



Early College Allegan County 2019-2020 Student Handbook

Mission

Early College Allegan County is an opportunity for motivated students to extend high school by one year in order to earn up to 62 college credits. Students complete both high school and college coursework and secure their future education and career-related goals.

Vision

Our vision is that all Early College students from Allegan County obtain credits equaling an Associate's Degree or Technical Certificate while empowering and equipping them to pursue further educational goals to positively impact their communities.

Table of Contents

Mission/Vision	1
ECAC Purpose & Goals	4
General Information	5-11
Attendance	5
School Closing	5
Textbooks	5
Resources	6
Parking	6
LMC Student ID	6
Changing Classes	6
Withdraw/Dropping Classes	6
Retaking/Failing Classes.....	6
Early College Probation.....	7
LMC Grades	7
Weekly Readiness	8
Student Privacy/FERPA.....	8
LMC Student Handbook.....	9
Technology Help	9
Online Databases	9
Disability Information	9
Wavelink	10
Academic Complaints	10-11
Student Responsibilities	12-15
Prohibited Conduct	12
Abusive Behavior	12
Academic Dishonesty	12
Acts of Dishonesty	12
Alcohol Violation	12
Drugs Violation	12

Assembly	12
Classroom Misconduct.....	12
Law Compliance	13
Contracts	13
Failure to Comply	13
Harassment	13
Indecent Behavior	13
Grievance Process	13
Other	14
Safety	14
Signs	14
Smoking/Tobacco	14
Theft	15
Vandalism	15
Weapons	15
Student Discipline	15
Student Peer Mentoring	15
Parent Advisory Board	15

Appendix: Forms

(1) Parent/Student Handbook Acknowledgement

Appendix 1: Student/Parent ECAC contract

Appendix 2: Textbook Rental Agreement

Appendix 3: FERPA Form

What Is Early College of Allegan County?

Early College Allegan County (ECAC) is a 3-year program that allows students to complete high school requirements and up to 62 transferable college credits and/or an Associate's Degree or Technical Certificate from Lake Michigan College. Students spend their junior and senior years ½ time at the Allegan Technical Center taking college courses and ½ time at their home high school. Year 13 (the 3rd year of the program), students take LMC courses at the Allegan Tech Center, online or other designated location.

The purpose of ECAC is to ensure students are ready for a 4-year university, or the work place.

Early College of Allegan County is designed to prepare students for the rigors of a university and the demands of the workplace once they graduate. All students begin to enroll in college coursework during grade 11. During their 12th grade year, students take as many as 22 college credits, while still in high school and during their 13th year, students will take up to 24 college credits and complete their final high school required course (math or economics).

Students will not take the following courses at their high school during the 12th grade year:

Math	Undecided Associate in Arts Degree
Economics	Business Associate in Applied Arts
Economics	Certificate: Machine Tool Technology

The final high school required course will be held until the 13th year to ensure ineligibility for high school graduation until completion of the said course and program. Accepted ECAC students understand if at any time they withdraw, are dismissed or unsuccessfully complete a course they are financially responsible for reimbursement to their districts and enter into a contract prior to the program start (*See Appendix 1*).

The Goals of Early College Allegan County:

1. Provide an opportunity for students to earn up to 62 transferable college credits and/or an Associate's Degree, Technical Certificate and
2. Prepare students for successful transfer to four-year colleges and universities, and encourage pursuit of higher-level degree opportunities
3. Guide students in critical thinking and desire to become life-long learners
4. Prepare and assess plans of improvement for needed skills and attitudes for a successful educational experience
5. Create and promote a mentality of civility
6. Foster an atmosphere where diversity is acknowledged and encouraged
7. Provide student services that are conducive to student learning
8. Promote an atmosphere where all parents and community college stakeholders are part of the shared vision and mission of Early College Allegan County

GENERAL INFORMATION

Attendance

In order to carry out an effective attendance policy, students must have good attendance at high school as well as college. Attendance policies will be enforced from the student's high school. Attendance policies at Lake Michigan College will be enforced and established by the professor. The Dean and Mentor will provide support for students; however, it is the responsibility of the student to notify instructors if there is a conflict that will result in a student missing class.

