



Keller Center for Advanced Learning

Student Handbook 2023-2024



201 Bursery Road
 Keller, Texas 76248
www.kellerisd.net

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In its efforts to promote nondiscrimination, Keller ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990(ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended. Admission to these programs is based on interest, aptitude, age appropriateness and class

Frequently Called Numbers

Main Number (817) 743-8000
 Attendance (817) 743-8002
 Counselor (817) 743-8012
 Nurse (817) 743-8020
 Security (817) 743-8087
 Campus Accountant (817) 743-8009
 SRO (817) 743-8073

Principal

Lindsey Rudnick - lindsey.rudnick@kellerisd.net

Assistant Principal

Tanya Snook - tanya.snook@kellerisd.net

Assistant Principal

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Campus Counselor

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Campus Secretary

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Campus Accountant

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Receptionist

Rosana Medina - rosana.medina@kellerisd.net

Clerk - Cosmetology/Graphics

Pam Cipriani - pam.cipriani@kellerisd.net

Clerk - Culinary

Renee Ulrich - renee.ulrich@kellerisd.net

Clerk - Auto & Vet/Science

Nurse

Stacy Arnold - stacy.arnold@kellerisd.net

Point Receptionist

Whitney Skirvin - whitney.skirvin@kellerisd.net

Student Attendance

TBD

School Resource Officer (SRO)

James Intia - james.intia@kellerisd.net

Campus Security

Randy Faulkner - randy.faulkner@kellerisd.net

Al Duvall - albert.duvall@kellerisd.net

Welcome to KCAL

Dear Student/Parent or Guardian,

We are thrilled that you have chosen to attend the Keller Center for Advanced Learning (KCAL). This is an exciting time in your educational career, and we are honored that you have made KCAL a part of your journey towards graduation. You will have a variety of hands-on, real-world experiences while attending KCAL, and you will also be involved in rigorous coursework that will prepare you for your future endeavors.

Please take a moment to review the handbook for guidelines and expectations while attending KCAL. Both you and your parent/guardian will need to sign the Statement of Agreement during the first week of school. These will be turned into your CTE teacher at KCAL.

Thank you again for choosing to attend KCAL. We are looking forward to working with you.

Thank You,
KCAL Staff

Purpose of the Student Handbook

- To provide clear expectations and guidelines governing student behavior, activities, and discipline.
- To provide a framework for building a safe and effective academic community which fosters everyone's learning potential.
- To specify guidelines for teaching and encouraging behaviors necessary to meet the school, district, and community's expectations.
- To describe methods of corrective instruction and consequences for behavioral infractions.

KCAL Mission

In partnership with the community, we will inspire, empower, and educate every student to excel in a diverse, global society for life-long success.

KCAL Vision

We will provide a comprehensive program that prepares our students for post-secondary endeavors through rigorous curriculum, relevant experiences and lasting relationships.

Student Responsibilities and Expectations

KCAL programs are designed to prepare students for gainful employment in business & industry, prepare them for college, and provide a curriculum that includes hands-on experiences of industry standards and learning with state-of-the-art equipment. Programs are taught in classrooms and labs are comparable to industry standards utilizing machinery, tools, and equipment for demonstration.

KCAL is a campus with a business/college culture. We have very high expectations for our students. As a KCAL student, you will be treated with the utmost respect and considered to be a mature young adult with specific goals for learning. Our courses are geared for students to earn college credit and/or industry licensures that put them a step ahead of other students in obtaining high paying positions after high school, either part-time as students attending college or full-time employment after high school.

Because we expect our students to be mature and goal focused, there are privileges that are granted to KCAL students.

These privileges include:

- No bells
- Furniture in common areas to study or network with other students
- A school store for snacks, school supplies and other convenience items
- Opportunities to participate in Career & Technical Student organizations (CTSO) competitions with the chance to attend area, state and national competitions.

Certainly, with privileges come responsibilities. To stay in alignment with KCAL's business/college culture, there are high expectations for student behavior at KCAL. We have visitors in our building daily, including the Superintendent and Central Administrators, Administrators from other KISD campuses, top officials from our cities, community members and visitors from campuses throughout Texas. Therefore, we expect every student to be an ambassador for KCAL.

