



Argosy Collegiate Charter School

in partnership with

Bristol Community College

Early College Handbook

Argosy Collegiate is an Early College Program school as designated by the Department of Elementary and Secondary Education.

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Our Mission

Our mission at Argosy Collegiate is to prepare our scholars with the academic foundation & the character skills necessary for success in college, career, & life.

Our Vision

As an Early College Program Our primary goal is to ensure that 100% of our scholars graduate from a four-year college with employable skills, valuable knowledge, and the internal character traits to see them through life's challenges.



As an **Early College Designated School**, we fiercely believe that all scholars are capable of achieving at high levels.

Our primary goal is to ensure that 100% of our scholars earn a bachelor's degree in a relevant field of study, prepared for the 21st century job market. Life success – which we define as the ability to pursue one's interests, support one's family, gain meaningful opportunities, and participate positively within the larger community – is an inextricable part of our mission.

Our key design features, as outlined in our educational philosophy and education program and as informed by our mission and core beliefs, are structured to support the success of all scholars.

Non-Discrimination Notice

In compliance with requirements by the Federal government (Title IX of the Education amendments of 1972, section 504 of the Federal Rehabilitation Act of 1973, and the implementing regulations) and the Massachusetts State Government (Chapter 622 of the Acts of 1971, and the implementing regulations) Argosy Collegiate Charter shall prohibit discrimination on the basis of race, color, national origin, religion, sex, handicap, or sexual orientation, in regard to hiring practices by any and all schools and department and also in regard to scholar admission to school, courses of study, activities, and any other opportunities for Scholars made available within the Argosy Collegiate Charter.

In addition, Argosy Collegiate Charter High School does not discriminate on the basis of gender identity, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English Language or a foreign language, homelessness, or a prior academic achievement.

School Website & Email

Families should regularly check the school's website at www.argosycollegiate.org for recent news, updates, upcoming events, school policies, information about our scholar supports, etc.

If you have suggestions or questions regarding the website, please email us at: info@argosycollegiate.org

Campus Contact Information

General email for both campuses: info@argosycollegiate.org

Middle School Campus (Grades 6-8) 263 Hamlet Street Fall River, MA 02721 Main Office: 508-567-4725 Fax: 774-365-4383	High School Campus (Grades 9-12) 240 Dover Street Fall River, MA 02724 Main Office: 774-955-5857 Fax: 774-955-5825
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Early College Team Contact Information

- ❖ Michelle Carney - Director of Academic Achievement (Argosy)
 - mcarney@argosycollegiate.org
 - 508-617-1357
- ❖ Kim Reynolds - Asst Director of Student Support (Argosy)
 - kreynolds@argosycollegiate.org
 - 508-536-1863
- ❖ Monica Filgo - Middle & High School Principal (Argosy)
 - mfilgo@argosycollegiate.org
 - 508-617-1337
- ❖ Jessica Mello - Dean of College & Career Readiness Grade 9 & 10
 - j.mello@argosycollegiate.org
 - 508-863-2568
- ❖ Holly Raposo - Dean of College & Career Readiness Grade 11 & 12
 - hraposo@argosycollegiate.org
 - 508-904-6859
- ❖ Brian SilvaBoutwell - Early College Liaison
 - bsilva@argosycollegiate.org
 - 508-974-5891
- ❖ Michele Almeida - Academic Coordinator & Advisor (Bristol)
 - michele.almeida@bristolcc.edu
 - 774-357-4058

Early College Program

Argosy Collegiate, in partnership with Bristol Community College, is proud to have been designated as an Early College Program by the Department of Elementary and Secondary Education in the spring of 2022. Our Early College Program has been designed as a ‘wall-to-wall’ program - meaning Argosy Collegiate is committed to supporting all scholars in accessing and participating in Early College Programming, not just a select few, at no cost to scholars. Through the Early College Program, scholars enroll in college-credit bearing courses that also satisfy high school course requirements, and so simultaneously earn college credits. Scholars also benefit from:

- college and career readiness;
- real-world college-level experiences that can set them apart from other college applicants;
- accelerated course pacing - allowing for time for additional and advanced coursework - upwards of a full year or more of college credits by the time a scholar graduates high school;
- transferable credits for their future post-secondary education choice,
- reduced college costs as Early College Program courses are offered at no cost to scholars.

