and UA Hope-Texarkana Enrollment Management office apply. See the Director of Computer Services for more information. The consequence of violating these policies will be the suspension of a user's privileges, legal action, and/or suspension from the College.
9. Activities that will hinder or impede network performance such as streaming entertainment, movies, games, etc. are subject to throttling and blocking.

STUDENT I.D. CARDS

All students are issued an identification card that they are expected to carry at all times and show upon request from a College official. I.D. cards are obtained from the UA Hope-Texarkana Student Center and serve as the student's library card to be presented whenever books are checked out. A lost card should be reported immediately to the Registrar's Office. A replacement I.D. card will then be made at the cost of \$10.00.

STUDENT CONDUCT

Rights and Responsibilities as a Student

The College expects students to conduct themselves as responsible members of the College community. Students are expected to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary rules of good conduct, to protect private and public property, and to make effective use of their time in pursuing an education.

Students are required to observe local, state, and federal laws and abide by College policies and regulations as established in respective College publications. The College reserves the right to approve the time, place, and manner of individual and group activities held on the campus.

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

1. Misuse of identification cards, furnishing false information to the College, or misuse of college funds;
2. Obstruction or disruption of any College activity, whether academic, social, or administrative;
3. Threats, physical harm, or verbal abuse of any person on college property or at College-sponsored functions;

4. Theft of or damage to any property belonging to the College, its personnel, its students, or its guests;
5. Unauthorized entry into, or use of, any College facility;
6. Violations of rules governing College facilities;
7. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College property or at College-sponsored functions;
8. Use, possession, sale, or distribution of illegal narcotics, drugs, or stimulants;
9. Drunkenness, use, possession, sale or distribution of alcoholic beverages on College property, whether leased or owned, and on the specified premises of College-sponsored off-campus functions;
10. Gambling on College property;
11. Use of tobacco in all forms in classrooms, labs, campus buildings, and at all class-related activities;
- 12. Smoking or the use of any tobacco products or e-cigarettes on any college property;**
13. Food and beverages in classrooms, labs, and carpeted areas;
14. Unauthorized possession or use of explosives or firearms on campus;
15. Failure to comply with the directions of College officials acting in the performance of their duties;
16. Parking and traffic violations;
17. Any academic dishonesty including, but not limited to, cheating on tests, cheating on assigned coursework, and plagiarism;
18. Attending classes when not enrolled;
19. Creating distractions in the classroom with small children or babies; and
20. Leaving children unattended in or on campus property.
21. Failure to ensure the proper accepted conduct of guests. (A guest is defined as any person who is present at the invitation of a student or any person who is received by a student, or any invited or uninvited non-student who is accompanied by a student.)
22. Participation in hazing or a hazing activity as an individual or as a member of a group.
23. Bringing an animal on the College premises, except for service animals, without appropriate approval.
24. Violation of local, state, or federal law which adversely affects the student's suitability as a member of the College community, or when it appears that the presence of the student on campus would interfere with the normal educational functions or would endanger the student or threaten to endanger a member of the College community or College property.
25. Not signing in/signing out each day.
26. Not following rules set by the Collegiate Academy administration.

Reporting Violations

Students, faculty, and staff should report an alleged incident of misconduct to the Campus Police, Director of the Collegiate Academy, and Dean of Secondary Programs.

Discipline Procedures

The disciplinary procedures of UAHT, as all activities on a College campus, are designed to be a part of the educational process and normally cover a wide spectrum of disciplinary measures ranging from counseling to dismissal. The Director of the Collegiate Academy, the Dean of Secondary Programs and The Vice Chancellor for Student Services is charged with the

responsibility of initiating student disciplinary procedures and meeting with the student. In the process of meeting and counseling with the student, which may sometimes comprise two or more interview appointments, a determination of responsibility will be made. The Director, Dean and Vice Chancellor will determine whether the evidence (including the information provided in any reports, the parties' written statements, if any, the evidence presented at the meeting, and the testimony of the parties and witnesses) establishes that it is more likely than not that the student committed a violation of UAHT Policy. In other words, the standard of proof will be the preponderance of the evidence.

