



CAPITAL REGION TECHNICAL EARLY COLLEGE

Student Handbook and Information Packet 2023-2024



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INTRODUCTION

Capital Region Technical Early College (CRTEC) program is an intensive 3-year high school program combining the best elements of the high school and early college experience. Beginning with Career and Technical Education (CTE) programming in 11th grade, students are then provided the opportunity to defer their high school diploma for one year to extend earning college credits.

CRTEC provides a supportive and rigorous educational environment in partnership with Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College. We are excited to provide our students an opportunity to earn their high school diploma while simultaneously earning college credits with the opportunity to complete a certificate or possibly an associate's degree.

CRTEC is designed to prepare students for the rigors of college, advanced training, and the demands of the workplace once they graduate. The early college is structured so that you gradually increase your exposure to college courses throughout your high school experience. All students are enrolled in college coursework beginning in 11th grade through the CTE programs. During the 12th grade students will attend both college and high school classes and in the 13th year students will be full time college students, completing their course work online or on a college campus.

Through this innovative program, students will be able to save both time and money as they pursue a college credential. Your commitment to spend three years enrolled with CRTEC in grades 11, 12 and 13 demonstrates dedication to your future. Students and parents are ultimately responsible for working with the four-year college after the 13th year and making sure the college credits transfer. The purpose of CRTEC is to provide career pathways and support for all early college students to complete a college certificate or degree.

GOALS OF CAPITAL REGION TECHNICAL EARLY COLLEGE (CRTEC):

Goals of CRTEC are to:

1. Create a first-class learning community in partnership with Baker College, Davenport University, Ferris State University, and Lansing Community College where all who participate (students, staff, teachers/professors, parents and community members) are valued as both learners and teachers.
2. To provide real-world learning experiences for students in a potential career; and support students in a college environment as they learn to utilize the college's resources. CRTEC will provide support, guidance and academic rigor to students who may be first-generation college students or otherwise "underserved".

CRTEC strives to:

1. Develop career and technical skills necessary to enter and/or advance in the technologically sophisticated workplace of the 21st century.
2. Prepare students for successful completion of a Michigan Early Middle College Association (MEMCA) Certification, 60 college credits, a professional certification, or an associate's degree.
3. Prepare students in critical thinking, communication and long-term learning skills for the challenges of the future.
4. Provide for the assessment and/or improvement of learning skills and attitudes necessary for a successful educational experience.
5. Provide comprehensive student services that are conducive to student learning and satisfaction in all facets of the college experience.
6. Improve student academic performance, while increasing high school graduation and persistence rates.
7. Increase the number of students graduating with options for professional careers.
8. Provide an atmosphere where all parents and college stakeholders are part of the shared vision of CRTEC.

STUDENT EXPECTATIONS

Students in CRTEC are held to high standards and expectations. The students are responsible for their success, with the support of their teachers, parents, mentor and the CRTEC coordinator. Students who are admitted to the CRTEC must meet the following expectations in their CRTEC program and local high school:

- Attend school daily
- Arrive at school and all classes on time and ready to participate
- Be a self-advocate: aware of your academic and personal needs and able to communicate and pursue them
- Check email daily; respond appropriately
- Devote additional time to studying daily
- Keep parents/legal guardians aware of academic progress
- On track to complete Michigan Merit Curriculum graduation requirements by the end of the 12th grade year
- Maintain an average grade of a B- or better for each grading period (i.e., marking period, trimester, semester) in your CTE course
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the college facilities and equipment
- Follow the handbook rules and policies of the local high school and local ISD/RESA
- Follow the handbook rules and policies of either Baker College, Davenport University, Ferris University, Lansing Community College, Mid Michigan College, or Mott Community College
- **Meet with the CRTEC Mentor regularly to discuss academic progress and any support services that may be needed**

FAMILY EXPECTATIONS

As the family of a CRTEC student, you will be an important partner as your student strives for success. Studies indicate that students succeed best when the students, parents/guardians, and schools work together. Although communication with college instructors is not allowed, you can still remain connected:

- Set expectations for your student's progress and check in by having them show you their grades
- Show an interest by asking questions about the discussions/content they are learning
- Find out if there are any technology problems
- Stay aware of their schedule and time management skills. Students will need your help
- Help students express their concerns/questions to the instructor - your insight on how to ask questions would be very valuable
- Encourage your student to get connected with other students in class, study groups, sharing notes, etc.
- Believe in your student's abilities and encourage them to perform well in their academics

- Support your student’s daily attendance and notify the school in the event of an absence
- Ensure that your student has the appropriate time and space conducive to studying
- Attend and participate in parent/teacher conferences at their individual school district
- Contact the CRTEC Mentor with information regarding any major life events that may impact student success
- Contact the CRTEC Mentor with any academic concerns

MENTOR EXPECTATIONS

The mentor will guide each student. This is a partnership that will continue until completion of the program. Regular meetings with the mentor are required throughout the program. The mentor will do the following to support the student:

- Monitor your progress at the local ISD/RESA and college courses
- Listen to your needs, concerns, and aspirations
- Advocate on your behalf
- Offer feedback, support, praise, and constructive criticism to help you improve college success skills and academic performance
- Communicate to your parent/guardian as needed

ACCUPLACER/PSAT/SAT

Students are required to obtain college reading, writing, and math levels after acceptance into CRTEC to enroll in college courses. If a student does not meet those required levels, they are responsible for paying for, enrolling in, and passing prerequisite courses on their own. Failure to meet the required levels may also result in dismissal from the program.

COHORT/MENTOR MEETINGS

As part of the CRTEC program, students are required to attend group cohort meetings. Cohort meetings are established for students to share information with each other and also for the mentor to provide information as it relates to the program.

MENTOR CHECK-IN

Students are expected to check in with their mentor on a regular basis to discuss progress or concerns. This communication should be conducted in a face-to-face meeting. If a face-to-face meeting is not possible the meeting may also be done through an email, phone call, virtually or text. Some meetings will be mandatory and students will be responsible for checking emails for dates and times of these meetings. **Students who fail to check in with their mentors are subject to probation or dismissal from the program.**

TUITION AND FEES

As part of the CRTEC program, students are not required to pay for tuition, books or course fees. CRTEC will pay the cost of college tuition, course fees, and certain required course materials for approved CRTEC courses up to its defined obligation. In some cases, students may have to pay for extra class fees that are paid on an individual basis.

If a student withdraws, fails a class or receives a GPA too low for it to count toward their degree, that student will be responsible for the cost of retaking the course for a second time, including books and fees. **CRTEC will not cover the cost of students retaking a class or college graduation expenses.**

WITHDRAW/CHANGING CLASSES

Once a student is placed in a class, they are not allowed to withdraw from that class without contacting their CRTEC Mentor. Class schedules can be changed up to the start of a semester. If a student insists on withdrawing from a class after the semester start date, the student may be dropped but the student is responsible for the total cost of dropping and/or retaking the class.

FAILED COURSE AND RETAKING A FAILED COURSE (Includes classes with low GPA)

Students who withdraw, fail, or fail to obtain the required GPA in a college class will be placed on academic probation with CRTEC. Please consult with your mentor in regards to college policies and academic achievement requirements.

If a student fails a class or receives a GPA too low for it to count toward their degree, that student will be responsible for the cost of retaking the course for a second time, including books and fees. **CRTEC will not cover the cost of students retaking a class.**

TRANSPORTATION

Most courses will be taught on the college campus or online. Transportation and any related transportation costs to the high school, ISD/RESA, or college campus may be the student's responsibility. Please check with your mentor on transportation questions and regarding what transportation is provided at each location.

ONLINE CLASSES

Online courses may be offered through Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College. Online courses provide instruction in an interactive, technology-based learning environment to provide another educational option to meet students' unique learning and lifestyle needs.

Online course work relies heavily on written communication, teamwork and problem-solving skills. Minimum computer skills such as the ability to set up a computer file, knowledge of various internet browsers, and the availability of high-speed internet is necessary. In addition, students must have functional skills in email, word processing, and spreadsheet applications.