Argosy Collegiate’s Department of Early College Programming and Career Development is focused on supporting scholars in their progression through the Early College Program - with a focus on increasing participation and credit attainment for all scholar groups and demographics.

This support begins at the middle school level as scholars work to build a strong academic foundation, explore career interests and college options, and develop collegiate and financial literacy through Collegiate Skills and Navience activities. Further, Argosy Collegiate supports scholars’ development in academic habits and dispositions that success through activities, instruction, and feedback framed by our DREAM Values - determination, respect, excellence, altruism, and maturity - and social-emotional curriculum. The Deans of Early College Programming engage middle school scholars frequently to inform them of the opportunities at the high school level, and explore potential pathways and course selections.

Once at the high school level, scholars continue in the Early College Program through further readiness courses or clinics and/or by enrolling in their first college-credit bearing courses. Scholars are assisted in this progression by their assigned Dean of Early College Programming to identify and mediate barriers, gain course advisement, and explore potential internship or work-study programming in their area of interest. Scholars enrolled in college courses are provided course-level support through ‘companion courses’ facilitated by Early College Liaisons, as well as support in accessing services through Bristol’s Office of Disability Services, and Learning Commons and Writing Center. Scholars are also supported through Argosy Collegiate’s school adjustment counselors to address social-emotional needs and concerns that may hinder academic achievement.

In sum, Argosy Collegiate’s Early College Program, as led by the Department of Early College Programming and Career Development Office, is committed to an Early College Program that is academically and socially inclusive, intellectually responsive, and champions of change - and so opening access to college to our diverse population of scholars, and specifically those who are historically underrepresented in early college programs.

For general information or questions regarding college planning please email: (awaiting an email address from Chris)

The Enrollment Process

Our partnership with Bristol Community College is an exciting opportunity for Argosy Collegiate scholars to enroll in Early College courses and gain college experiences. Our vision is that our scholars will be able to graduate 12th grade not only with their high school diploma, but also a college acceptance letter, and a full year of college credits completed – AT NO COST. Through MassCoreTransfer, scholars will be able to transfer their earned college credits to a number of excellent colleges and universities in Massachusetts to dramatically decrease the cost of a bachelor's degree.

Bristol Community College offers a variety of Early College opportunities for scholars. With Early College, you have the potential to earn high school and college credits at the same time within a guided academic pathway. Early College scholars at Argosy graduate high school with a head start in their career and academic goals and are better prepared for college success.

Beginning in the 9th grade, scholars who have demonstrated grade level mastery of reading and writing English will be able to take Early College courses in either Spanish or Portuguese right away. Argosy Collegiate provides scholars with classroom and academic support to ensure that all scholars meet the expectations of this college level course, both inside the classroom and out. Scholars who are not ready for Early College in foreign language in the 9th grade will take a literacy intervention course in addition to their ELA course to get them to grade level proficiency prior to taking any Early College courses.

Enrollment Policy

Argosy Collegiate collaborates with faculty and staff to recruit and evaluate ECP applicants for readiness. We prioritize our focus on underserved populations to college access, and focus on a holistic enrollment plan using 4 benchmarks:

- **Program Interest**
- **Academic assessments** (using MAP, IXL, and grade data pulls) please note there is no GPA requirement for entry into the early college program. These assessments are used to identify potential barriers to course success and allows staff to implement appropriate supports and services to help scholars be college course ready.
- **Scholar Transcript Audit.** This audit allows the Deans of Early College to identify where scholars are in their high school programming and how ECP planning may integrate into their current academic transcript.
- **Character Readiness-Demonstration of our DREAM Values of Determination, Respect, Excellence, Altruism and Maturity.** Support may be needed to increase collegiate habit building to promote success in a college classroom. As we will see in data trends, a number of our scholars from underserved populations within our Argosy community need additional academic support to help them reach standards at or above grade level. By utilizing a Care Committee comprised of Deans of Early College Programming and Career Development, School Adjustment Counselors, Special Education and EL chairs, Early College Liaison and Dean of Students, we can review ECP applicants and assess the areas of support that would be most beneficial to prepare them for course

work within the pathway. Some examples of supports would be enrollment in literacy and math clinics, after school tutoring, executive functioning workshops, SEL workshops (time and stress management)

How to Enroll

Guidelines:

- ❖ Complete your Early College commitment form to participate.
- ❖ Participate and successfully complete academic and Early College Program requirements.
 - Know the Ropes
 - Successful completion of College Success Seminar (CSS)
- ❖ Must meet all course prerequisites & academic readiness per the course policies of Bristol Community College.
- ❖ Submit a completed Bristol Early College Application which includes:
 - Scholar Application
 - Early College Dean Authorization Form
 - Copy of most recent Transcript
 - Official copy of any applicable testing scores
 - Attend Mandatory Early College Orientation by Bristol Community College in September

Potential Drop Course Policy

We understand that dropping a course is not an easy decision for any of our scholars and families. Our Early College Program provides all the support and guidance necessary to support scholars during this time. Scholars will have the opportunity to meet with a Dean or the Early College Liaisons to discuss options and supports that are in the best interest of the scholar, which include:

- Career Assessment/Counseling
- Course Planning
- Academic Plan
- Transitioning back to ACCS coursework and schedules

Our goal if a scholar needs to drop a course is to feel supported and have a positive transition back into the Argosy classroom communities. Dropping a course is the last option as we will work together to promote scholar success and offer as much support as needed to be successful.

Support Services

Early College Dean's

Office of Disability Services

Librarian Services

Early College Liaisons	Argosy Special Education Services	Learning Commons & Writing Center
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Early College Deans

- ❖ Academic Counseling
 - Assess Academic Progress and Potential
 - Course Planning
 - Pathway Exploration
 - Coping Strategies to help scholars with Academic challenges
 - Soft Skill Development
- ❖ Career Counseling
 - Career Exploration
 - Career Assessment
 - Resume building
- ❖ Alumni Support
 - Job Search
 - Career Development

Early College Liaison

The Early College Liaison is committed to scholar success to and through college and beyond. The liaison prides themselves in providing academic support while scholars take Early College courses, planning post secondary success, and resume building. These supports are a collaborative effort with Bristol CC to help scholars seek and learn self-advocacy, organization, effective study habits, and connecting scholars to:

- Character building
- Extracurricular Activities
- Leadership Opportunities
- Social Events
- Diversity Engagement

Argosy is committed to using its Early College Program to promote scholars' college readiness and future success in post-secondary education by providing resources to support and monitor scholars by:

- ❖ Measures of Attendance, Behavior, and Course performance (the “ABCs”) and following up with concerns addressed to CCR
- ❖ Help facilitate learning and ensure scholars are on track with weekly assignments and upcoming tests or exams by facilitating checking ins after monitoring in person lectures
- ❖ Weekly check-ins with Early College scholars to monitor their progress with Bristol Community College courses
- ❖ Create course recommendations by collaborating with Early College scholars to ensure they are on track with their selected pathway.

- ❖ Facilitate companion courses in order to give scholar's a collegiate focused space to work on assignments, receive tutoring services, and/or any other accommodations needed.
- ❖ Create, assess and monitor study groups within the companion courses to maximize scholar understanding of course content and assignments, to which study group becomes a positive habit and multifaceted approach to studying for exams and tests.
- ❖ Assist scholars in engaging and communicating with various faculty and staff members at Bristol Community College to which encourages scholar advocacy, independence and life skills.

Special Education Services - Argosy Collegiate High School

It is our mission to determine and provide the support that each scholar requires in order to meet the academic, behavioral, and social expectations of our rigorous program. Access, equity and community engagement is what we strive for here at Argosy, we believe that 100% of our scholars can go to college and 100% can graduate with a college degree.

Scholars with disabilities enrolled at Bristol Community College for Early College opportunities are held to expectations, and consequences, for both success and failure, as all other scholars. An Early College program for scholars with disabilities should include a discussion and plan of the accommodations, services, and supports needed to support each scholar in their academic pathway to success.

These factors require advanced planning and documentation; therefore, early conversations and decisions are critical in order to ensure that services are in place prior to the first day of class. Any contract for Early College should have written local processes and procedures related to scholars with disabilities and ADA/504 accommodations. The high school special education staff, along with Bristol Community College's Disability Services support staff shall follow the processes and procedures to provide mutually agreed-upon services that address the accommodation needs of each scholar.



Legal Responsibilities

Civil Rights

Title II of the Americans with Disabilities Act of 1990 (ADA) ensures that all individuals with disabilities cannot be denied access and/or opportunities by any public entity. Accommodations and/or modifications must be made to ensure accessibility for individuals with disabilities.