There are non-negotiable expectations for the behavior of our students. The requirements for every KCAL student are as follows:

- KCAL is a campus that adheres to the KISD core values. It is expected that each student, faculty and staff member will treat each other with respect at all times.
- Students are required to, at a minimum, follow district dress code. As a professional campus, it is expected for students to dress in preparation for the workforce. Other dress may be required based on your program of study.
- Students are expected to be in class on time & engaged in learning.
- Students are expected to report to class upon arrival to campus.
- Students are expected to dispose of trash in campus trash receptacles and pick up after themselves.
- Students are expected to follow all KISD transportation rules and expectations to and from all campuses.

Behavior Policy

Appearance must be appropriate for a student's classroom or internship setting. Attitude must include:

- Ability to accept and follow directions from staff.
- Accept individual and group assignments.
- Always stay on task.
- Getting the job done correctly and on time.
- Respect for others, for the equipment, for the school building, and for the reputation of KCAL.

Work Assignments

Most assignments at KCAL are project-based. This means you will be doing research on topics and creating ways to show what you are learning. You will be doing long-term projects by yourself and/ or in a group that will require time management and organization, and which will also

require you to learn how to break large projects into smaller manageable pieces. A calendar to plan each piece of the project is recommended. As part of a team, it is imperative that you are here every day, barring illness or emergency, and that you are dedicated to your team and your program of study.



Attendance

Excellent attendance is an important part of participating in KCAL programs. Since

much of the class work is done in groups and is done over a

long period of time, it is detrimental to other group members for a student to miss a lot

of class time. The classes

will be collaborative and hands-on in nature and as such, absences and tardies create problems. Of course, illness and emergencies happen but should not be an ongoing issue. KCAL classes should be looked at as a job, where you must attend regularly to stay employed. In the case of prolonged absences, assignments may be arranged for students who expect to be out of school three days or more for an approved reason. Please let your teacher know as far ahead of time as you know. Assignments cannot be arranged on a daily basis.



Tardies

Students must be in the classroom at the assigned time for the period to begin.

Excuses such as car trouble, parking problems, traffic, or inclement weather will be considered unexcused.

Bullying and Hazing

According to the Keller ISD policy FFI (Legal) and FFI (Local), "bullying" means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

This conduct is considered bullying if it:

Exploits an imbalance of power between

1. the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.



Keller ISD has set up an on-line resource page to assist our community with learning about bullying and harassment and how to prevent it.

Please visit the site at: [www.kellerisd.net/ domain/98](http://www.kellerisd.net/domain/98). Keller ISD is committed to holding our employees, volunteers, and parents to these same anti-bullying standards.

Bullying and/or harassment of any kind will not be tolerated at KCAL. These situations will be handled by following the Keller ISD Student Code of Conduct and in collaboration with the student's home campus.

Hall Pass

Students are expected to have a KCAL hall pass anytime they leave their class during instruction. It is essential that students keep their pass visible at all times while they are in the hall. If you do not have a pass, you will be stopped by a KCAL staff member.

Attendance

Students are expected to sign in with attendance at their home campus in order to not be marked absent. If student attends an activity on home campus during scheduled KCAL or miss the bus, they are to report to the attendance office.

Dress Code

Professional dress will be encouraged on Thursday of each week to exemplify a business atmosphere. Students may be required to wear program specific clothing while in class, i.e. Scrubs, coveralls, smocks, etc. Students are required to, at a minimum, follow district dress code. As a professional campus, it is expected for students to dress in preparation for the workforce. Other dress may be required based on your program of study.

Please let your teacher know if you do not have the means to make this happen.

Discipline Issues

Students are expected to have a high work ethic as a requirement to participate in KCAL's state-of-the-art programs. Equipment must be handled with care. Teachers must be treated with respect. An adult college experience with a lot of freedom will be offered to all students. If students are unable to follow guidelines of acceptable behavior as listed in the Expectations for Student Behavior, there will be a step-by-step discipline process that will be followed. Students will be given a chance to change any behavior and resolve the issues, but if problems persist, the student may be removed from the program and sent back to their home campus to another course. The step-by-step process will be explained in detail to the student and parent, if necessary.

Assemblies/PEP Rallies

Students will be allowed to attend assemblies and pep rallies at their home campus. Students will be expected to check with their teachers for any work missed. Students must check in at attendance with home campus to attend and for attendance to be marked accordingly.

Social Media Footprint

Students should be mindful of their social media footprint. A social media footprint is the trail that you leave behind for others to find every time you interact on social media.

Transportation

Bus transportation is provided to and from all district high schools for each class period. KCAL doors open at 7:30 and classes begin at 7:40. This is different from home campus start time.