ASSIGNMENTS AND GRADES

Each college has an online teaching and learning system students must access. Through the use of the Canvas, D2L, Moodle, or Blackboard classroom, students will link with faculty members as well as fellow students in their classroom. Assignments include but are not limited to discussion boards, team projects, papers, journals, and simulations. **Students are expected to meet assignment deadlines established in advance by the instructor.**

COMMUNICATION

CRTEC, Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College (faculty and staff) will communicate to early college students via their respective student email systems. Students must frequently check their college email. Students should also send communications to their advisors and faculty via their college email. Students can communicate with their mentor by phone, text email, virtually or by stopping by their office.

ACADEMIC CALENDAR

Students will be expected to adhere to several academic calendars. The local high school, Eaton RESA Career Preparation Center, Wilson Talent Center, Clinton County Career Connections, Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College all have their own calendars with different begin dates, end dates, and days off.

COLLEGE CALENDAR CONFLICTS

Students taking classes on a college campus should be aware that college and high school calendars do **not** match. If your local district is not in session and college is in session, you are expected to attend your college class. 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.

CLASS SELECTION/SCHEDULING

Students will work with their mentor and/or college advisor to register for classes in their program of study and keep track of progress in the five-year plan. Course selection must be approved by your mentor and all prerequisites met prior to registration. Students are ultimately responsible for ensuring registration is completed prior to posted deadlines and verifying their class schedule by logging into their respective college accounts, or risk being dropped from class. Any changes to class selection must be approved by your mentor prior to the start of the semester.

YEARLONG SCHEDULING

Early college students may be scheduled for classes for both fall and winter/spring semesters. Yearlong scheduling commences each year in the spring for the following academic year. Students may contact their mentor for changes that may be needed. (Note: Due to FERPA requirements, students may not request changes on behalf of other students.)

When scheduling classes, it is expected that 9-12 hours of work will be completed each week for each 3-credit course (online and in seat).

CHANGE OF PROGRAM

Students are enrolled in a specific college program and are not allowed to change to a different program of study.

ATTENDANCE

Regular attendance is an essential component to success for an early college student. Students must have good attendance at high school as well as college. All attendance policies through the ISD/RESA and college will be enforced, as well as those established by individual instructors.

Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College establish their own attendance policies, it's the student's responsibility to check each course syllabus for this information. The 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.

CRTEC Student Attendance Expectations:

1. Accept responsibility for their own actions related to their attendance. (A good rule to follow: Would the student's absence or tardiness be considered acceptable, appropriate, or "excusable" in the workplace by an employer?)
2. Attend school on a regular consistent basis and arrive promptly at their assigned classes
3. Demonstrate respect at all times toward all school personnel when the attendance and tardy policy is being applied and/or administered

Students will be in jeopardy of losing their place in CRTEC because of poor attendance. The mentor will review all information to address poor attendance. Consequences for poor attendance may result in any or all of the following:

- The inability to receive credit for courses taken
- Delay of a student's high school diploma date
- The student will NOT be allowed to take college courses the following semester
- Dismissal from Capital Region Technical Early College

RESA/ISD ATTENDANCE POLICY

Please see your respective RESA/ISD handbook for attendance policy.

DISCIPLINE

It is a privilege to be a part of the CRTEC program. Early college students will follow the rules and guidelines as established from their local high school as well as the rules and guidelines of their ISD/RESA, Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College, and the State of Michigan. Proper behavior is expected while in high school and also on the college campus. Refer to the ISD/RESA handbook and college handbooks for specific expectations.

TEXTBOOKS AND MATERIALS

Early college students will have required textbooks paid for by CRTEC for approved courses in the CRTEC program of study. All textbooks, equipment, supplies, etc. that have been purchased or rented by CRTEC for use in CRTEC will at all times remain the property of CRTEC and returned to them in good condition at the completion of the course. Students are responsible for the care and custody of said materials and agree to return all textbooks and materials to CRTEC at the conclusion of each college course. You will be required to pay for any lost or damaged textbooks, equipment supplies, etc.

CLOSING OF SCHOOL

Students should follow post-secondary social media accounts, local TV, radio stations and websites for school closures. If a high school is closed that does not mean that the college is closed. It is the student's responsibility to assure that they are attending school if it is open.