Title II of the Americans with Disabilities Act and Section 504 Plans Argosy Collegiate guarantees every child access to a Free and Appropriate Public Education (FAPE) by ensuring that all children are able to participate and be included in all activities, programs and services regardless of disabilities.

For further information regarding Special Education Services provided by Argosy Collegiate, please refer to the [Student and Family Handbook](#).

Office of Disability Services (ODS) - Bristol CC

At Bristol The Office of Disability Services (ODS) provides you and our diverse population of scholars with disabilities with a full range of advocacy and learning services. ODS assists you, as well as other College departments, in providing access to services and programs in the most integrated setting possible.

There are more than 900 scholars with disabilities actively registered with ODS, including scholars with:

- Learning disabilities
- Psychological disabilities
- Physical disabilities

- Sensory disabilities (such as vision loss and being D/deaf or hard-of-hearing)

ODS is dedicated to providing you with access to the equipment and tools necessary to be successful at any Bristol Community College location. Please contact the ODS Office directly by completing the disability survey on the BRISTOL Access website to start the intake process, as your accommodations will not directly crossover to the Early College courses. Once a survey is received a Bristol learning specialist will contact scholars regarding required documentation. Contact information is provided below, if you need assistance with this process, please notify your Early College liaison and/or Deans of College and Career Readiness.

Disability Services
777 Elsbree St. Fall River, MA 02720

Phone: 774.357.2955

Email: ODSaccess@bristolcc.edu

Location: L109 Hours: M-F, 8:30 a.m. - 4:30 p.m

The Learning Commons & The Writing Center at Bristol

The Library Learning Commons is the central hub for tutoring at Bristol Community College. The Library Learning Commons houses both the Writing and the Tutoring and Academic Support Centers. With locations on each campus, the Library Learning Commons offers you, regardless of ability level, the opportunity to utilize the services and reach your educational goals.

Tutors are available to help you with study skills (note-taking, test preparation, etc.), specific course content questions (for most courses offered), and all types of writing (including non-class-related writing). Our tutors teach you the skills and give you the confidence to become the best scholar you can be, regardless of your level of learning. Library Learning Commons services are free to all members of the Bristol community.

Click the link below to access a tutor via an appointment in TutorTrac. In TutorTrac, you can also access Drop-In Online Tutoring.



[CLICK HERE FOR: BRISTOL TUTORTRAC APPOINTMENTS](#)

The Library Learning Commons offers tutoring at all physical campus locations, as well as remotely. For more information, please log into [TutorTrac](#), visit [this page](#), or email OnlineLC@BristolCC.edu.

Bristol also offers additional online tutoring with **ThinkingStorm**, an external source of online tutoring. [Find out how to access this convenient and powerful learning tool here.](#)

[The Writing Center](#)

Writing Center Online & Drop In-Hours:

We are proud to offer both in-person and virtual tutoring during the semester.

Our in-person tutoring hours are as follows in Fall River:

- Monday, Tuesday, and Wednesday: 12:00pm - 3:00 p.m.

Synchronous on Zoom:

- Monday: 9 a.m. - 9 p.m.
- Tuesday, Wednesday, and Thursday: 9 a.m. - 3 p.m.

Click [HERE](#) to access our synchronous tutoring on Zoom and enter your AccessBCC login credentials. Then, locate the link for the Library Learning Commons' Drop-In Tutoring link.

The Writing Center is also offering draft reviews by email. Please submit your draft as a .doc or .docx file, assignment sheet, and three concerns about your writing to WritingCenter@BristolCC.edu. Please email us from your Bristol email account and include your student ID # in your message. This service is offered Monday through Friday, with a general turnaround time of 24 - 36 hours.

If you need an appointment outside of our scheduled drop-in hours, please email us at: WritingCenter@bristolcc.edu

Library Services - Bristol

Our Bristol Library Learning Commons locations welcome those who are able to join us on campus. If you are not able to join us physically on campus, there is a virtual world waiting for you!

Contact us - Ask-a-Librarian Chat is available:

Monday - Thursday, 8 a.m. - 9 p.m.
Friday, 8 a.m. - 5 p.m.
Saturday, 11 a.m. - 7 p.m.

MYLIBRARY

CLICK FOR BRISTOL'S ONLINE LIBRARY

Reopening Schedule

The Library Learning Commons is pleased to welcome students as we have reopened for services. Please [click here](#) for the campus libraries' schedules.