*If you are absent from a college class for ANY reason, it is your responsibility to contact your instructor by the means communicated by them.

*You do not need to contact the Allegan Tech Center when absent from a college course.

*You should communicate your absence to the ECAC Dean/Mentor.

*You are responsible for managing both your high school calendar and the Lake Michigan College calendar for attendance.

Closing of School

Weather: In the event that the Allegan Tech Center is closed for weather related incidences, Lake Michigan College courses will also be cancelled. If your local school district is closed for a weather related incidence and the Allegan Tech Center is open, your college class(es) will still be in session and you will have to arrange for transportation.

Class Cancellations: In the event that your instructor cancels class, it is their responsibility to communicate that with you – please check your Lake Michigan College e-mail regularly.

Conflicting High School Schedule: If your high school is not in session for any reason (teacher in-service, ½ day for conferences, etc.) LMC courses still run and you will be expected in class and may have to provide transportation to the Tech Center.

Lake Michigan College Schedule: Courses will follow the academic calendar from the college. There will be occurrences when your college courses are not in session while your high school classes are. The college follows a different schedule/calendar than that of your high school and you are not expected to come to the Allegan Tech Center when classes are not being held.

Text Books

As part of the Early College program, students are not required to pay tuition or book fees. Any materials that are on the class syllabus are covered through the program. Questions regarding fees should be addressed to the ECAC Dean or Mentor.

*Textbooks are rented. Students will sign an acknowledgement that they are responsible for any loss or damage that occurs while the books are in their possession (*See Appendix 2*). A copy of this form will be given to the student.

*Textbooks will be distributed on the first day of the semester and at that time, students will sign the acknowledgement form along with parent.

*Textbooks will be returned on the last day the course is held or sooner to the ECAC Dean or Mentor as instructed. If Textbooks are not returned, student will acknowledge responsibility with signature and will be responsible for the cost of the book.

*Failure to pay could result in a hold on their account and keep them from registering for the next semester or withholding of high school diploma or their LMC diploma.

Resources/Activities

Students will have full access to all of the resources provided by Lake Michigan College including advising and tutoring. Early College students are not eligible to participate in intercollegiate athletic programs at LMC but are encouraged to join clubs and engage in the activities provided by Lake Michigan College (i.e. club sports, college organizations) including Honors eligibility. Check out “Student Life” on LMC’s website: <https://www.lakemichigancollege.edu/students>.

Parking

Parking at the Allegan Tech Center is free of charge however; you will need to have a visible permit issued by the front office. In order to receive a permit, you will need signed permission from a parent, your school principal, the vice principal of the Tech Center and the ECAC Dean. On days that your high school district is not in session yet college courses run, you will not need a parking permit to park at the Tech Center. Transporting other students is allowed, but the rider will also need a signed permission slip. Once students are in their 13th year, they no longer need a permit to park or ride to their Early College/LMC classes. Forms can be acquired in the office or from the ECAC Dean.

LMC Student ID Card

Students are expected to carry their LMC student ID card with them while at the Tech Center.

Changing Classes

Once a student is placed in a class, they are not allowed to withdraw without contacting the Dean. Class schedules can be changed throughout the first week of the semester without cost if space allows and is in the best interest of the student.

Withdraw/Dropping Classes

If a student insists on withdrawing/dropping from a class after the first week of the semester, the student and or family will be responsible for the entire cost of that class, including books and fees paid back to their High School. Neither the ECAC nor School District will cover any of these costs. The student will also have to retake the course at their own expense and time otherwise they forfeit their place in the ECAC Cohort and continuing in the program.