INABILITY TO HOLD CLASSES/CANCELLATIONS

Baker College

Baker College's policy for scheduled and unscheduled cancellation of on-ground classes resulting from, but not limited to: Baker College holidays, weather-related closures or delays, power outages, an unanticipated instructor absence due to illness or other extenuating circumstance; and, other mitigating circumstances. Supporting student success in these instances, instructors will provide instruction via an alternate delivery method. These measures are to be taken when regularly scheduled instruction is not possible for reasons beyond an instructor's control which is a campus-wide decision. Under extenuating circumstances, the faculty member is responsible for expediting notification.

Davenport University

If a DU faculty member is unable to hold class, DU will not be responsible for providing a substitute teacher. The DU faculty member will contact the students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the proposed schedule of course activity. It is Davenport University's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, PantherMail, Blackboard and local news stations) for any notices or alerts of canceled courses for any reason.

Students who are in the 12th grade a program at Davenport University and using the Eaton RESA bus system will have schedules given to them each semester noting how classes will be dealt with due to delays or closures. Students will still need to complete coursework as assigned.

Ferris State University

Ferris advises students to be aware of each course's attendance policy (as it varies by instructor).

Students may want to check out the Student Information section of our FerrisNow Handbook for more information: <https://ferris.edu/ferrisnowhandbook>.

Lansing Community College

If a LCC faculty member is unable to hold class, LCC will not be responsible for providing a substitute teacher. The LCC faculty member will contact the students as soon as an absence becomes necessary. Students will be expected to follow the course syllabus and keep to the

proposed schedule of course activity. It is LCC's policy that all students and staff must report to campus for their class during its regularly scheduled meeting time, unless they are directed otherwise. Students are expected to check all forms of communication (phone, LCC email, D2L and local news stations) for any notices or alerts of canceled courses for any reason.

Mid Michigan College

Mott Community College

The college reserves the right to cancel any class at the beginning of a semester or session if the class does not have a sufficient number of students to warrant its continuation. The division in which the class is offered will attempt to notify students in the class if such action is taken. It is the policy of the college to remain open whenever possible. If classes are canceled during a semester or session because of **inclement weather**, area radio and television stations will be notified. You may also call: **MCC's Campus Closing & Weather Line (810) 232-8989**

CHANGE OF PERSONAL INFORMATION

If a student, parent or guardian 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 mentor, your local school district and the college faculty to update the college database.

PARKING – COLLEGE CAMPUSES

Parking on college campuses is free of charge in most locations. Mentors can help students obtain student parking passes.

CAREER & COLLEGE READINESS

CRTEC is committed to student success as an early college student. As part of our program students will be participating in a Career & College Readiness session(s). These sessions are designed to provide students with all of the strategies students will need for continued success in college.

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.**

Students must maintain at least a 2.0 cumulative Grade Point Average (GPA) at Baker College, Davenport University, Ferris State University, or Lansing Community College, Mid Michigan College, and Mott Community College, to remain in good standing, which indicates satisfactory

academic progress. Students whose cumulative GPA falls below 2.0 are subject to their college's Academic Standing Policy.

If a student withdraws, fails a class, or fails to get the needed GPA in a class, that student will be responsible for the cost of retaking the course for a second time, including books and fees.

CRTEC will not cover the cost of students retaking a class.

COUNSELING AND ADVISING

High school counselors and CRTEC mentors are available to meet with students regarding academic and personal issues. Students are encouraged to also meet with advisors at Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College, and Mott Community College for questions regarding college classes, transfer and degree completion.

Students will have full access to all of the resources provided by Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College and Mott Community College including: counseling, tutoring, writing center, and many other areas. Students are encouraged to utilize the student support services as needed, and stay in regular contact with their instructors prior to having difficulties in class.

ATHLETICS/ACTIVITIES

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 local high school counselor and communicate with the colleges that they are interested in attending.

COURSE CONTENT

Course content is determined by college administrators. 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. Please check with your local school district for their policy. 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 the 13th year.

If a CRTEC student returns to the sending district before completing EMC requirements, either voluntarily or involuntarily, the student must comply with the sending district graduation requirements in order to obtain his/her high school diploma.

In order to graduate from the CRTEC, students must complete all of the Michigan Merit Curriculum requirements and local district graduation requirements. Students must also complete one or more of the following; 60 transferable credits, a Michigan Early Middle College Association (MEMCA) certification, an associate degree, or a professional certification awarded by the college partner.