Please note that masks may be required as well as proof of vaccination or a valid accommodation to enter the library learning commons space. Vaccination cards are not required for visitors who stay for less than 15 minutes.

	Fall River	New Bedford	Attleboro	Taunton
Monday	8 a.m. - 9 p.m.	9 a.m. - 5 p.m.	9 a.m. - 7 p.m.	10 a.m - 4 p.m.
Tuesday	8 a.m. - 9 p.m.	9 a.m. - 5 p.m.	9 a.m. - 7 p.m.	Closed

Wednesday	8 a.m. - 9 p.m.	9 a.m. - 5 p.m.	9 a.m. - 7 p.m.	9 a.m - 2:30 p.m.
Thursday	8 a.m. - 9 p.m.	9 a.m. - 5 p.m.	9 a.m. - 6 p.m.	Closed
Friday	8 a.m. - 5 p.m.	Closed	Closed	Closed
Saturday	11 a.m. - 7 p.m.	Closed	Closed	Closed
Sunday	Closed	Closed	Closed	Closed

To book an appointment to use a computer, print out your paper, use a table for study or book a group study room, please use our [Online Reservation System](#).

LLC Lockers and Contactless Pick Up

The Library Learning Commons have installed lockers on each campus to make it easier for students and faculty to borrow and return materials when they are not open.

Please click [here](#) to see our LLC Lockers pick-up procedure for details.

LLC Lockers - Hours of Availability:

	Fall River	Attleboro	Taunton
Mon - Thur	7 a.m. - 9 p.m.	8 a.m. - 5 p.m.	8 a.m - 8 p.m.
Friday	7 a.m. - 5 p.m.	8 a.m. - 4 p.m.	8 a.m. - 4 p.m.
Saturday	10 a.m. - 7 p.m.	Closed	Closed
Sunday	Closed	Closed	Closed

Returning Materials During COVID-19:

Material Borrowed from the Library Learning Commons: The Library Learning Commons have reopened and are accepting returns. If you are unable to make it on campus and are unable to drop off your materials, please contact Melanie.Johnson@BristolCC.

Learning at Bristol doesn't end when class is over.

Take advantage of the expansive network of information and resources at Bristol Community College Libraries and the expertise of the Bristol librarians.

Access to free resources and features includes:

- Tutoring and Writing Center with appointments scheduled at locations in the Library Learning Commons on each campus, through online and in-person appointments.
- Request a Chromebook by placing a hold via the online catalog.
- *Super Busy?* Utilize our Lockers located on each campus to pick up and return materials after hours.
- Access to the library collection with libraries at all four Bristol locations, including online services for remote users unable to reach a physical campus.
- An opportunity to Book-A-Librarian (appointment with reference librarian virtually) at all four locations to help with one-on-one research strategies, finding good sources, collecting data, and assistance with citing references.
- A collection of over 67,000 books, 5,000 videotapes, and 1500 audio CDs.
- Access online to Bristol/HELM catalog, ComCat, and Interlibrary Loan.
- Computers for researching the Internet, online databases, and word processing.
- More than 300 journals and newspapers.
- Reference staff to assist you with assignment research.
- Your Bristol Community College Campus Card is your library card! Use this form to Activate Your Library Card!
- 100 percent wireless internet (In addition to the Library Learning Commons, access to WiFi is available under the solar canopy at the Fall River Campus).
- Computer labs for researching the Internet, on-line databases, and word processing.
- Rodgers Cyber Café.

Log into any online database from home by using your Bristol Community College scholar ID number.

Bristol Libraries are located at each Bristol location:

Fall River Campus:

- Reference - 508.678.2811, x2108
- Circulation – 508.678.2811 x2105

Attleboro Campus: 774.357.3745

New Bedford Campus: 774.357.4009 - The Bristol New Bedford Campus library has moved to the 800 Purchase St address. [Learn more here!](#)

Taunton: 774.357.2865

Scholar Roles and Responsibilities

Behavior Expectations

Our DREAM Values

Argosy Collegiate's mission is for 100% of our scholars to be prepared for college, career, and life. This mission will not be realized for all scholars without a strong school culture. To provide the very best education for Argosy scholars, every member of the community works together to create a respectful school environment and an atmosphere conducive to academic excellence. The school's rigorous academic program is supported by school-wide, behavioral expectations to which all community members are held accountable. These expectations are derived from our DREAM Values – Determination, Respect, Excellence, Altruism, and Maturity.

