Advance College Academy

for Business Administration

Student Handbook 2017-2018

Highland Springs High School

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OVERVIEW

The Advance College Academy (ACA) is a partnership with Henrico County Public Schools (HCPS) and Reynolds Community College that allows students to obtain an Associate of Science degree in Business Administration as well as an advanced high school diploma during their four years in high school. As a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), HCPS and Reynolds Community College follow a prescribed set of standards which ensure a high quality representation of college classes and coursework. Students who successfully complete their high school education through ACA, in accordance with existing agreements between Reynolds Community College and the Southern Association of Colleges and Schools (SACS), have an opportunity to transfer credits of the associate's degree to a four year college or university of their choice.

ACA is a four year program beginning in the 9th grade where emphasis is placed on core subjects, world language and transition into AP courses; this continues through the 10th grade. Beginning in the summer as rising 11th graders, students take the first college course. Throughout 11th and 12th grade years, students take the remainder of 61 college credits, at no cost to the family.

PROGRAM GOALS and OBJECTIVES

The ACA program is designed to prepare students for an accelerated academic experience. College readiness will be facilitated through the following goals:

- ✓ Preparing for the rigor of actual college courses through honors and AP classes taken during 9th and 10th grades.
- ✓ Developing effective and dynamic study skills by encouraging and designing study groups to enhance peer learning.
- ✓ Defining post-secondary academic and career goals through Strong Inventory and Meyers-Briggs testing and periodic one-on-one sessions with our Reynolds career coach.

Students who apply to a four year college or university may enter taking junior level classes, depending on the college or university as well as the student's major. Therefore, one of the primary goals of ACA is to prepare students for this level of course-work.

While at Highland Springs High School, ACA students are encouraged to be on the honor roll, participate in extra-curricular activities and apply for acceptance into the National Honor Society.

BUSINESS ADMINISTRATION

With the rapid development of business and industry in Virginia, there is a great demand for qualified personnel in business administration to provide leadership for this economic growth. The Associate of Science degree with a major in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration or similar business degree programs.

ATTENDANCE and ASSIGNMENTS

Implementations of habits for success in college begin in the 9th grade; therefore all students of the Advance College Academy are expected to maintain regular attendance in all classes. Because the ACA program is a diverse course of study that includes field trips throughout the year, students are expected to keep up with classroom instruction, assignments, and assessments while out of school.

Highland Springs High School (HSHS) follows a modified block schedule. All classes meet on Monday, odd period classes meet on Tuesdays and Thursdays while even period classes and 5th period meet on Wednesdays and Fridays. ACA students should not place themselves in a position where missing assignments create an impact on classroom grades.

Additionally, beginning with the summer courses at Reynolds for rising 11th graders, students are responsible for all Reynolds Community College student related policies and procedures found at http://www.reynolds.edu/studentaffairs/policy.htm. Adherence to Reynolds attendance guidelines supersedes HCPS attendance policies for number of absences and work missed.

A student who enrolls in a class and does not attend at least one class or participate at least once in a distance education class within the first 15% of the course, will be dropped as never attended. A student who has stopped attending classes or for the purpose of distance education/online courses, stopped participating in class assignments or class/online activities, for 20% of the course will be withdrawn for lack of attendance.

Reynolds's Student Development (SDV 100) and Personal and Community Health (HLT115) are designed as two separate one credit summer courses, provided exclusively at the Parham Road campus, to the rising 11th grade ACA students. Any student who does not meet Reynolds's attendance requirements and who is either dropped or withdrawn from a Reynolds class, paid by Henrico County Public Schools, will be obligated to remit the full cost of tuition and student fees to Highland Springs High School within 60 days or prior to senior obligation deadlines if the drop or withdrawal takes place during the spring semester of senior year.

Additionally, it will be the responsibility of the student who is withdrawn to register and pay tuition for SDV 100 and HLT 115 as course offerings are available. No seat will be available for a student in the summer classes other than as a rising 11th grader in the ACA.

GPA and CREDITS

Developing college readiness requires academic diligence. Each semester ACA student GPAs will be calculated. ACA students will maintain a minimum un-weighted GPA of 3.0 at every marking period, semester and year for both HCPS and Reynolds.

- An un-weighted GPA lower that 3.0 in any marking period or semester will result in academic warning.
- An un-weighted GPA lower that 3.0 in a second marking period or semester will result in academic probation.
- An un-weighted GPA lower that 3.0 in any marking period or semester will result in removal from the program.