STUDENT ID CARDS

Baker College

A Baker College student ID card is issued to students when they enroll in courses for the first time. Cards are obtained at the student services area on the main campus. The ID card is also an alternate source of ID to access the computer labs and other student services. There is no charge for the initial student ID card that is issued. However, a \$5 replacement fee will be charged on requests for additional cards, thereafter.

Davenport University

A Davenport University student ID card will be issued to students when they enroll in a course for the first time. Students are expected to carry their student ID card with them while on campus.

Ferris State University

A Ferris State University student ID card is issued to students when they enroll in courses for the first time. Cards are obtained at the student services area on the main campus. The ID card is also an alternate source of ID to access the computer labs and other student services.

Lansing Community College

A Lansing Community College student ID card is issued to students when needed. Please see your mentor for help obtaining a Star Card. Cards are obtained at the student services area on the main campus. The ID card is also an alternate source of ID to access the computer labs and other student services. There is no charge for the initial student ID card that is issued. However, a \$5 replacement fee will be charged on requests for additional cards, thereafter. Lost and returned cards can be claimed at the Police Station.

Mid Michigan College

A Mid Michigan College student ID serves two main purposes. It is your College ID *as well* as your Library Card. To get your Student ID visit the Harrison or Mount Pleasant campus LLS to make your Student ID card. There is no charge for your first ID and a \$5 fee for replacement ID's.

Mott Community College

A Mott Community College student ID card is issued to students when they enroll in courses for the first time. Students are required to have their picture taken for their student ID card. Pictures are taken in the Admission Office. Cards are mailed to students at the student's home address.

TUTORING INFORMATION

Many instructors are available outside of class time for individual assistance. Free, one-on-one, or group tutoring to students upon request is also available. Take advantage of the free tutoring services whenever you need some extra help with a course.

Baker College

There are two ways you can receive tutoring/consulting services help:

- Utilize our Virtual Academic Resource Center
- Visit a campus-based Academic Resource Center

We offer one-on-one synchronous and asynchronous tutoring/consulting sessions to help with your writing and learning needs. Below, the types of sessions are explained:

Asynchronous Session: This means that you will be provided feedback after you submit a paper to be reviewed. Don't have time to meet in real-time? Just upload your document and a consultant will provide feedback. You will still be involved with the feedback as you will be provided comments in the margins of your submission as well as a more holistic comment summarizing the revisions suggestions, but you and the consultant will not have to be online at the same time and/or conversing during this session. Once you upload your draft, your consultant will provide feedback within a 24-hour period.

Synchronous Session: This means that you and the consultant will be online at the same time in order for learning to happen. You will work with the consultant online, in real-time. You can use the audio, video, or Chat function, as well as the whiteboard to work together in real-time. Be sure to follow the instructions for synchronous sessions.

To schedule an appointment for a virtual tutoring session, click on the following link: <https://baker.mywconline.com/>

Davenport University

You can go to <http://libguides.davenport.edu/tutoring/welcome> to view all the other services available at DU.

Tutoring Services Information

- Tutoring Services are offered to Davenport University students without charge.

- Online tutors are available in many disciplines to both online and campus-based students. Contact the online tutors for specific information.
- Students are welcome to use the tutors at any DU campus. Check the schedule at the location most convenient for you.
- Drop-in hours allow you to come in during the posted times; **if tutors are working by appointment, you must make the appointment by 8:00 pm of the preceding day.** (8:00 pm on Monday for a Tuesday appointment)
- Appointments are made using the online appointment calendars.
- See the schedules at all campuses by using the Locations and Schedules at <https://my.davenport.edu/tutoring-services>

Ferris State University

All tutoring is FREE, tutoring is arranged on a first come first served basis, and students are allowed 2 appointments per week per subject. There are one-on-one or small group sessions in the Academic Support Center with on- site tutors, walk-in math tutoring, and regularly scheduled course specific workshop tutoring provided on a walk-in basis in classrooms on campus. Lab tutoring assists students with the use of specialized equipment.

Lansing Community College

The Learning Commons is located in Arts & Sciences 108 – please call to verify hours of operation.

Phone: (517) 483-1206 or tutorsvcs@star.lcc.edu.