Retaking/Failing Classes

If a student decides to retake a class to better a grade or receives an “E”, that student will be responsible for the cost of retaking the class a second time, including books and fees. The High School will not cover the cost of students retaking a class. If a class is a prerequisite for another course in the program of study, successful completion is a C or higher. For example, in the case of English, if a student receives a grade of “C--“ or lower, they will need to retake English 101 or 102 to fulfill the requirement of Lake Michigan College. The cost for retaking the English class, including books and fees will be the responsibility of the student and not the High School. ECAC will not cover the cost of the class or books for any student retaking a class. This will have to be completed on the students own time.

Early College Probation Criteria

Early College of Allegan County is a privilege and certain criteria must be met by each Early College student to remain in the program.

When a student fails to meet this set criterion, that student will be placed on Early College probation for the remainder of their current semester and the entire following semester. *(Fall and Winter Semesters only)*

To be placed on Early College probation a student has not met at least one of the following, but not all inclusive standards:

- Student has failed to communicate with the Dean or Mentor as required
- Student overall GPA is below 2.0 or has failed at least 1 class for the semester
- Other as deemed by the Early College Dean or Mentor, based on the Early College Handbook

To have the probation removed the student must follow and meet the criteria listed below:

- Meet with the Dean or Mentor on a weekly basis to establish progress for one full semester. A mutual meeting time will be set.
- Earn an overall GPA of 2.0 or greater at the semester and not failing any classes

If after the probationary period is over, and the student still has failed to meet the requirements set forth by Early College of Allegan County and Lake Michigan College that student will be transitioned out of the program and return full time to their High School with any outstanding costs to be paid by the student.

Changing Degree Choice

Students may change degree options during the first semester only – however, any course that is required by LMC for degree completion that was missed must be taken at their own time and expense. Please discuss options with the Dean/Mentor if you are interested in this option.

Lake Michigan College Grades

Students are responsible for communicating with instructors regarding grades. Dean and Mentor will have access to grades, primarily midterm grades. Any academic concerns will be communicated by the Dean/Mentor with district counselors as well as meetings and potential probation for failing grades.

Academic Advising

Students are expected to check in with the Dean or Mentor periodically throughout the semester to discuss progress or concerns. These meetings can be scheduled, or students can stop by the Dean/Mentor's office. An appointment may or may not be necessary. Some meetings will be required. Students will be responsible for checking e-mail for dates and times of the meeting.

Cohort Weekly Readiness Schedule

To best meet the varied and unique needs of Early College Students, each cohort will have assigned weekly meetings that will be used for communications, updates, college and career readiness activities, support, enrichment time, and mentor/mentee meetings. A gradual release model of support will be utilized. Time and location is dependent on bus schedule and will be communicated to students. This will be accomplished during students' time at the Tech Center either before or after class.

- 1st Year ECAC Students: 3x/week-M,W,F.
- 2nd Year ECAC Students: 2x/week-T,Th
- 3rd Year ECAC Students: 1x/week-F

Days and times will be adjusted accordingly when mentor/mentees are meeting.

Student Privacy - FERPA

The Early College Allegan County Program will follow all of the appropriate FERPA laws as they pertain to student privacy. Please contact the Dean or Mentor should you have any questions. Students wishing to authorize release of their record will need to fill out the Authorization to Release Information Form (*See Appendix 3*). This is part of the ECAC student application.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Academic Services and Registrar written request that identify the record(s) they wish to inspect. The College will arrange for access and notify the student of the time and place where the records may be inspected. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. Student should submit to the Dean of Academic Services and Registrar in written request, clearly identify the part of the record(s) they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lake Michigan College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

The following information has been taken from the Lake Michigan College Student Handbook and can be obtained by going to LMC's Website: www.lakemichigancollege.edu

IT Helpdesk

Contact: (269) 927-8189 or email ITHelpDesk@lakemichigancollege.edu

The IT Helpdesk also provides phone-based support for students from 8 a.m. to 7 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. Friday. Please have your 8 digit student ID number available when you call the IT Helpdesk. This will enable us to better resolve your issue in a timely manner.