Specifically, scholars are expected to demonstrate these five values:

Determination: Show Determination by always doing your personal best, and completing what you set out to do.

Respect: Show Respect to yourself, your classmates, the teachers, the staff, and your school.

Excellence: Show Excellence by consistently meeting and striving to exceed expectations of high quality performance.

Altruism: Show Altruism by being unselfish, supportive of others, working toward the greater good of the community, and genuinely celebrating the achievements of others.

Maturity: Show Maturity by making positive choices, embracing feedback and guidance, accepting consequences, and owning your success.

Argosy Collegiate Charter and Bristol Community College expect scholars to conduct themselves in a manner that is appropriate to a collegiate environment. Scholars are expected to assume responsibility for their own behavior, learning and to respect the learning environment of others. Bristol Community College strives to maintain a learning environment that enhances the academic, intellectual, cultural and social enrichment of its scholars, faculty, staff and the community at large. To ensure that no member of the College

community is deprived of this collegiate environment, scholar rights and responsibilities are clearly stated and behavior and discipline codes have been established.

- Show respect and courtesy to everyone on each campus (ACCS & Bristol): high school and college scholars, professors/teachers, parents, guests, police officers, etc.
- Inappropriate behavior in the classroom may result in a scholar being asked to leave the classroom. If this happens, report IMMEDIATELY, without argument, to the office of Early College Programming and Career Development. You will always have an opportunity to explain your position, but you do not have the right to disrupt class.
- Behavior resulting in suspension from ACCS will result in suspension from Bristol as well. Suspended scholars will not be permitted to attend Early College courses or high school classes. Scholars on suspension must remain off campus during the entire suspension period.
- Handle differences in a peaceful manner. See the ACCS SAC counselor for assistance.
- Use unscheduled time productively; get involved on campus! Seek out The Office of Scholar and Family Engagement at Bristol for an update to date list of clubs and event calendar.
- Treat all campus facilities and equipment in a manner that shows respect.
- Prolonged hugging, kissing, and other public displays of affection are not appropriate at school. Holding hands is considered an appropriate display of affection.
- Argosy Collegiate Charter and Bristol Community College is an alcohol, drug and tobacco free school.

Attendance, Tardiness, and Dismissal Policy

Regular attendance is critical to the academic success of all scholars. Excessive absences, excessive tardies, and early dismissals will negatively affect a scholar's progress. Daily attendance is required so that scholars receive daily instruction and support. Simply doing "make-up" work does not give scholars the instruction and support they need to succeed.

In a situation where an absence, tardiness, or dismissal is unavoidable, please notify the main office as soon as possible either by calling and/or leaving a message 774-955-5857 (high school) or by emailing info@argosycollegiate.org. The scholar must also notify the Early College professor by the preferred contact written in the syllabus. Any action taken regarding excessive absenteeism and tardiness will be at the discretion of the professor.

Scholars are expected to read their syllabus in full the first week of class and ask the professor any clarifying questions regarding attendance policies.

For further information regarding Argosy's Attendance policy please refer to our [Student and Family Handbook](#).

Early College Classroom Expectations

1. BE HERE.WORK HARD.BE NICE. Attend all of your classes every day. Excessive absences may lead to being withdrawn, falling behind on academics and/or failing.
2. Arrive on time to all classes! It is your responsibility to be aware of the time.
3. Refer to your Syllabus provided by your professors. Keep a daily written record of all assignments and due dates in a planner.
4. Bring all materials to school every day, including binders, notebooks, books, pens, pencils, calculator, and any other special materials required for your class.
5. Complete, in depth, all in-class and homework assignments in a responsible, timely manner.
6. Ensure to complete your own work. It is unacceptable to plagiarize from another scholar or source, or to give or receive information during a test. If you need assistance with citing research please reach out to your liaison or tutor.
7. Utilize Companion Courses, Senior Labs to complete assignments and/or receive resources such as tutoring.
8. If you have questions regarding any class/course, or need more help on an assignment, schedule an appointment with your professor, liaison or tutor.
9. Participate in class as much as possible, engagement increases self-advocacy and academic performance.
10. Communicate in person, virtually, and on digital platforms in a collegiate and respectful manner.
11. For classes that are held asynchronously (scholars and professors do not meet at the same time, but via blackboard through ACCESS BCC. Scholars receive instruction and assignments via blackboard or email. Scholars are expected to follow the expectations listed in #3 - #10 with the addition of ensuring all necessary technology, software, or portals are working. Scholars must reach out to their professor or Argosy Collegiate Dean for support as needed.

