



**KALAMAZOO COUNTY**  
**EARLY/MIDDLE COLLEGE**

A division of Kalamazoo Regional Educational Service Agency

---

# Student Handbook

## 2021-2022

### **CONTACT INFORMATION:**

Kalamazoo RESA  
Early/Middle College Coordinator  
Lisa Bartell  
1819 E. Milham Ave.  
Portage, MI 49002  
269-250-9306  
[lisa.bartell@kresa.org](mailto:lisa.bartell@kresa.org)

**KALAMAZOO RESA**  
INSPIRING EDUCATIONAL EXCELLENCE

## Table of Contents

Program Introduction .....	Page 3
Early/Middle College Timeline .....	Page 3
Early/Middle College Completion Options.....	Page 4
Attendance .....	Page 4
Dropping/Withdrawing From Classes .....	Page 4
Cohort Meetings .....	Page 5
Bi-Weekly Mentor Meetings .....	Page 5
Communication .....	Page 5
Change of Personal Information .....	Page 5
Transcript/Grade Expectations .....	Page 5
Course Content .....	Page 5
Course Formats.....	Page 6
Graduation.....	Page 7
Student Conduct .....	Page 7
Early/Middle College Academic Intervention .....	Page 7
Transportation .....	Page 8
Resources/Activities .....	Page 8
Athletics.....	Page 8
Closing of School .....	Page 8
College Student ID Card .....	Page 9
Textbook Policy .....	Page 9
Class Scheduling.....	Page 9
Student Privacy .....	Page 9
Non-Discrimination/Title IX Policy .....	Page 10
Student Agreement Page .....	Page 11

## **PROGRAM INTRODUCTION**

Kalamazoo County Early/Middle College (E/MC) is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities. Students will be able to save both time and money as they pursue a college degree and they will have an additional year of high school to complete their college program.

The EMC is structured so that students gradually increase their exposure to college courses over a five-year span. Initially, (9<sup>th</sup> grade) all of the students' schedules will be comprised of traditional high school classes. As students' progress through their educational plan, they will be exposed to more college courses. By the time they reach the 13<sup>th</sup> grade, all of their coursework will be on-site at the college campus.

Students in the E/MC program will receive support services to assist them in their transition from high school to college. All E/MC students will take a College Success Strategies Course in 10<sup>th</sup> grade to develop their academic preparation skills, study skills, and social maturity skills. All E/MC students will participate in a Kickoff event in August to get comfortable on the college campus and prepare for beginning their college courses. All E/MC students will work with a mentor as they progress through the program.

Students who consider the E/MC must be willing, motivated, and up for the challenge to perform successfully at the college level. In addition to the college coursework, students must successfully complete all of the requirements of the Michigan Merit Curriculum for their high school diplomas.

## **EARLY/MIDDLE COLLEGE TIMELINE**

This is a basic timeline breakdown detailing the E/MC program.

- ❑ 9th/10th grade - Students apply to become part of the program in January-February. Students must be in the program by fall of 11<sup>th</sup> grade per Michigan Department of Education requirements.
- ❑ 10th grade – Students take the College Success Strategies course in their high school.
- ❑ 11th grade - Students' schedules usually consist of BOTH high school and college courses. The ratio between the number of high school classes and college classes will vary depending on the program of study chosen.
- ❑ 12th grade - Students' schedules usually consist of BOTH high school and college courses. The ratio between the number of high school classes and college classes will vary depending on the program of study chosen. Some students are full-time at the college in 12th grade if they have met all of their MMC requirements that need to be taken in the high school.

- ❑ 13th grade - Student will be a full-time college student with all classes on the college campus.

## **EARLY/MIDDLE COLLEGE COMPLETION OPTIONS**

By the end of grade 13, students will be considered a completer of E/MC if one of the following is met:

- Associate degree (62 credits minimum)
- 60+ transferable college credits
- Occupational certificate (3-30 credits)
- MEMCA technical certificate (15+ college credits, MEMCA approved College Readiness curriculum and 100 hours of verified community service or 40 hours of career exploration/internship/job shadowing/clinical or a combination of the two that equals 70+ hours)
- Right to participate in registered apprenticeship

## **ATTENDANCE**

Regular attendance is an essential component to success for an E/MC student. Students must have good attendance at high school as well as college. All attendance policies through the high school and college will be enforced, as well as those established by individual instructors. Students are expected to attend every college course session, in whatever format the course is offered.