Support is provided for:

- Canvas
- Email
- WaveLink
- Password resets and account login issues

Online Research Databases and Interlibrary Loan

There are over 100 online research databases that can be searched from the library's web site. The databases provide content from many different types of sources such as magazines, journals, newspapers, podcasts, books, videos, maps, and images. A search in the Online Catalog can result with sources coming from print, eBook (electronic book), or media format. An interlibrary loan service is available for requesting articles and borrowing items from other libraries that are not available in the Hessel Library. Allow a week or more to receive requested items. Access Databases from Off Campus After accessing the library's web site, select a database and you will be prompted to login using your WaveLink ID and password.

Disability Information

Lake Michigan College extends opportunities to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 1990, As Amended. The college ensures that its physical facilities, programs, and services are accessible to students with disabilities. Reasonable accommodations will be made for students with documented disabilities. Students have a right to either disclose or not disclose a disability. If a student desires to receive academic accommodations, they must contact the Lake Michigan College Student Outreach & Support Services. It is recommended they register with the Support Services office 45 days prior to the start of classes, or as soon as possible. With this disclosure, a student has the responsibility to provide relevant and current documentation of disability describing how it affects their educational learning. The college is not required to fund the disability documentation process. Accommodations are discussed with the student and result in the development of a Plan of Accommodation. The student will be given copies of the Plan of Accommodation and will be responsible for discussing their accommodations with their individual course instructors. Documentation of disability materials are maintained in a secure area. In the event that any student with a disability feels that he or she has not received adequate academic accommodations, or they find their instructors are resistant to the implementation of the accommodations, they should contact the Coordinator of Student Outreach & Support Services at: (269) 927-8866. In the event that any student with a disability feels that they have been discriminated against or has generally been treated unfavorably based on their disability, that student should also contact the Coordinator of Equal Opportunity for Students with Disabilities. According to Section 504 of the Rehabilitation Act of 1973, no qualified disabled person shall, on the basis of the disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. For more information, contact Student Outreach & Support Services.

<https://www.lakemichigancollege.edu/mylmc/student-outreach>.

WaveLink

Lake Michigan College's online student portal that enables students to:

- View their schedule of classes
- Receive financial aid updates
- Access final semester grades
- Access their free LMC student email account hosted by Google
- Review their unofficial transcript
- Update their personal information
- Receive campus announcements
- Sign up for preferred refund method
- Access and print 1098-T tax documents
- Update phone numbers used by RaveAlert Accessing WaveLink
- Go to wavelink.lakemichigancollege.edu or visit the LMC home page at lakemichigancollege.edu and click on Quick Links and then WaveLink.
- Log in using your WaveLink User Name* and Password.
- Make sure the "LMC Student" tab is selected. * Your WaveLink User Name is automatically created when you first set up your WaveLink account. Your User Name will be the first character of your first name, first four characters of your last name, and three random numeric values (Example: Thomas Blake = tblad123). If you have not already activated your new account, please go to the WaveLink home page at wavelink.lakemichigancollege.edu and click the First Time Student setup in the upper left-hand corner. Forgot your password? Call (269) 927-8189 or email ITHelpDesk@lakemichigancollege.edu. If you forgot your User Name or Password, you can find your LMC ID, WaveLink User Name or Password by clicking on the "Forgot User Name or Password?" link in the WaveLink Login box, and provide two of the following: a) your 8-digit LMC ID number, b) your social security number, or c) your date of birth. If you forget your security question you will need to contact the Information Technologies Helpdesk at (269) 927- 8189. The original security question is the last four digits of your social security number. Follow the directions to change the security question. All WaveLink login issues should be directed to the Information Technologies HelpDesk. This will be set-up during College Success Camp.

Academic Complaint Procedures

Procedure for general and informal issues: Students having concerns, problems, or complaints of a general instructional nature (e.g., faculty, course offerings, and procedures) should immediately confer with the appropriate instructor involved in an effort to resolve the issues informally.

If, after working with the appropriate faculty member, the student's concerns or problems are not resolved, the student should then see procedure below.

Student Complaint - Academic

Lake Michigan College strives to resolve all student complaints in a fair and expedient manner. This policy and procedure pertains to complaints that involve instruction or academic matters.