  ***Upon removal, parents may be responsible for reimbursing HCPS the cost of any tuition and student fees paid to Reynolds Community College.*

STUDENT CONDUCT

Advance College Academy students are expected to maintain integrity and appropriate conduct as outlined in the HCPS Student Code of Conduct Handbook.

Evidence of more than two instances requiring disciplinary action by school administration will be considered excessive and grounds for extensive review of the circumstances and may result in dismissal from the program.

Additionally, beginning with the summer courses at Reynolds for rising 11th graders, students are responsible to both the HCPS Student Code of Conduct and all Reynolds student related policies and procedures found at http://www.reynolds.edu/studentaffairs/policy.htm.

If a student's enrollment at Reynolds Community College is terminated or suspended, the student will be dismissed from the ACA program.

[1]*Academic counseling consists of one or more meetings with the ACA school counselor, ACA coordinator, and relevant teachers to assist the student in determining the cause and a successful course of action that will allow the student to maintain a 3.0 or higher GPA*

EXTRA-CURRICULAR ACTIVITIES

Success in attaining college admission and maintaining progress throughout higher education is very often facilitated through involvement in extra-curricular activities. A complete list of all clubs and organizations sponsored at HSHS as well as contact information for the activities director can be found at http://blogs.henrico.k12.va.us/highlandspringshs/clubs-organizations/.

Many of the HSHS organizations are involved in community service which is an integral part of both the high school and college experiences. All Reynolds student-life opportunities can be found at http://reynolds.edu/studentaffairs/studentlife.htm.

ACA ENRICHMENT SESSIONS and FIELD TRIPS

To enrich the ACA experience, all ACA students will meet as a group, with the ACA Coordinator and/or the ACA Career Coach on one Monday of each month during a common class period. All ACA students are expected to participate in the activities, and refrain from scheduling/attending other activities during the meeting time.

There will be field trips planned each school year for ACA students. Each student is expected to attend and participate, unless it inhibits success in the specific class on the date of the trip. An ACA t-shirt must be worn to all ACA on-campus activities (open house, orientation, etc.) and all off-campus activities, including field trips.

TEXTBOOKS and MATERIALS

Individual class instructors issue textbooks and supplementary materials to each student, and each student is responsible for the proper care of these textbooks and materials. Any lost or damaged textbooks and materials issued are the financial obligation of the student/parent. Many Reynolds classes will also use open electronic resources (OER) to replace or supplement a textbook.

PROGRAM FEES AND EXPENSES

Annual Specialty Center fee	$20
Reynolds placement testing fees	waived
Field Trips	varies per location and transportation

*Efforts will be made to minimize the out-of-pocket cost of field trips so that all ACA students are able to experience our field trips.

TESTING REQUIREMENTS

Standards of Learning (SOL) End of Course (EOC) tests are given in the courses listed below. Some of these may have been taken in middle school. Nine SOLs are required for an advanced diploma.

Algebra I	Earth Science	World History I	English Reading
Geometry	Biology	World History II	English Writing
Algebra II	Chemistry	US History	

The PSAT is taken sophomore year as practice to reveal areas that require additional preparation before taking the SAT or ACT.

SAT and ACT are used by colleges to determine the aptitude level of an applying student. It is recommended that ACA students take their first SAT during the spring of 10th grade to align with the algebra II mathematics of the SAT. The ACA school counselor can provide comparative information on ACT and SAT tests. Students may register for these tests by following these links:

- http://sat.collegeboard.org/register/
- http://www.actstudent.org/regist/dates.html

IMPORTANT Reynolds English Placement Testing is conducted in February of 10th grade. This is a requirement for enrollment in Reynolds Community College. If a student does not receive a passing score, that student must wait 3 months to retest. A passing score must be achieved before registration of summer class begins. Students only have 2 opportunities to take this test.

IMPORTANT Reynolds Math Placement Testing is conducted during 10th grade. This is a requirement for Reynolds Community College math courses. If a student does not receive a passing score, they must wait 3 months to retest. A passing score must be achieved before the start of 11th grade. Students only have 2 opportunities to take this test.

SCHOLARSHIP RESOURCES

There is a multitude of scholarship information available. Each month of 12th grade, students receive a list of scholarships in homeroom. These can also be accessed through the school counseling office found at https://sites.google.com/a/henrico.k12.va.us/springercounseling/

Other online resources are www.fastweb.com and www.scholarships.com

ACADEMIC AND CAREER DEVELOPMENT SITES

Virginia Wizard provides college search and planning as well as interest inventories that are used by the Reynolds ACA career coach in helping students explore their interests.
https://www.vawizard.org

College Board provides many resources from testing registration, financial aid assessments, AP study aids and scholarships. http://www.collegeboard.org/

Additional information pertaining to ACA can be found on the following sites:

- Reynolds ACA website http://reynolds.edu/aca
- HSHS ACA website http://blogs.henrico.k12.va.us/hshsaca/
- Reynolds Career Coach blog http://acaccareercoach.wordpress.com

HONORS AND RECOGNITION

There are many opportunities to shine in the high school and college arenas.