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

The student will be informed by written notice of the finding of responsibility and sanction, if any. If no written notice of appeal is received within the time specified, the finding and sanction shall be final. Students may appeal the Director's, Dean's and Vice Chancellor's finding and/or sanction using the STUDENT COMPLAINT/APPEALS/GRIEVANCE PROCEDURES outlined in the College Catalog.

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

1. **Expulsion:** separation of the student from the College; the student is not eligible for readmission to the College.
2. **Dismissal:** separation of the student from the College for an indefinite period of time.
3. **Suspension:** separation of the student from the College for a definite period of time.
4. **Disciplinary probation:** official warning that the student's conduct is 1) in violation of the rules, regulations, and policies stated in UAHT publications, official correspondence, or announcements; or 2) in violation of Arkansas or federal criminal statutes. Disciplinary probation will be imposed for varying periods of time when a student enrolls following a period of disciplinary suspension, dismissal, or expulsion. Disciplinary probation can be imposed for varying periods of time and can include the following:
 - a. ineligibility to hold office in College organizations
 - b. ineligibility to represent the College in any official function
 - c. ineligibility to continue to receive a College-sponsored scholarship, grant, and/or work
 - d. placing an informational notice in the student's permanent file
 - e. continued enrollment depends upon the maintenance of satisfactory conduct throughout the period of probation.
5. **Letter of enrollment block:** a letter stating that the student may not reenter the College without prior approval through the Vice Chancellor for Student Services if enrollment has been blocked for a previous disciplinary problem.
6. **Letter of reprimand:** a written admonition of a student for actions unbecoming to the College community.

7. **Work hours:** hours that a student may be required to work in a specified area of service to the College.
8. **Restrictions:** the withdrawal of specified privileges for a definite period of time.
9. **Restitution:** a payment for financial injury in cases involving theft, personal injury, destruction of property, or deception. The assessed costs to be paid may be in addition to other disciplinary sanctions.
10. **Monetary fines:** a fine assessed by the College which is placed on the sanctioned student's account.
11. **Educational sanctions:** All consequences of the student judicial process are intended to be educational. In this context, however, the term "educational sanctions" specifically describes those tasks, assignments, or experiences that a student is obligated to complete as a result of the staff's decision. Educational sanctions may be imposed in combination with or as a condition of any other disciplinary sanction. Educational sanctions may, for example, require the student to prepare letters of apology, to research an issue related to the offense, to attend a workshop, lecture or meeting, or to attend counseling.

Interim Suspension

In certain circumstances, the Director of the Collegiate Academy, Dean of Secondary Programs and Vice Chancellor for Student Services may impose a College suspension prior to the discipline meeting. The interim suspension shall become immediately effective without prior notice.

Interim suspension may be imposed only:

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

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

Response to Drug and Alcohol Abuse and Drug-Free Campus Policy

College regulations specify that the use, possession, or sale of illegal drugs and alcohol is in violation of College policy. Students who are found guilty of violating College policy regarding illegal drugs will be subject to dismissal. Students having drug or alcohol abuse problems or who know or care about someone who is abusing drugs and alcohol will find a variety of sources on campus where assistance is available. Student Services has this information available.

HOME ACCESS CENTER (HAC)

HAC allows parents and students to view student registration, scheduling, attendance, assignment, and grade information. If you do not know your login information or if you need assistance, please contact the office.

COLLEGE VISITATION

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

GRADING SYSTEM

The Collegiate Academy has a grading system design to ensure that students' grades are an indication of students' mastery of grade level skills. The methods of student evaluations is determined by each instructor as specified on the course syllabus.

The grade for the course consists of an average of student's scores on unit exams over text and lecture materials, a comprehensive final, attendance and class participation. Students' will need to keep a grade of 70% or above in all courses to remain in the Collegiate Academy.