An academic complaint is any non-civil rights* related complaint generated by an individual student concerning the work-related activities of a faculty member (e.g., grade dispute).

Academic complaints may include, but are not limited to, issues regarding evaluations of academic work (e.g., examinations, quizzes, papers, final course grades, etc.), and/or failure of a faculty member to follow College policies and/or procedures as they relate to instruction or academic matters. Students who have complaints that involve issues that are general in nature and are not

related to instruction or academic matters, such as complaints about non-teaching college staff, the parking lot, snow removal, bathroom maintenance, facility issues, etc., should refer to the [Student Complaint – General Policy and Procedure](#).

Step 1:

Students having concerns or complaints about an academic matter should first submit her or his complaint in writing to the appropriate faculty member in an effort to resolve the issue(s). If the faculty member does not respond within seven (7) calendar days, move on to Step 2.

Step 2:

If, after discussion with the appropriate faculty member, the dispute is not resolved, or if the faculty member does not respond to the written complaint within seven (7) calendar days, the student may appeal in writing to the appropriate department chair or program director within ten (10) business days of notification of the faculty member's decision. The written complaint must specifically address the date and time of the alleged conflict or action, the date and time of the student meeting with the faculty member, a summary of the complaint along with any relevant documentation and specific resolution the student is seeking. The department chair or program director will meet with the persons involved, attempt to resolve the issue, and then render a decision within five (5) business days. The decision will be communicated to the student in writing with a copy to the faculty member.

Step 3:

If the dispute is not resolved in Step 2 in a manner acceptable to the student, the student may appeal the decision in writing to the appropriate academic dean within ten (10) business days of notification of the department chair's or program director's decision. The written complaint must include the written complaint submitted to the department chair or program director, the department chair's or program director's written decision, and any additional supporting documents, the dean will meet with the persons involved in an attempt to resolve the issue and then render a decision within five (5) business days, which will be communicated in writing. The decision will be communicated to the student in writing with a copy to the faculty member. The decision of the Dean is final and cannot be appealed.

Grade Appeal Decision Guidelines:

When appealing a grade, the student is responsible for providing factual information and documentation in writing to support the grade modification he/she is seeking. If appealed beyond step 1 of the student complaint process herein, the department chair or program director and Dean shall carefully consider whether or not the grade and the decisions leading up to it (a) were within the scope of the authority of the individual making the decision, (b) were made in accordance with established policies and procedures, and (c) were neither arbitrary, capricious, nor in bad faith.

If a student appeals her/his final grade for a course, the formal appeal is to be submitted within the semester or term immediately following the one in which the course grade was received. All other complaint(s) must be submitted within ten (10) business days of the date of the complained of action.

STUDENT RESPONSIBILITIES

Students are expected to conduct themselves as responsible individuals in accordance with institutional policies, rules, and regulations. In developing responsible student conduct, the institution prefers advising, and guidance, however, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

- **Prohibited Conduct:**

Misconduct for which students are subject to disciplinary action falls into the general areas of Academic dishonesty, threatening physical and verbal behavior, and violations of civil or criminal statutes and/or institutional policies, rules and regulations. A student found to have committed or attempted to commit the following misconduct is subject to disciplinary sanctions:

- **Abusive Behavior:**

Any conduct, including but not limited to, physical harm or abuse, bullying, verbal abuse, use of profanity, threats, intimidation, harassment, or coercion, or any behavior that threatens or endangers the health, safety, or well-being of any person is prohibited at any location providing college services.

- **Academic Dishonesty:**

Cheating and plagiarism are the two most obvious forms of academic dishonesty. No student shall engage in behavior that, in the judgment of the instructor of the class, constitutes cheating, fabricating, lying, plagiarism, or theft of academic property. In brief, plagiarism is borrowing ideas, words, organization, etc., from another source or person and claiming them as original. Any dishonest activity may result in failure of specific assignments or an entire course.

