

STUDENT HANDBOOK

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EDGE

DISCOVER YOUR FUTURE

EARLY MIDDLE COLLEGE

Bay-Arenac ISD
Early Middle College Coordinator
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POLICY AGAINST DISCRIMINATION AND RETALIATION (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Becky Smith, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.

ATTENDANCE

Regular attendance is an essential component to success for an early middle college (EMC) 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.

It is the student's responsibility to check each course syllabus for attendance information. The EMC staff 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 regular punctual daily attendance in all assigned classes in order 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 his/her 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, required materials and books for the dropped class. Any student dropping or withdrawing after the add/drop period will be placed on BAISD EDGE Early Middle College academic probation.

MEETINGS/SEMINARS

As part of the BAISD EDGE Early Middle College program, students are required to attend various meetings and seminars. These are established for students to be able to share information with one another as well as for the EMC Coordinator and EMC Counselor to provide information and reminders to the students.

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

COMMUNICATION

College faculty and staff will communicate to students via their college student email systems. Students must frequently check their college email. Students should also send communications to their advisors and faculty via their college email. EDGE staff will also communicate program information and deadlines through email unless otherwise arranged.

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 EDGE Counselor and Coordinator.

COLLEGE 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.

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 after their fifth year of high school (their 13th grade).

STUDENT CONDUCT

BAISD EDGE Early Middle College students are subject to academic and disciplinary standards and policies established by the individual handbooks of their local school district, the BAISD EDGE Early Middle College, as well as those of the college.

EARLY MIDDLE COLLEGE ACADEMIC PROBATION

The BAISD EDGE Early Middle College is a privilege, and each EMC 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 probation. To be placed on BAISD EDGE Early Middle College academic probation, a student has failed to meet one or more of the following:

- GPA 2.0 or below
- Failed one or more semester classes
- Dropped or withdrew from a college class after the drop/add deadline
- Consistently failed to participate in required meetings/seminars
- 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 BAISD EDGE Early Middle College Coordinator

For a student to move from a probationary status to one of good standing, 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 participate in a face-to-face meeting with the EMC Counselor on a bi-weekly basis

- Development of a plan of action based on the individual student needs for increased success in the BAISD EDGE 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 probationary 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 probation 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 between the local school district and EMC Coordinator and/or Counselor 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 may be some busing available from the Career Center 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, or other options.

RESOURCES/ACTIVITIES

Students have full access to all resources available at the college including: Academic Advising, Testing Center, Computer Lab, Fitness & Recreation Center (at a reduced charge), Teaching Learning Center, Transfer Resources, clubs, etc. Students are encouraged to utilize the tutoring in the Teaching 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/EMC classes impact their eligibility. Students athletes are encouraged to work with their EMC counselor, 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.) college courses still run and you will be expected to be in class. Buses may not run on these days so you may need to find alternate transportation.

College Schedule: College 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.

TEXTBOOK POLICY

Most of the districts in our BAISD EDGE Early Middle College program will use a reimbursement process for textbooks and required materials for Early Middle College students up to an allocated amount, but not to exceed the state aid allotment. The allocated amount includes tuition, fees, books and required materials. Students purchase textbooks and required materials at the beginning of a course. If students would like reimbursement, they turn in the receipts along with the textbooks and required materials after the class is successfully completed. Reimbursement only occurs if money remains in the students' allocated amount not to exceed the state aid allotment, and the student passes the course. No refunds will be given for any damaged or lost textbooks or required materials, or for those textbooks and required materials students wish to keep. The textbooks and required materials will become the property of the school district upon reimbursement.

Please check with your high school counselor about your district's policy and any paperwork that needs to be completed for reimbursement or purchase. If this reimbursement or purchase process is not feasible for you due to financial constraints, please speak with your local school district counselor.

CLASS SCHEDULING

Scheduling of college classes for fall and winter semester in the student's 11th grade year will take place at the high school with the EMC counselor and college academic advisor in coordination with the high school counselor.

In the student's 12th & 13th (5th) grade years, the student will most likely have an appointment with the college academic advisor on the college campus to register for the next semester's classes. The EMC coordinator or counselor and the college academic advisor must approve all classes. Classes must be in a student's planned program aligned to his/her Educational Development Plan.

STUDENT PRIVACY

Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their educational needs. They can be found on the college's website as well as in the policies of the local school district. The BAISD EDGE Early Middle College program will follow all of the appropriate FERPA laws as they pertain to student privacy.

STUDENT AGREEMENT PAGE

A signature below indicates:

I have read and understand the BAISD EDGE Early Middle College handbook and guidelines.

I will follow the rules and guidelines set by my local district, BAISD EDGE 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 BAISD EDGE Early Middle College Program. I understand that if I am dismissed from the BAISD EDGE Early Middle College program, I may be responsible for any costs associated with tuition, fees, required materials 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 BAISD EDGE Student

Signature of BAISD EDGE Student

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