It's the student's responsibility to check each course syllabus for attendance information. The E/MC Mentor will provide support for students; however, it is the responsibility of the student to know the attendance policy for each class and to notify his/her instructors if there is a conflict that will result in a student missing class.

Students cannot expect to learn or succeed in school unless they attend on a regular basis. While provisions can be made to make up some assignments, nothing can replace the instruction and interaction which has taken place in the classroom. It is essential that each student maintain a regular punctual daily attendance in all assigned classes, to develop appropriate work habits for employment in the workforce as an adult. If a student is not in attendance daily, the student cannot achieve and maintain the level of performance necessary to successfully meet his or her goal.

## **DROPPING/WITHDRAWING FROM CLASSES**

Once a student is registered for a class and it has been confirmed through his/her advising appointment, he/she is not allowed to drop or withdraw from a class without contacting the E/MC Coordinator and receiving approval from his/her high school. Any drop that occurs after the period for 100% refund (typically first 5 days of semester) is considered a withdrawal and will incur the cost of tuition, fees and books for the class. Any student withdrawing from a class will be placed on E/MC academic intervention.

## **COHORT MEETINGS**

As part of the E/MC program, students are required to attend group cohort meetings. Cohort meetings are established for students to be able to share information with one another as well as for the E/MC Coordinator and E/MC Mentor to provide information and reminders to the students.

It is the responsibility of the E/MC student to adjust their schedules to attend these cohort meetings. Only college classes, high school games, or performances that conflict with these times, are reasons for missing a cohort meeting. Practice or work are not acceptable reasons to miss a cohort meeting. If a student does miss a cohort meeting for a reason other than listed above, the student will be responsible to contact the E/MC Coordinator for further discussion.

## **BI-WEEKLY MENTOR MEETINGS**

Students are required to meet with their E/MC Mentor on a bi-weekly basis to discuss class progress, go over important E/MC topics and ask any questions they have. The mentor will create a schedule of meetings for the term based on all of their students' schedules and send it out to students at the beginning of each term.

## **COMMUNICATION**

College faculty and E/MC staff will communicate with students via their student email systems. Students must frequently check their college email. Students should also send communications to their advisors and faculty via their college email. E/MC staff may also communicate program information and deadlines through Remind texts (web-based site). Canvas (KVCC student portal) will be used to share resources and information also.

## **CHANGE OF PERSONAL INFORMATION**

If a student has a change of address, phone number, or email address at any time during the program, it is critical that notification be given to the E/MC Mentor.

## **TRANSCRIPT/GRADE EXPECTATIONS**

Student grades will be recorded on their college transcript and may affect enrollment, financial aid, and scholarship opportunities if grades earned are below 2.0. Be advised these grades are permanent records for transcripts.

## **COURSE CONTENT**

Course content is determined by college faculty and administration. All courses are instructed by college faculty at the college level. Mature content may be included as part of class discussions and curriculum.

## **COURSE FORMATS**

The mission statement for KRESA/CTE, which includes E/MC, states in part, that “Kalamazoo County students will be future ready and prepared to thrive in the workforce of tomorrow.”

It is the belief of E/MC staff that students who work in-person for their learning opportunities will be best prepared for college, work and life beyond E/MC. We encourage the options to be considered as follows:

- Work first to find a traditional class; it will be 100% in-person.
- Look next for a class that is on Zoom; it will be part on Zoom and part online.
- Your last choice should be a class that is 100% online with no meetings at all.
- Note: All forms will have homework that you are expected to complete on your own.

An informal survey of the E/MC class of 2021 revealed that over 98% of students preferred in-person classes. Furthermore, even those who liked online classes answered “no” when asked, “Do you think you learned as much as you would have if the class had been in-person?”