- **Acts of Dishonesty:**

No student shall furnish false and/or misleading information to any official, college employee or office nor engage in forgery, alteration or misuse of any college document, record or instrument of identification.

- **Alcohol Violation:**

The unlawful manufacturing, distribution, possession and/or sale of alcoholic beverages (except as expressly permitted by college regulations) or public intoxication on any LMC property or off campus sites such as hospitals or clinics.

- **Drugs Violation:**

The unlawful manufacturing, distribution, possession and/or sale of marijuana, narcotics, or other controlled substance except as expressly permitted by law. This includes the possession of paraphernalia.

- **Assembly:**

No student or students shall assemble in a manner that obstructs the free movement of persons about the campus or that interferes with the normal operation of college programs and services.

- **Classroom Misconduct:**

Classroom misconduct is any substantial behavior which disrupts or interferes with the learning experience, or disrupts the academic atmosphere of the institution including college-sponsored events

and activities. Students are required and expected to conduct themselves as mature, considerate adults. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class.

- **Compliance with Applicable Law:**

No student shall violate any college policy, rule or regulation or other local, State or Federal law, ordinance or regulation on college owned or operated property or in connection with any college sponsored program, course of study or activity. Complicity in violating the Student Code of Conduct: Includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual, or group committing or attempting to commit a violation of the Code, he or she is required to remove him- or herself from the situation and report it to the college.

- **Contracts:**

No student shall enter into any contract in the name of the institution except with prior written authorization from appropriate college officials.

- **Failure to Comply:**

A student shall comply with the direction of institutional officials, faculty, staff, or security officers in performance of their duties and identify oneself to these people when requested to do so. All students will carry a current LMC-issued photo identification.

- **Harassment:**

No student shall engage in harassment of another person. This shall include but not be limited to stalking, sexual or racial harassment and verbal and/or physical actions.

- **Indecent or Obscene Behavior:** A student shall not engage in any vulgar, or obscene behavior.

Obstruction/Abuse of Grievance Procedure: Includes but is not limited to:

- Failure to comply with a summons of the Student Appeals Committee.
- Falsification, distortion, or misrepresentation of the information to the Student Appeals Committee.
- Disruption or interference with the orderly process of a discipline hearing.
- Attempting to discourage an individual's proper participation in or use of the Student Discipline Grievance Procedure.
- Attempting to influence the impartiality of a member of the Student Appeals Committee prior to and/or after a Student Discipline Grievance Procedure.
- Verbal or physical harassment and/or intimidation of a member of Student Appeals Committee prior to, during, and/or after a Student Discipline Grievance Procedure.
- Failure to comply with decisions, recommendations or sanctions imposed by the Student Appeals Committee.
- Influencing or attempting to influence another person to commit an abuse of the Student Discipline Grievance Procedure.

- **Other Prohibited Misconduct:**

The college reserves the right to evaluate and document special cases and to refuse admission and/or continued enrollment if the college determines that the applicant/student is a threat or a potential danger to the college community or if such refusal is considered in the best interest of the college. The vice president, student services may specify other behaviors that shall constitute student misconduct, subject to the approval of the president.

- **Safety:**

A student shall not engage in behavior that violates any safety rules of any classroom, laboratory, or other institutional facility. This shall include, without limitation, the wearing of any required personal safety equipment and following prescribed methods and procedures for handling and disposing of materials, which may be hazardous, unstable, contagious, etc.

- **Signs:**

A student shall not erect or display signs or posters on college-owned or operated or Allegan Tech Center property unless authorized by the institution. A student shall not deface, alter, tamper with, destroy or remove any sign or inscription.

- **Smoking and Use of Tobacco:**

Smoking and use of tobacco products are strictly prohibited on the Allegan Tech Center property. Lake Michigan College and the Allegan Tech Center subscribe to the national goal of a drug-free society. The Board of Trustees and the administration believe that drug abuse education and prevention programs are essential in dealing with illicit drug use and alcohol abuse by students on college premises or while engaged in college-related activities. Such abuse of drugs and alcohol by students constitutes a grave threat to their physical and mental well-being and significantly impedes the learning process. Lake Michigan College complies with local, state, and federal laws including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. Students who would like additional information regarding alcohol and drug abuse referral services may contact the Michigan Benefits Access Program at (269) 927-6284.