Students using bus transportation for first period will need to arrive at their home campus early. See the daily bus schedule below. It is expected that all students adhere to all the transportation rules and guidelines. Disciplinary actions will be taken if inappropriate or unsafe behavior occurs.

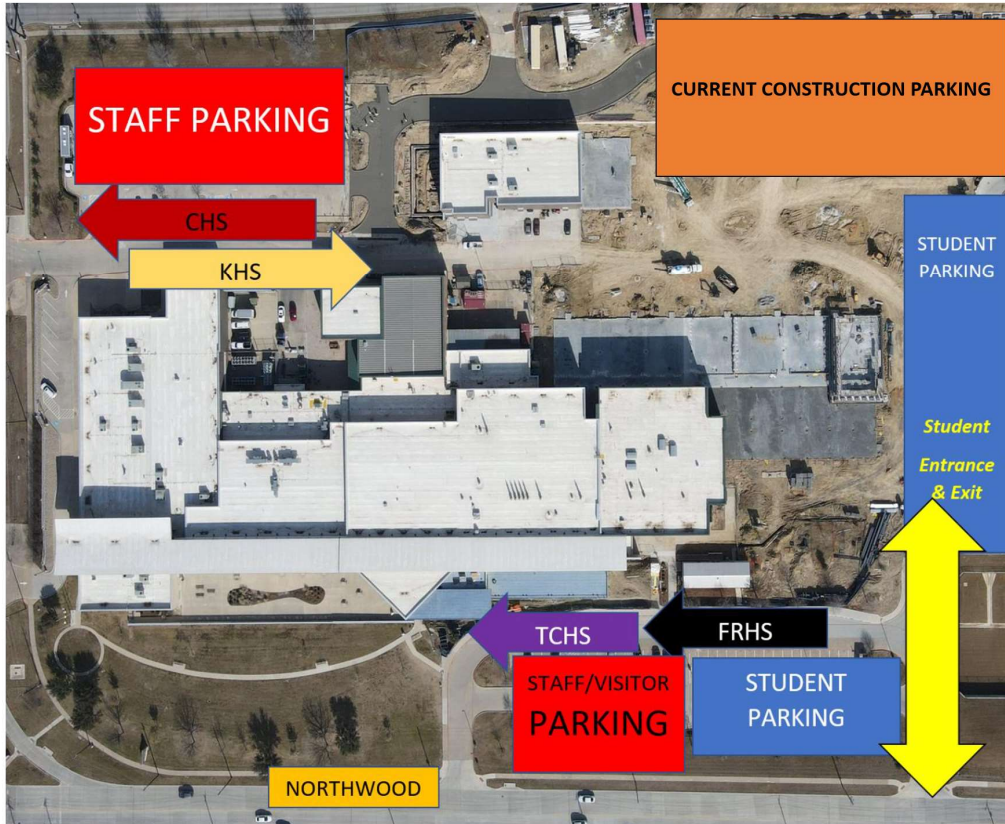
Bus Arrival/Departure Schedule			KCAL Bell Schedule		
Period	KCAL Arrival	KCAL Departure	Period	Class Begins	Class Dismiss
1	7:30	9:15	1	7:40	9:11
2/3	9:35	10:59	2/3	9:35	10:55
4/5	11:55	1:19	4/5	11:55	1:15
6/7	1:39	2:52	6/7	1:39	2:48
All Students Released by 2:48			8th	2:52	3:45

Parking

Only students involved in certain off-site externships, internships, or practicums will have the opportunity to park on KCAL property. Priority will be given to students in certain off-site internships. These students must follow all safety procedures and related rules and regulations including parking issues. Students must understand that driving to KCAL is a privilege and not a right. The following rules and regulations must be followed:

- Students must park their cars in the designated student parking areas. Parking areas for KCAL

- include the designated spots on the map below.
- Students must have a KCAL parking permit visible on their car to park on the KCAL campus.
 - Student vehicles parked in "reserved," "visitor," or "staff" parking will be subject to towing.
 - The speed limit in the parking lot is 5 mph. No student should drive recklessly at any time. Doing so could result in the loss of your parking privileges.
 - Students must remember that school buses always have the right of way.
 - Students should not park in the nearby businesses and/or neighborhoods. Those vehicles are subject to towing and ticketing by the business and the city.
 - Habitual violations of driving or parking rules will result in driving privileges being revoked and/or disciplinary action.
 - Students who receive a parking spot through the parking lottery system are not guaranteed a parking spot on-site at KCAL.