Academic Honesty

All academic work must be the work of the individual scholar and any work by others must be authorized and cited. It is important that each scholar grapples with difficult material and is able to show and explain their own learning. In addition, ACCS believes that mistakes are a necessary part of the learning process and the withholding of mistakes impedes scholar learning. Therefore, it is required that Scholars complete their own work so they have the space to make, learn from, and grow from mistakes. Specific guidelines regarding plagiarism will be reviewed with scholars:

Cheating, Plagiarism, and Copying the Work of Others

- Cheating on homework or exams, using resources inappropriately, and copying other people's work – scholars' or otherwise – is not only unfair but, in the case of plagiarism, it is illegal.
- Scholars who share their completed work for others to copy is also prohibited.
- There should never be a time when scholars should feel the need to look at someone else's exam, use a resource such as the Web inappropriately (i.e., term paper sites, translation sites), or copy someone else's homework, project, or paper.
- If scholars are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for direction or support.

Homework

1. Study and review notes at least 2 hours each night.
2. Summarize daily lessons; read ahead; look up information on your own.
3. Have a quiet, well-lit place to study, without distractions if possible.
4. Check Blackboard/ACCESS BCC and your Bristol email DAILY.

Missed Work

1. It is the scholar's responsibility to procure all missed notes and assignments from another scholar and/or professor based on the preference of the professor during the time of absence. Professors maintain websites with assignments posted. Please do not wait until you return.
2. Missed tests may only be made up in special situations with the consent of the professor if prior notice of the absence was given.
3. It is the responsibility of the scholar to confer with the professor regarding status in the class.
4. Scholars may be allowed to complete schoolwork missed during an unexcused absence at the discretion of the course professor.
5. Scholars who miss school due to a suspension may be required to complete any assignments or tests missed at the professor's discretion.

For Further information regarding Behavior Expectations, please refer to the [Scholar and Family Handbook](#).

Scholar Records

College Entrance Exams

The Preliminary Scholastic Assessment Test (**PSAT**) is offered to high school juniors across the country in mid-October. It serves two purposes: (1) to give practice before taking the SAT test, as the kinds of questions that appear on the PSAT are the same as those on the SAT test, and (2) to provide an opportunity for very high scorers to become National Merit Semi-Finalists and be eligible for scholarship money.

The **SAT** test is given at ACCS in October and March. Information regarding tests dates, sites and registration is available on-line at www.collegeboard.org

SAT SUBJECT TESTS are given in specific secondary school subjects. Not all colleges require these tests. Colleges may use them for admission, course placement, or to grant exemption of enrolled freshmen from a specific required course.

For further information about standardized testing, please contact the Early College Programming & Career Development Office.

Academic Standing

Grading

True to its mission, Argosy Collegiate Charter School partners with Bristol Community College to offer Early College courses for Argosy Collegiate scholars. These courses are offered at no cost to scholars for college credit. Grading of these courses are at the discretion of the Bristol Community College professors and subject to the Bristol Community College grading rubric. Enrollment for these courses is dependent on prior scholar performance in the areas of academics, attendance, and behavior. Once enrolled, an official college transcript has begun with documentation of each course attempted when scholars enroll for Early College courses.

Grade Point Average (GPA)

Early College scholars receive a grade point average on their official college transcript, which begins once a scholar has been enrolled in a course. The college then calculates all courses taken by averaging the scores of all your classes, based on a 4.0 scale. Degree GPA is calculated by Banner for transcripts. Overall and transfer GPA are used for credits. Institutional GPA is the most commonly used metric.

Letter grades (A, B, C, D, F, L, WF) are typically assigned. Pluses (+) and minuses (-) may be given at the discretion of the instructor.

In the absence of a stated policy on grading in the course syllabus, the following guidelines will be used to determine the final course grade.