Smoking is defined, but not limited to, the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind, and/or "vaping" with e-cigarettes, mechanical personal vaporizers (MPVs), or atomizers. It also includes the use of any product intended to mimic tobacco products, contains tobacco flavoring, or delivers nicotine other than for purposes of cessation. Smokeless Tobacco Lake Michigan College prohibits the use of smokeless tobacco products on any of its campuses. This includes chewing tobacco, dipping tobacco (dip), snuff, nasal tobacco (snus) and/or any other variation of smokeless tobacco product. Electronic and Mechanical Nicotine Delivery Systems and Vaping Lake Michigan College strictly prohibits the use of e-cigarettes and/or any other type of electronic or mechanical nicotine delivery system. This includes electronic cigarettes, pipes, cigars, and atomizers or mechanical devices such as mechanical personal vaporizers (MPVs) which use mechanical magnetic switches for activation. While the College recognizes that these products do not contain tobacco, their use looks similar to regular tobacco products and therefore gives the appearance of smoking. The Tobacco-Free Campus policy applies to any property owned or maintained by the college including inside all buildings (including residential living), exterior open spaces except where designated, indoor facilities, on-campus sidewalks, recreational spaces, vehicles owned or leased by the college, and parking lots except in personal vehicles. This policy applies to all employees, temporary employees, students, clients, visitors (customers and vendors), consultants, independent contractors and/or their employees on college property, and any college-sponsored off-site conferences and meetings. Refer to the campus maps for designated exterior smoking areas.

- **Theft or Abuse of Electronics and/or Technology:**

No student shall engage in the theft or abuse of electronics and/ or technology, including but not limited to:

- Unauthorized entry into a file to use, read, or change the contents for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another user's identification and password
- Use of computing facilities to interfere with the work of another student, faculty, or staff member or college official
- Use of computing facilities to interfere with the normal operation of the instructional computing system

Students will read and sign "Acceptable Use of Technology Policy" to use ECAC's computers at the Allegan Campus.

- **Theft and Vandalism:** A student shall not engage in attempted theft of and/or damage to property of the institution or a member of the college community or other personal or public property.
- **Use of Institutional Facilities:** Unlawful or unauthorized use of the institutional facilities is prohibited.
- **Weapons:** A student shall not possess, use, or threaten to use weapons or explosives on any college-owned or operated property or at a college sponsored activity except as specifically authorized in writing by appropriate college officials (Also see the Weapons Free Campus Policy).

Student Discipline

If a student commits any of the above violations, the ECAC Dean/Mentor will contact the district's principal and inform them of the situation. Recommendations of action(s) will be based on the extent of the violation(s) and can result in up to the expulsion from the ECAC program with all monies paid from the local district the responsibility of the student. Students may also be subject to Lake Michigan College's disciplinary process depending on the nature and severity of said violation.

Student Peer Mentoring

ECAC Students will become "Mentors" to incoming, first year ECAC Students. Mentors are responsible to guide and help their Mentees achieve their academic goals. Students must attend Mentor Training in June following their first successful year as ECAC Students. The Mentor Advisory Board will be established by mentors to plan the year of activities and help support and sustain the program along with the Dean and Mentor.

Parent Advisory Board

A Parent Advisory Board will be established to help support, grow, and sustain the Early College Program. The board will meet 3-4 times a year and plan activities and offer suggestions to support and enhance the college experience for students.

PARENT & STUDENT Acknowledgement of Student Handbook 2019-2020

This Parent/Student Handbook has been written to help you gain the greatest benefit from your early college experience.



A copy of this will be given to the ECAC student. The original will be on file with the Dean and College Advisor.