Reynolds Convocation for ACA students will occur in the spring of 11th grade to recognize the accomplishments and progress of the students.

Phi Theta Kappa (PTK) is the international honor society for two-year colleges. Students must have completed 12 college credit hours and have a 3.3 cumulative Reynolds GPA for invitation to join PTK. Inductions occur in both the fall and spring semesters.

National Honors Society recognizes high school students who have maintained a 3.5 GPA and demonstrate involvement in school clubs, sports, and activities. Students may apply in 11th and 12th grade. Inductions occur in May.

HSHS also maintains Beta, French and Spanish honor societies. Applications for these are available through school counseling or the appropriate language teachers.

Community service is highly encouraged. Each student may complete and submit a community service form(s) each year to their social studies teacher. Any student who completes a minimum of 80 hours during their four years of high school will receive a Community Service Learning seal on their high school diploma and notation on their high school transcript.

HSHS holds underclassmen and senior honors assemblies at the end of each school year. Numerous opportunities to be recognized are presented. Families are welcome to attend and will be contacted in advance of the assembly should their student be receiving an award.

Reynolds Graduation will occur in May of 12th grade. Details and preparation for graduation will be distributed when available. HCPS Graduation will occur in June of 12th grade. Details and preparation for graduation will be distributed when available.

ADVISING AND FACULTY

Advance College Academy faculty is comprised primarily of HCPS teachers. It is the nature of concurrent enrollment that the college courses taken during junior and senior years, on campus at Highland Springs High School, are taught by HCPS teachers credentialed as adjunct professors with Reynolds. Any courses taught on campus at Reynolds will be taught by Reynolds faculty who may not also be HCPS teachers.

The HCPS school counselor and Reynolds career coach will meet periodically with groups of students or one-on-one with students to accomplish the goals and objectives of the ACA program. Reynolds will also provide faculty advisors to the students. Each advisor will meet one-on-one with their sub-group of students to assist in course and major selection.

The ACA coordinators for both HCPS and Reynolds will work together to ensure maintenance of the high standards set by the Southern Association of Colleges and Schools.

COURSES	**INSTRUCTORS**
English	Mrs. Honeycutt, Ms. Ramirez Ms. Martin Mrs. Naughton
Social Studies	Mr. Tual, Mr. Clark Mr. Wilson, Mr. Billett, Mr. Atkinson
Math	Mr. Rombach Ms. Kukuvka Ms. Beaton, Mr. Mehalko
Science	Ms. Robinson Ms. Jones Ms. Leonard Ms. Anderson Ms. Sherwood
Business	Mr. Riddle Mrs. Huss Mr. Lawrence Dr. Clark
ACA School Counselor	Ms. Gegenheimer
Reynolds Career Coach	Mr. Tyson

ACA at HSHS FOUR YEAR COURSE OUTLINE

Advance College Academy
Highland Springs High School

Honors English 9	Honors English 10	English 111 & 112* *(AP English 11)*	English 243 & 242* *(AP English 12)*
Honors Biology	Honors Chemistry	AP Physics, AP Environmental Science or AP Chemistry	Biology 101 & 102* *(AP Biology)*
Honors Geometry or Honors Algebra II	Honors Algebra II or Honors Math Analysis	Math 163 & 270* *(AP Calculus AB)*	Economics 201 & 202*
Honors World History II	AP European History or AP World History	History 121 & 122* *(AP VA/US History)*	HCPS Elective
World Language	World Language	ITE 115 & 140* *(MS Office Apps.)*	Political Science 211 & 212* *(AP Government)*
Health & P.E.	Health & P.E.	Leadership & Business 100*	Accounting 211 & 212* *(Accounting I)*
HCPS Elective	Online Economics & Personal Finance	HCPS Elective	HCPS Elective
	HCPS Elective		

***Curriculum is subject to change.** Courses identified with an asterisk are Reynolds courses that will meet the requirements of an advanced studies high school diploma.

There is no cost for students to enroll in the program or earn an associates' degree through the program.

