



KALAMAZOO COUNTY
EARLY/MIDDLE COLLEGE

A division of Kalamazoo Regional Educational Service Agency

Student Handbook

2020-2021

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KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE

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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 (5th year) 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, (9th 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 5th year, 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 10th grade to develop their academic preparation skills, study skill development, 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.

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 11th 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 (5th year) - 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 EMC if one of the following is met:

- Associate Degree (62 credits)
- 60+ Transferable Credits
- Occupational Certificate (3-30 cr.)
- MEMCA Certificate (15+ college credits, MEMCA approved College Readiness curriculum and 100 hours of verified comm service or 40 hours of career exploration/internship/job shadowing/clinical or a combination of the two that equals 70+ hours)

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.

ATTENDANCE

Regular attendance is an essential component to success for an early/middle college 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.

Attendance requirements will continue to be enforced, even during online courses related to the

COVID school-closure. 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 EMC 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 on a daily basis, the student cannot achieve and maintain the level of performance necessary to successfully meet his or her goal.

WITHDRAWING/CHANGING CLASSES

Once a student is registered for a class, he/she is not allowed to withdraw or drop from that class without contacting the EMC Coordinator, and receiving approval from their high school. Any schedule change that occurs after the add/drop period (typically the end of the first week of the semester) may incur the cost of tuition, fees and books for the dropped class. Any student dropping or withdrawing after the add/drop period will be placed on Early/Middle College academic probation.

COHORT MEETINGS

As part of the Early/Middle College 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 EMC Coordinator and EMC 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 and any concerns. The Mentors 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 staff will communicate to 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 will also communicate program information and deadlines through Remind texts (web-based site). Moodle (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 and Coordinator.

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 high school and college 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.

ONLINE COURSES

Students will generally not be encouraged to participate in online classes, unless their schedule or the course/program of study deems necessary; as always, enrollment in these classes must be approved by the EMC Coordinator and the local school district. Students should keep in mind that online curriculum can be vastly different than a hybrid or face-to-face course.

Due to the COVID related school-closure period, more college classes are being offered in online and/or hybrid formats. Students will be expected to treat these courses with the same

professionalism and dedication as they would a traditional college course (things like attendance, participation, and decorum are still of the utmost importance).

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 after grade 12 if they are on track in their program of study. The year that will be on the student diploma must coincide with the year that the student completes all high school graduation requirements, which will 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 Early/Middle College, and the state of Michigan. Proper behavior is expected while in high school and on the college campus.

EARLY/MIDDLE COLLEGE ACADEMIC INTERVENTION

Kalamazoo County Early/Middle College 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 Early/Middle College academic intervention.

To be placed on Early/Middle College academic intervention a student has failed to meet 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 Early/Middle College 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 face-to-face meeting with the EMC Mentor on a bi-weekly basis

- Development of a plan of action based on the individual student needs for increased success in the Early/Middle College program

**In addition to the above, the number of college classes may be decreased in upcoming semester(s) to ensure student success in the Early/Middle College 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 EMC 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 EFE/EFA/EMC bus hub for participating school districts. Students should talk further with the EMC 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. Early/Middle College 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 13th 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. Students 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. You need to make arrangements 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 Early/Middle College 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 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 semester in the student's 10th and 11th grade year will take place at the high school with the E/MC Coordinator and college Academic Advisor.

In the student's 12th & 13th (5th) grade years, the student will have an appointment with the college Academic Advisor on the college campus to register for the next semester's classes. The Early/Middle College Coordinator and college Academic Advisor must approve all classes. Classes must be in a student's program.

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 Early/Middle College program will follow all of the appropriate FERPA laws as they pertain to student privacy. EMC students will sign a KVCC Authorization for Release of Information. The authorization will remain effective for the duration of your participation in the Early/Middle College program.

Student Agreement Page

A signature below indicates:

I have read and understand the Kalamazoo County Early/Middle College handbook and guidelines.

I will follow the rules and guidelines set by my local district, Kalamazoo County Early/Middle College, 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 Early/Middle College Program. I understand that if I am dismissed from the Early/Middle College 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 Early/Middle College Student

Signature of Early/Middle College Student

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date