Learning Support Services Offered

- Tutoring is offered in many subjects, free of charge for students currently registered in LCC courses. Stop by or call today to see if help is available in your course.
- Study space including some quiet areas
- Laptops, iPads, textbooks, anatomy models, and calculators for use in the Learning Commons for up to two hours at a time
- Study strategy assistance and handouts

Printing can be done in The Learning Commons (**TLC**) using the quick print station near the front desk. Please note that photocopying is not currently available in TLC.

Photocopying can be done on the lower level of the Arts & Sciences building, in the TLC library and in the TLC first floor lobby near the computer lab.

Please note: The Learning Commons will be closed whenever LCC is closed.

TLC break hours vary depending on the time period. Please contact TLC for break hours.

- West Campus Computer Lab - Phone: 517-483-1638 - For General Question concerning the West Campus computer lab.

- LCC Help Desk – Phone: 517-483-5221 - For technical questions please call the LCC Help Desk. The Help desk can provide technical support for LCC computer applications. Such as, myLCC, Desire2Learn and Banner.
- LCC Computer Lab (Main Campus) – Phone: 517-483-1038 - For general questions concerning the LCC Computer Lab Located on the LCC Main Campus in The TLC Building.
- LCC Library – Phone: 517-483-1657 – location: 2nd Floor, TLC Building

Mid Michigan College

Mid Michigan College’s Library and Learning Services may offer tutoring in various subjects and time slots. Work with your mentor to set up tutoring.

Mott Community College

We offer one-on-one and group tutoring appointments. Appointments last up to 50 minutes and can be scheduled up to three weeks in advance. You can schedule two appointments per week, per subject. We offer tutoring in most of the general education classes (100 and 200 level). Students who submit a tutor request form are notified by e-mail of their appointment time as soon as possible (usually the same day, unless on the weekends). If there is not an appointment or study group available, we will work with you to try and get you in contact with your department, faculty, or other tutoring lab on campus.

Students should bring all course related materials books, lecture notes to their tutoring sessions and it is recommended that you prepare a list of questions or topics that you would like to discuss with your tutor. Please contact the Peer Tutoring Center as soon as possible if you are going to miss an appointment (810) 232-4696. If you are late for an appointment, the tutor will wait for you. However, appointments are 50 minutes and your session will end at the scheduled time. If you are late for your appointment, and another student is seeking tutoring, the tutor may take the other student in place of your scheduled appointment. Students must attend class, attempt the homework, and do assigned readings. If you have any questions or concerns, please contact the Peer Tutor Coordinator.

STUDENT PRIVACY-FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the ISD/RESA.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
 - a. **Signed; written request submitted to your mentor identifying the record(s) to be inspected.**
 - b. Upon receipt of the signed, written request, the MENTOR will make the necessary arrangements for the inspection of the student's educational records and notify the parent/ guardian or eligible student.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the CRTEC is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information, or,
 - c. under certain circumstances, as permitted by FERPA

The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.

4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the ISD/RESA office.
5. The right to protest to:

The Family Policy and Regulations Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20206-4605

CRTEC NON-DISCRIMINATION CLAUSES

Clinton County RESA

Non-Discrimination and Complaint Procedure

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Renee Thelen
Special Education Director
989-224-6831 Ext. 2325
1013 South US 27, Suite A
St. Johns, MI 48879
rthelen1@ccresa.org

Jennifer Branch
Career Education Director
989-224-6831 Ext. 2334
1013 South US 27, Suite A
St. Johns, MI 48879
jbranch@ccresa.org

Karmen Hungerford
Human Resource Director
989-224-6831 Ext. 2394
1013 South US 27, Suite A
St. Johns, MI 48879
khungerford@ccresa.org

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent.

Non-Discrimination and Complaint Procedure

In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint. The Board President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent. The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

Eaton County RESA

Eaton RESA does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

Ingham County ISD

It is the policy of the Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs, services or activities, including employment opportunities. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra- curricular programs of the District. Inquiries regarding the nondiscrimination policies should be made to one of the following staff who have been designated to serve as the District's "Compliance Officers":

Susan Tinney
Assistant Superintendent for Human Resources
517-676-1051
2630 West Howell Road, Mason, MI 48854
stinney@inghamisd.org

Brent Little
Director of Payroll, Benefits and Human Resources
517-676-1051
2630 West Howell Road, Mason, MI 48854
blittle@inghamisd.org

CRTEC SUCCESS PLAN/PROBATION AND DISMISSAL PROCEDURES

Early college 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 of criteria, that student may be placed on probation or dismissed from the program.