REPORT CARDS/PROGRESS REPORTS

Final grades are issued to students after each semester. Progress can be seen throughout the semester by accessing the electronic grading system. Students' progress in each course will be discussed at Parent-Teacher conferences.

DANCES

Students attending any school sponsored dance or activity, either on or off-campus, shall be governed by the rules and regulations of the school and subject to disciplinary action. Any Collegiate Academy student who attends an AHS school sponsored dance must purchase tickets prior to the dance, and at that time, list his/her name and the name of his/her date. Everyone attending **MUST** be pre-registered and have some form of ID. Anyone who wishes to bring a date who is **NOT** an AHS student must receive prior approval from the Principal before purchasing tickets. **TICKETS WILL NOT BE SOLD AT THE DOOR.** Dances will begin at 8:00 p.m. and end at 10:30 p.m., with the exception of homecoming and the prom. Doors will close thirty (30) minutes after the announced start time of the dance, and no one will be allowed to enter unless prior approval by the principal has been given. No student will be allowed to leave the dance more than thirty (30) minutes prior to the ending time. Students may only leave early if their own parent comes to the dance to sign them out.

Collegiate Academy students who are attending AHS school sponsored dances are subject to participation in the drug and alcohol random testing policy and must have a signed Consent Form "A" on file in the office, permitting participation in the random testing pool.

CLOSING OF SCHOOL

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

DRIVER'S LICENSE

According to A.C.A. 6-18-222, an application for a license must be accompanied with proof of a 2.00 GPA for the previous semester before being issued. The law also requires school officials to notify the licensing bureau in Little Rock if a student drops out of school before he/she is eighteen (18) years of age. The State of Arkansas will invalidate the license for high school dropouts. Licenses may also be revoked for students with excessive absences. Forms may be obtained from the counselor's office.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present an official transcript and their original birth certificate.

When a student exceeds the number of absences provided in the district's student attendance policy, the Dept of Motor Vehicles shall suspend the student's learner permit or driver's license until the student is successfully attending school (minimum of three (3) weeks of no absences) and meets the requirements specified in the code (students fourteen (14) and older). Students who quit school are also subject to having their learner's permit or driver's license suspended.

FLOWER/GIFT DELIVERIES

The office will **NOT** accept delivery of flowers, balloons, or other gift items. During Homecoming and Valentine's Day, we will coordinate a means for distribution of flowers/gifts with area florists. The intent behind this policy is to reduce interruptions of instructional time and provide a better system for florists to be able to distribute these items to students.

FOOD SERVICES

The District only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent or guardian wishing to request such dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the District's Director of Child Nutrition. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs. Free or reduced price lunches shall be provided for children whose parents meet eligibility requirements as set by the State Dept of Ed and the United States Department of Agriculture. Parents must fill out forms provided by the

school to determine eligibility before free and reduced lunches can be served. Forms can be obtained in the cafeteria, in both Assistant Principals' offices, and in the Counselor's office. The district does not permit students to charge meals. Payment for such food items is due at the time the food items are received. Parents or students choosing to do so may pay weekly or monthly in advance for students' meals. Students are only allowed to eat once on a free lunch. Payment must be made for a second lunch.

Parent/guardians have the right to bring food to school for their OWN child's individual consumption to be eaten during the school's designated breakfast and lunch times. Parents/guardians are encouraged to send the student to school with their breakfast and lunch rather than trying to bring it at the student's designated breakfast or lunch time. Students are not allowed to call out or have food delivered by local eating establishments. Students will not be granted an extension of the breakfast and lunch time due to the late arrival of their breakfast and lunch. The absence and tardy policies will apply to these students. If a parent/guardian chooses to bring food to school for their child, the student's name must be written on it, and it must be brought to the office during the student's designated lunch time. The parent/guardian will be given a visitor's pass in order to deliver the food to the students. Students are not allowed to go to the street and pick up food from cars.