That said, there are numerous variables that will determine your decision:

1. Know the options KVCC offers:

- a. Traditional classes--These sections meet in-person on campus. (Look for the location code, times and room number to determine if a class meets in-person.) Note that if the class does not meet the equivalent hours a week equal to the credits, it is a blended class that will require additional online time.
- b. Blended (used to be called hybrid) classes—These classes will meet on Zoom and will say “Remote Zoom” in the listing. This means you will attend a Zoom session at the listed time AND be responsible for additional online learning you do on your own.
- c. Online classes—These classes will be listed as “Web” and will not require you to go to campus or to attend a Zoom session.

2. Reasons not to take an online class:

- a. Research, though still limited on the subject, reveals that students test better and retain knowledge better when working in-person.
- b. You will develop important interpersonal skills that are in-demand for the 21st Century in academics and career alike.
- c. You can build relationships with other students and instructors. These people may become an important part of your academic and professional network.
- d. If you have limited internet or an older computer at your residence you will be at a strong disadvantage in an online class.
- e. It is easier to procrastinate and push due-dates when you are not accountable to an instructor face-to-face.
- f. It is easy to get distracted online and at your residence.

3. Reasons to take an online class:

- a. If you need the class this semester, and it is only offered online.
- b. If the classes you need to take are offered at conflicting times.
- c. If transportation is not readily available to you.
- d. If you have excellent internet access and a good computer at your residence.
- e. If you are highly organized and can plan study time.
- f. If you are self-disciplined and can resist the big distractions at home: phone, bed, fridge, streaming and friends.

## **GRADUATION**

The local district is the authorized body to determine whether the student participates in graduation exercises with their original class in their home district. School districts are allowing students to participate in commencement at the end of grade 12. The year that will be on the student diploma should coincide with the year that the student completes all high school graduation requirements, which should be their 13th grade.

## **STUDENT CONDUCT**

Students enrolled in the E/MC program will follow the rules and guidelines as established from their local school district as well as the rules and guidelines of the college, Kalamazoo County E/MC, and the state of Michigan. Proper behavior is expected while in high school and on the college campus. Please refer to the KVCC Student Handbook for more information:

[https://www.kvcc.edu/services/students/pdf/KV\\_StudentHandbook.pdf](https://www.kvcc.edu/services/students/pdf/KV_StudentHandbook.pdf)

## **EARLY/MIDDLE COLLEGE ACADEMIC INTERVENTION**

Being part of the Kalamazoo County E/MC is a privilege, and each E/MC student must meet the criteria as set by the handbook to remain in the program. When a student fails to meet these set criteria, that student will be placed on E/MC academic intervention.

To be placed on E/MC academic intervention a student has met one or more of the following:

- Semester GPA below 2.0
- Failed one or more semester classes
- Missed three or more mentor meetings
- Other actions or inactions that may have a detrimental impact on the student's ability to successfully complete the program in a timely manner as deemed by the E/MC Coordinator

For a student to move off academic intervention status, all of the following minimum criteria must be met:

- Earn an overall GPA of 2.0 or greater at the semester and not fail any classes
- Consistently participates in a meeting with the E/MC Mentor on a bi-weekly basis

- Development of a plan of action based on the individual student needs for increased success in the E/MC program

*\*In addition to the above, the number of college classes may be decreased in upcoming semester(s) to ensure student success in the E/MC program.*

**At the end of the intervention period a review will be completed to determine the student's status within the program. If the student has continued to fail to meet the minimum requirements, the student remains on academic intervention for another semester or will be transitioned out of the program. If it is determined that the program is no longer a good fit for the student, then a transition plan created between the local school district and E/MC Coordinator will be created.**

## **TRANSPORTATION**

Students are expected to attend all college classes and it is the responsibility of the student to ensure that they have transportation to the college campus.

There is some bussing available through the CTE/EFA/EMC bus hub for participating school districts. Students should talk further with the E/MC Coordinator and their High School Counselor about the availability and timing of this option.