A+=97-100	A=93-96	A-=90-92
B+=87-89	B=83-86	B-=80-82
C+=77-79	C=73-76	C-=70-72
D+=67-69	D=63-66	D-=60-62
F=0-59	WF=0-59	

Satisfactory Academic Progress (SAP)

Early College scholars are treated as college scholars with the following responsibilities and privileges:

- Scholars are responsible for withdrawing from a course by the established deadlines if they believe that their progress will not lead to a passing grade of “C” or better.
- Scholars who successfully complete an Early College course will earn credits that will count towards degree completion based on articulation agreements with other 2-year and 4-year colleges/universities, in addition to Bristol Community College.

Satisfactory Academic Progress (SAP) Federal Guidelines

Bristol Community College (BristolCC) Satisfactory Academic Progress (SAP) policy follows federal regulations for Satisfactory Academic Progress (SAP), which define the standards scholars must meet to maintain their financial aid eligibility for their entire college career.

SAP is cumulative in nature: it takes into account all classes attempted. SAP affects all scholars. BristolCC requires all scholars to achieve a minimum GPA standard and a 67% Course Completion Rate – regardless of payment method or enrollment status – to remain in good academic standing.

Academic Standards

Graduation Requirements for High School

Argosy Collegiate Charter School endorses the MassCore requirements for all scholars and has embedded these requirements into our graduation requirements. MassCore is a recommended, rigorous course of study based on standards in Massachusetts’s curriculum frameworks that aligns high school coursework with Early College Programming and Career Development expectations. MassCore was developed to provide guidance for a course of study that will help provide scholars with the academic preparation required for success in college and career. To obtain a diploma from Argosy Collegiate Charter School, each scholar must satisfy the following requirements in addition to acquiring the mandated passing scores of the Massachusetts Comprehensive Assessment System (MCAS) in ELA, Math and Science.

In addition to the MassCore requirements, scholars are required to take and successfully pass the College Success Seminar (CSS) Course offered by Bristol Community College, earning 1 college credit.

Minimum Course Graduation Requirements

English	4 Courses
Math	4 Courses
Science	4 Courses
Social Science	3 Courses
World Language	2 Courses of the same language
Health	2 courses
Physical Education	4 Courses
Fine or Performing Arts	1 Course
Financial Literacy	“Know the Ropes” program completion
Electives	5 Electives

College Prep/Early College Sequences

Grade 9	Grade 10	Grade 11	Grade 12
English I: College Prep or Honors	English II: College Prep or Honors	English 3: Early College ENG 101 & ENG102 or Argosy English III	English 4 or Early College ENG 101 & ENG10 2if not taken in Grade 11 Early College Literature
Algebra 1: College Prep or Honors	Geometry: College Prep or Honors	Algebra 2: College Prep or Honors	MTH 172 or MH 119: Early College or Argosy Statistics
World History	US History	US History II or Early College HST 113 & 114	PSY 101 & SOC 101: Early College or Argosy Psychology
Biology:College Prep	Physics: College Prep	Chemistry: College Prep	Environmental Science (waived if full time Early College)
Spanish/Portuguese/ASL 101 & 102 : Early College Argosy Spanish I & II	Art: Early College Art 140 & MUS 111 or Argosy Art I	Foreign Language and Art if not yet completed	Elective: Early College (selection from MASS Transfer list)
PE/Health 1	PE/Health 2	PE/Health 3	PE/Health 4
Early College CSS 101	Early College CSS 104	Early College COM 104	Early College COM 104 (if not yet completed)
Argosy Concentration Elective	Argosy Concentration Elective	Argosy Concentration Elective	Argosy Concentration Elective (waived if full time Early College)
Know the Ropes 9 (ACCS' MyCAP Program)	Know the Ropes 10 (ACCS' MyCAP Program)	Know the Ropes11 (ACCS' MyCAP Program)	Work Study/Internship

Early College Pathways

Guided Academic Pathways ensure that scholars experience coherence, clarity and connection as to their path, but flexibility as to their exploration. And these pathways also ensure that young people develop identities as college going scholars. As a corollary, we hope for a similar combination of innovation and structure with regards to early college program design itself. Early College Designation will not require that a pathway be in a specific field (nor is such specificity precluded), although designation expectations require that scholars will, at a minimum, be educated as to their postsecondary education and career options and the connection between both.

Appendix

1. [Early College Commitment Form](#)
2. [Bristol DE Application AY2021.2022 with Financial Form.pdf](#)