Date:

Parent/Guardian SIGNATURE

Date:

Student SIGNATURE



Early College Allegan County Student/Parent Contract



Evy Houser
Dean of Students
ECAC

Rita Whise
Director of EMC
Lake Michigan College

Please review the expectations below. Signing this document implies understanding and agreement of expectations outlined below:

STUDENT EXPECTATIONS

- Highly prioritize your Early College and High School education.
- LMC class attendance is MANDATORY – for successful course completion.
- Understand course expectations – follow the course Calendar & Syllabus.
- Treat yourself, fellow students, instructors and staff with respect at all times.
- Communicate with Dean, Mentor, Instructors, and parents about any *barrier* that is affecting academic performance.
- Attend Early College meetings.
- Take part in College Success Class.
- Utilize the tools available to you for success: Mentor/Dean, Instructors, LMC counselors/High School counselors
- Participate with and encourage fellow Cohort members.
- **BE AN ADVOCATE FOR YOURSELF!**

You MUST attend grade 13 in order to receive your High School Diploma & Associate Degree.

- Lake Michigan College classes will be recorded on your permanent college transcript.
 - Drop and Withdrawal dates are posted on the Early College webpage at: www.lakemichigancollege.edu.
 - If a student does not follow the college drop or withdrawal procedure, or does not attend class, he/she will receive an “E” on their college transcript. The official Early College Drop/Add/Withdraw Form must be completed for a request to be processed.
- **Tuition for ECAC is provided by your local school. There is no cost to students, but failure to successfully complete a course will affect future college acceptance and financial aid. Additionally, students who do not successfully complete a course will be required to retake the course at their own expense and/or reimburse their local school district.**

Parent/Guardian Expectations

- Attend Early College meetings.
- Discuss long-term educational goals with students.
- Help students create schedules – talk about their plans, possible conflicts or benefits, etc.
- Sign your student’s schedule and other Early College documents.
- Encourage students to be responsible for their own actions and advocate for themselves when they need help.
- Hold students accountable for successful completion of college courses, or lack thereof.
- Hold students accountable for successful attendance.
- Offer transportation solutions, when home district and Lake Michigan College schedules differ.

Please remember this is an exciting opportunity and we are here to help your student be successful college graduates. If at any time you have a question or concern, please do not hesitate to contact me: Evy Houser: 269.512.7809



Please Mark the Box if we are allowed to publish pictures of your student on ECAC promotional sites

Student’s Printed Name

Student Signature

Student Contact Number

Parent Printed Name

Parent/Guardian Signature

Parent Contact Number

Evy Houser, Dean of Students ECAC

Early/Middle College Student Information Release Authorization

I (student name), _____ authorize Lake Michigan College to release information contained in my student record to the individuals or organizations listed below.

- AAESA/ACATEC Early/Middle College Staff
- High School (write name of the HS you attend): _____
- Parent/Guardian/Other (write full legal names of any individuals who you wish to grant access to your student account):

Type of information to be disclosed:

Information shared may include but is not limited to: college records, schedules, grades, attendance, faculty communications, transcripts, billing, academic plans, etc.

Purpose of disclosure:

Information release authorization allows E/MC staff as well as HS staff the ability to work with the college on behalf of the student to provide appropriate services, program evaluation, and grade reporting requirements for program completion.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Parent signature: _____ Date: _____

Unless otherwise requested, this authorization will be terminated upon your withdrawal or completion of the E/MC program.



EARLY COLLEGE



SAMPLE

DATE: September 3rd, 2019

5th Cohort

ARTS

I, Early College Student _____ know and understand my textbooks have been rented from Lake Michigan College – Barnes & Noble Book Store and I have received the following books for Fall Semester.

Received	Returned
HIST 202	Student Name: _____
MUSIC 187	Date: _____
ENG 101	Dean, Evy Houser: _____
	College Advisor, Maureen Clearwater: _____

I understand that my school district is responsible for the rental cost of this text and if I fail to turn it in on the due date, and or damage it, I will be responsible for the cost.

Missing item(s):

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

ECAC Dean, Evy Houser: _____

Date: _____