Additional Requirements:

- SDV 100/ HLT 115 College Success Skills & Personal and Community Health to be taken at Reynolds Parham Road campus during the summer prior to beginning grade 11
- Students must successfully complete Algebra I and maintain a 3.0 GPA when applying. It is recommended that students complete World History I prior to enrolling in the academy.
- 3 years of one world language or 2 years, each, of two world languages is required for graduation from high school.

REYNOLDS COURSE DESCRIPTIONS

APPROVED LABORATORY SCIENCE

BIO 101 General Biology I (4 cr.)

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Part I of II.

BIO 102 General Biology II (4 cr.)

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Part II of II.

ENGLISH

ENG 111 College Composition I (3 cr.)

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and analysis with at least one researched essay.

ENG 112 College Composition II (3 cr.)

Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Requires students to develop competency in preparing and delivering an oral presentation.

ENG 243 Survey of English (British) Literature I (3 cr.)

Examines major English (British) texts from the Anglo-Saxon period to the 18th century, emphasizing the ideas and characteristics of the British literary tradition. Involves critical reading and writing. ENG 243 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112 or its equivalent.

ENG 242 Survey of American Literature II (3 cr.)

Examines American literary works from 1865 to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 242 has been designated as a "writing intensive" course according to standards developed by the English department. Prerequisite: ENG 112

HISTORY

HIS 121 United States History I (3 cr.)

Surveys the United States history from its beginning to the present (part I of II). History 121 and 122 need not be taken in sequence.

HIS 122 United States History II (3 cr.)

Surveys the United States history from its beginning to the present (part II of II). History 121 and 122 need not be taken in sequence.

MATH ESSENTIALS

MTH 163 Precalculus I (3 cr.)

Prepares students for applied calculus or elementary discrete mathematics. Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions.

MTH 270 Applied Calculus (3 cr.)

Introduces limits, continuity, differentiation and integration of algebraic and transcendental functions, techniques of integration, and partial differentiation.

INFORMATION TECHNOLOGY ESSENTIALS

ITE 115 Introduction to Computer Applications and Concepts (3 cr.)

Covers computer concepts and internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Prerequisite: Keyboarding

ITE 140 Spreadsheet Software (Excel) (3 cr.)

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Includes typing and editing text in a cell, entering data on multiple worksheets, working with formulas and functions, creating charts, and pivot tables, styles, inserting headers and footers, and filtering data.

BUSINESS and ACCOUNTING

BUS 100 Introduction to Business (3 cr.)

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management.

ACC 211 Principles of Accounting I (3 cr.)

Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination, and financial reporting. Studies services, merchandising, and internal controls.

ACC 212 Principles of Accounting II (3 cr.)

Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations, and the study of financial analysis. Includes an introduction to cost and managerial accounting concepts. Prerequisite: ACC211.

ECONOMICS

ECO 201 Principles of Economics I–Macroeconomics (3 cr.)

Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments.

ECO 202 Principles of Economics II–Microeconomics (3 cr.)

Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticity's, marginal benefits and cost, profits, and production and distribution.

POLITICAL SCIENCE

PLS 211 United States Government I (3 cr.)

Teaches structure, operation, and process of national, state and local governments. Includes in-depth study of the three branches of the government and of public policy.

PLS 212 United States Government II (3 cr.)

Teaches structure, operation, and process of national, state and local governments. Includes in-depth study of the three branches of the government and of public policy.

PERSONAL WELLNESS ELECTIVE

HLT 115 Personal and Community Health (3 cr.)

Explores the relationship between personal health and physical fitness as they apply to individuals in today's society. Includes nutrition, weight control, stress, conditioning, and drugs.

COLLEGE SUCCESS

SDV 100 College Success Skills (1 cr.)

Assists students in transition to college. Provides overviews of college policies, procedures, and curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and math placement testing. Strongly recommended for beginning students



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The printed and signed names below confirm that my ACA student and I (parent/guardian) have received and read the 2017-18 ACA handbook and agree to comply with the rules and expectations of the program. I also understand that failure to meet these expectations will jeopardize my child's eligibility to remain in the center.

Detach and return just this page to Mr. Riddle, ACA Coordinator *(located in the ACA Office)*, on/before <u>September 29, 2017.</u>

_____
Parent's/Guardian's name (please print)

_____ _____
Parent's/Guardian's signature Date

_____
Student's name (please print)

_____ _____
Student's signature Date

One copy of this handbook is provided to each family. A new copy will be provided to each family should any revisions to the handbook occur during the school year. An updated handbook will be provided each school year; a new signature page will be required each year.