Students are expected to proceed to their designated eating area and secure their meal in an orderly manner. There should be no breaking in line. Students who are disruptive, disorderly, break in line, or secure food without paying for it will be subject to disciplinary action.

Parking/Traffic Regulations

Students may park in any of the unrestricted parking spaces. Restricted parking spaces are designated. The streets and parking areas are a part of the Arkansas Highway System. All students, faculty, and staff must display current parking stickers on vehicles parked on campus. Students may obtain parking stickers in the Enrollment management office or the Registrar's Office at the Hope campus and in the Texarkana Campus Center Lobby at the Texarkana campus; staff and faculty may obtain parking stickers in the Human Resources Office. Parking and traffic violations are subject to fines or other corrective measures.

Clubs/Organizations

The College supports activities outside the classroom that enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students and faculty have the opportunity to become members of several clubs and organizations. They may participate in any College activity for which they are eligible. All student organizations

have faculty sponsors and are responsible to the Vice Chancellor for Student Services. Rules for starting new clubs/organizations are available in the Student Relations Office. Secret societies are not allowed to be recognized as clubs/ organizations.

The following organizations are currently active at UAHT:

Campus Crusade for Christ (CRU)

Campus Crusade for Christ is an interdenominational movement for students, with advisors from the staff and faculty and leadership made up of growing Christian students. CRU has a ministry presence in 191 countries. Campus Crusade for Christ's ministry goal is to reach the world's 60 million university students through Christ Centered fellowship, activities and retreats. www.campuscrusadesforchrist.org

Fine Arts Club

The Fine Arts Club was formed for the purpose of giving students an outlet for creative expression in the fine arts. The mission of the club is to foster an appreciation of the fine arts not only at the college, but also in the community, specifically in the areas of theatre, art, creative writing, and music. Membership is open to all currently enrolled students.

Information Technology Club

The purpose of this organization is to foster camaraderie among students in the Information Technology sciences, promote education and opportunities for the Information Technology students and to promote awareness and means by which members of the community at large may recycle and dispose of electronic waste.

Membership is open to anyone who has an active interest in the activities and is in agreement with the policies of the organization.

Multicultural Club

The purpose of the Multicultural Club is to bring about a better relationship among the students, faculty, and all ethnic groups, along with the enhancement of one's self-image. Also, the purpose is to have a positive effect on the general atmosphere of the College campus, as well as introduce beneficial projects to the College and community as a whole. Membership is open to all currently enrolled students.

Phi Theta Kappa (PTK)

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, lively fellowship of scholars, and stimulation of interest in continuing academic excellence. To become

members of Phi Theta Kappa, students must have attained at least 12 credit hours and a cumulative GPA of 3.50.

Student Government Association (SGA)

The Student Government Association is composed of elected representatives of the student body and deals with matters concerning the student body as a whole. SGA is a deliberative planning group which works in close liaison with administrative officials of the College, interpreting official policies to the students and student concerns to the administration.

T&I Club

The T&I Club goal is to expand the participant's occupational goals and awareness by tying together the industrial community and the college. The club is open to all students past and present, and members of the industrial community.

TRiO Student Success Club

In 1998 the TRiO Student Success Club was organized with a purpose designed to encourage and promote group unity, develop leadership skills, and provide academic, cultural and social support and services that will benefit the participants from the first day of enrollment to graduation. The club provides a friendly atmosphere, academic, cultural, and social workshops, cultural trips, fundraising activities and community service opportunities. Participants in the club serve as a resource to assist the TRiO Team in planning events and activities.

Parents and students are asked to sign the receipt below to acknowledge the receipt of this handbook. Parents and students are urged to be familiar with its contents. Please return the form below to the school within one week.

Date: _____

We, the undersigned, received a copy of the TEXARKANA COLLEGIATE ACADEMY Handbook and Discipline Policies.

Student: _____

Parent/Guardian: _____