Leaving Campus During Class Time

Students will not be excused during class time without checking out at the attendance office and without a parent note or parent phone call requesting their early release. Leaving campus for internships will be addressed by the work-based instructor before the internship begins. No students should leave KCAL prior to your designated dismissal time.

Externships/Internships/Practicums/Apprenticeships

Senior practicum students might be offered the opportunity for an internship as part of their KCAL program of study. An internship is a well-defined, short-term learning experience to assist students in their preparation for a chosen career field. With intentional learning goals, mentorship, and evaluation, interns apply their classroom learning to “real world” experiences, enhancing their education and adding value to the business partner.

Typically, students participate in projects alongside practicing professionals as they tackle special day-to-day challenges. A separate detailed internship packet will be given to all internship students. To participate in off-site internships, the student is responsible for providing their own transportation.

Characteristics Include:

- Most experiences will be a minimum of 30 hours and will vary by career pathways. Certification programs have extended hours for completion of certification, training, or exams.
- The day/times are arranged individually. Students are scheduled to attend their experience during the student’s specified classroom times. Some hours may extend into the early evening hours. Weekend hours are between the student and the partner and are to be considered in addition to the standard classroom contact hours.
- The experience is for an academic credit. Some company policies only allow paid experience, and this is acceptable.
- High school seniors enrolled in the second or third year of a career and technical education program are eligible for the program.

Eligibility for Internships:

- Recommendation from your teacher which will include a minimum average score of 90 on the employability rubric.
- Successful completion of Career Modules.
- Passing score in Mock Interview evaluation.
- Satisfactory grades in CTE courses (85 or above).
- No more than 2 unexcused absences per semester.
- No pending discipline referrals either at KCAL or your home campus.

Employability Skills

Our biggest focus for students at KCAL is employability skills. These skills include attendance, on-time arrival, meeting deadlines, working toward personal/team goals every day, and ethical use of technology. Dress code requirements must be met, and students are expected to behave as if they were on a college campus or in a business atmosphere at all times. Students must be punctual, dress appropriately, and conduct themselves in an orderly and cooperative manner at all times. To provide focus and definition for employability skills, we have defined an assessment in terms of these five behavior characteristics. Each characteristic is assessed at one of five levels as follows.

Keeps appointments on time.

1. Is rarely in attendance and on time. (more than 4 absences/tardies)
2. Is occasionally in attendance and on time. (3 to 4 absences/tardies)
3. Is usually in attendance and on time. (2 to 3 absences/tardies)
4. Is consistently in attendance and on time. (1 to 2 absences/tardies)
5. Is always in attendance and on time. (no absences/tardies)

Completes assignments on time.

1. Rarely completes assignments on time.
2. Occasionally completes assignments on time.
3. Usually completes assignments on time.
4. Consistently completes assignments on time.
5. Always completes assignments on time.

Exhibits professionalism in the areas of courtesy, appropriate language, and dress.

1. Rarely exhibits professionalism.
2. Occasionally exhibits professionalism.
3. Usually exhibits professionalism.
4. Consistently exhibits professionalism.
5. Always exhibits professionalism.

Interacts within a group based upon an understanding of and a desire to achieve the goals of the group.

1. Rarely makes goal-oriented decisions.
2. Occasionally makes goal-oriented decisions.
3. Usually makes goal-oriented decisions.
4. Consistently makes goal-oriented decisions.
5. Always makes goal-oriented decisions.

Makes choices of personal behaviors based upon his or her long-term goals rather than short-term satisfaction.

1. Rarely adheres to the ethical use of technology.
2. Occasionally adheres to the ethical use of technology.
3. Usually adheres to the ethical use of technology.
4. Consistently adheres to the ethical use of technology.
5. Always adheres to the ethical use of technology.

Students will be given one employability grade per nine weeks that will count as a summative assessment in each CTE course that they take at KCAL.



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Student Handbook
Keller ISD
Keller Center for Advanced Learning 201
Bursesey Road, Keller, TX 76248

Student/Parent Statement of Agreement

A copy of the Keller Center for Advanced Learning’s 2022-2023 Student Handbook is located on the KCAL website.

- I have read and understand the information provided in this handbook.
I further agree to follow the rules and regulations as described in this handbook.

Parent/Guardian Signature

Printed Name

Student Signature

Printed Name

Date

Career and Technical Education Department

Career and Technical Education Director

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