## **RESOURCES/ACTIVITIES**

Students have full access to all resources available at the college including: Academic Advising, Testing Center, Computer Lab, Fitness Center, Learning Center, Transfer Resources, clubs, etc. Students are encouraged to utilize the tutoring in the Learning Center as needed, prior to having trouble in class. E/MC students are not eligible to participate in interscholastic athletic programs at the college, but they are encouraged to join clubs and engage in the activities provided by the college.

## **ATHLETICS**

Student athletes are eligible to participate in high school athletics during grades 9-12. Under the rules of the Michigan High School Athletic Association (MHSAA), students are not eligible to participate in high school athletics during the 13<sup>th</sup> grade. Students are not eligible to participate in collegiate athletics during grades 11, 12 or 13.

Students who are interested in participating in athletics at the collegiate level need to research how their dual enrollment classes impact their eligibility. Student athletes are encouraged to work with their E/MC Mentor, local high school Counselor, communicate with the colleges that they are interested in attending, and visit <http://www.ncaa.org/student-athletes/future> for more information.

## **CLOSING OF SCHOOL**

**Weather:** Students should follow local TV and radio stations for college or high school closures. If your high school is closed it does NOT mean that the college campus is necessarily closed. It is the student's responsibility to assure that they are attending school/college classes if it is open.



**Conflicting High School Schedule:** If your high school is not in session for any reason (teacher in-service, ½ day for conferences, etc.) KVCC courses still run and you will be expected to be in class. Busses may not run on these days so you may need to find alternate transportation.

**College Schedule:** Courses will follow the academic calendar from the college. The college follows a different schedule/calendar than that of your high school. Spring break weeks are different, and students are discouraged from missing college courses during the local school district spring break. This could be detrimental to your success in a course. You need to plan in advance with your instructor if you will be absent.

### **COLLEGE STUDENT ID CARD**

A college student ID card is issued to students when they enroll in college courses for the first time. Students are expected to carry their college student ID card with them while on campus. Students can use their card to enter most events on campus and the computer labs and other student services.

### **TEXTBOOK POLICY**

Most of the districts in our Kalamazoo County E/MC program use a reimbursement process for textbooks for E/MC students up to an allocated amount. The allocated amount includes tuition, fees and books. Students purchase textbooks at the beginning of a course. If students would like reimbursement, they turn in receipts after the class is successfully completed. Reimbursement only occurs if money remains in the students' allocated amount.

Please check with your High School Counselor or E/MC Mentor about your district's policy and any paperwork that needs to be completed for reimbursement.

### **CLASS SCHEDULING**

Scheduling of college classes for fall and winter semesters will take place with assistance from E/MC staff. The student will have an appointment with the college Academic Advisor and E/MC Mentor and/or Coordinator. The E/MC Coordinator and college Academic Advisor must approve all classes. Classes must be in a student's program of study.

### **STUDENT PRIVACY**

Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their educational needs. They can be found in the college handbook. The Kalamazoo County E/MC program will follow all of the appropriate FERPA laws as they pertain to student privacy. E/MC students will sign a KVCC Authorization for Release of Information. The authorization will remain effective for the duration of a students' participation in the E/MC program.

## **NONDISCRIMINATION/TITLE IX POLICY**

**Notice of Non-discrimination:** It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents - Tom Zahrt & Mindy Miller.

Contact information: 269-250-9200, 1819 East Milham Ave, Portage, MI 49002.

## Student Agreement Page

**A signature below indicates:**

I have read and understand the Kalamazoo County E/MC handbook and guidelines.

I will follow the rules and guidelines set by my local district, Kalamazoo County E/MC, the post-secondary institution partner, as well as the Michigan Department of Education.

Any severe violation of the above guidelines/rules, which includes the local district's student handbook, may lead to my dismissal from the E/MC program. I understand that if I am dismissed from the E/MC program, I may be responsible for any costs associated with tuition and/or books. I also understand that a dismissal from the program may jeopardize the timeline of my high school graduation; meaning I may no longer be able to graduate with my original class.

---

Printed Name of E/MC Student

---

Signature of E/MC Student

Date

---

Printed Name of Parent/Guardian

---

Signature of Parent/Guardian

Date