1. To be placed on CRTEC Academic Probation a student has not met at least one of the following, but not all-inclusive standards:

- Student has not met the Program Readiness standard based on the Accuplacer Test (these scores are subject to individual programs).
 - Student has failed to communicate with their Mentor as required
 - Student has failed to perform successfully in the Career & College Readiness sessions
 - Student doesn't maintain a B- or better in their CTE course
 - Student overall GPA is below 2.0
 - Student has withdrawn, failed or failed to obtain needed GPA in at least 1 class for the semester
 - Student has failed to attend cohort meetings
 - Student withdraws from a course without notifying the mentor
 - Student is administratively dropped by the college due to lack of attendance/participation
 - Other as deemed by the mentor, high school counselor, or high school principal based on the CRTEC Handbook
2. Once a student has been placed on a Success Plan/Academic Probation, the student will meet with their mentor to establish goals and check progress throughout the next semester. The student may be required to attend tutoring. The student's program of study may also be slowed down by reducing the number of college courses that can be taken.
 3. To have the probation removed, the student must follow and meet the criteria listed below, listed on the agreement and have earned an overall GPA of 2.0 or greater and not fail any classes by the end of the next semester.
 - Retake the Accuplacer Test to meet the Program Readiness standard
 - Meet with the Mentor on a weekly basis to establish progress for one full semester
 - Meet with a tutor for a minimum of 6 weeks or as needed
 - Communicate as required by the Mentor for progress checks
 - Fulfilled all established recommendations or expectations on the probation agreement
 4. If a student fails to meet the requirements of the Success Plan/Academic Probation, that student will be transitioned out of the program and return full-time to his/her local high school. The college also reserves the right to dismiss a student based on any violation of college policy (refer to individual college policy handbooks).
 5. If a student fails or fails to get the needed GPA in two or more college classes during different semesters or the same semester, the student is required to have a meeting with their mentor, and parents to determine their continuation in the program.



Name:	
Date:	

Area of Concern

-

Expectations of Plan

-

Student Action Items

-

Student/Parent Comments:

My signature below acknowledges that I understand the expectations of this plan.

Student:	Date:
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Parent/Guardian:	Date:
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Director of Early College:	Date:
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Mentor:	Date:
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APPENDIX A – PLACEMENT REQUIREMENTS

Davenport University

Determination of College-Level Placement

Prior to the beginning of the Early College program, a writing assessment (to determine college-level English preparedness) will be administered to all students interested in participating in the Early College program. Students who do not demonstrate college-level English preparedness and college-level math preparedness will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum</u>
SAT:	430 or higher – Evidenced-based Reading and Writing Score 500 or higher – Math Score
Accuplacer:	250 or higher – Sentence Skills 250 or higher - Reading 250 or higher – Elementary Algebra

Ferris State University

Determination of College-Level Placement

All students interested in participating in the Early College program need to provide CRTEC with a copy of their PSAT/SAT. Students who do not demonstrate preparedness based on their PSAT/SAT scores and high school GPA will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum:</u>	<u>Test:</u>	<u>Minimum:</u>
PSAT10:	Critical Reading – 460 Math – 510 English – 450	SAT:	Critical Reading – 480 Math – 530 English – 450

Minimum HS GPA of 2.50

Lansing Community College

Determination of College-Level Placement

Prior to the beginning of the Early College program, a writing assessment (to determine college-level English preparedness) will be administered to all students interested in participating in the Early College program. Students who do not demonstrate college-level English preparedness will not be accepted into the Early College program.

<u>Test:</u>	<u>Minimum</u>
SAT:	440 or higher – Evidenced-based Reading and Writing Score 400 or higher – Math Score
Accuplacer:	Level 3 or higher – Writing for Auto and Welding Level 2 or higher – Reading for Auto and Welding Level 4 or higher – Writing for all other programs Level 4 or higher – Reading for all other programs Level 3 or higher – Elementary Algebra for Auto and Engineering

****Please note – these are not college level scores for Accuplacer but acceptance levels for CRTEC. Students will need to earn higher scores to be eligible for several college classes and to continue in the CRTEC.**

An evaluation of preparation will be conducted by the Director of Early College by the end of the 11th year, and can include either the SAT scores or the ACCUPLACER Exam scores. Students not scoring the minimums, will be asked to complete remediation and retest, college level scores must be achieved no later than the end of the 12th year to continue in the early college program.

Mid Michigan College

N/A

Mott Community College

SAT Writing/Language & Reading = 27

SAT Writing/Language & Reading = 27

SAT = 520 or higher

COLLEGE COURSE REQUIREMENTS AND DEFINITIONS OF EARLY COLLEGE CREDIT

Students are responsible to know what the prerequisite, grand point average, and course grade requirements are for each college course to count toward a certificate or degree and to transfer to another college.

Articulated Credit

Articulated credit provides students with a way to start in a career field and potentially earn articulated college credit while in high school. The programs align with specific programs of study at the postsecondary level. A high school teacher and postsecondary faculty agree on the student learning outcomes for a class to articulate from the high school to the college course. Usually, a student must earn a certain grade in the course and then enroll in the college to have the credit added to their college transcript.

Direct Credit and Concurrent Enrollment

Direct credit is usually associated with a college faculty member teaching the college course at the high school. Concurrent enrollment is usually used to describe college courses taught in the high school by high school teachers who are also adjunct college faculty. The terms direct credit and concurrent enrollment are used differently throughout the state.

Dual Enrollment

Dual Enrollment provides an opportunity for students in ninth grade or higher to take college classes while in high school. High school students may participate in dual enrollment by attending at least one high school course and simultaneously attending a degree-granting postsecondary institution

APPENDIX B –RESOURCE LINKS

Baker College

<https://www.baker.edu/>

<https://www.baker.edu/student-services/resources/disability-services/>

College Board

<https://www.collegeboard.org/>

Access your PSAT/SAT Scores

Davenport University

<https://www.davenport.edu/>

<https://www.davenport.edu/campus-life/student-access>

Ferris State University

<https://www.ferris.edu/>

<https://www.ferris.edu/RSS/ecds/disabilities-services/homepage.htm>

Lansing Community College

<https://www.lcc.edu/>

<https://www.lcc.edu/services/access/>

Michigan Transfer Agreement

<https://www.mitransfer.org/michigan-transfer-agreement>

Search how college credits may transfer

Mid Michigan College

<https://www.midmich.edu/student-resources/lls>

<https://www.midmich.edu/student-resources/support-for-success/accommodation-services>

Mott Community College

<https://mcc.edu/>

<https://www.mcc.edu/disability-services/index.shtml>

Parchment

<https://www.parchment.com/>

High school transcripts

NOTES or QUESTIONS I STILL HAVE

CRTEC STUDENT HANDBOOK AGREEMENT PAGE

Please read, sign, and return.

I have read and understand the Capital Region Technical Early College handbook and guidelines.

I will follow the rules and guidelines set by my local high school, Clinton County Career Connections, Eaton RESA Career Preparation Center, Wilson Talent Center, Capital Region Technical Early College, Baker College, Davenport University, Ferris State University, Lansing Community College, Mid Michigan College and Mott Community College.

If I violate any of the guidelines/rules, I understand that I could be dismissed from the program. I understand that if I am dismissed from the Capital Region Technical Early College program, I may be responsible for any costs associated with tuition, fees and books.

WITHDRAW/DROPPING CLASSES

Once a student is placed in a class, they are not allowed to withdraw from that class without contacting their mentor. Class schedules can be changed up to the start of a semester. If a student insists on withdrawing from a class after the semester start date, the student may be dropped but the student is responsible for the cost of retaking the class.

FAILING CLASSES

Students who withdraw, fail, or fail to obtain the required GPA in a college class will be placed on academic probation with CRTEC. Please consult with your mentor in regards to college policies and academic achievement requirements.

If a student fails a class or receives a GPA too low for it to count toward their degree, that student will be responsible for the cost of retaking the course for a second time, including books and fees. **CRTEC will not cover the cost of students retaking a class.**

Early College Student Name (printed) _____

Early College Student Signature _____

Date: _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Date _____

