



# Student Handbook

## 2019 - 2020

The Early College at Lansing Community College, Mackinaw Bldg.

430 N. Capitol Ave. Ste. 214, Lansing, MI 48901

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Dear Students:

On behalf of the faculty and staff at Lansing Community College (LCC) and the Ingham Intermediate School District, I welcome you to the LCC main campus. This unique school is designed to accelerate your education and personal growth.

The Early College (TEC) offers students more individualized attention and more responsibility than is offered in a traditional high school and more support than is offered to most college students. During your time here on the Lansing Community College campus, you will be presented with challenges and given support in facing them.

As a member of The Early College, you will complete your high school diploma while you develop skills that will help you not only be successful in your education but also in life. Most of all, The Early College is designed to create an environment where you increase knowledge, develop your skills, explore college and career options, commit to life-long learning, and serve your community and humankind.

I encourage you and your parents to read this handbook to find the answers to most of your questions about the policies and procedures of The Early College at Lansing Community College.

Remember, your experience here at The Early College depends on your effort. We will be here to support you along the way.

Sincerely,

A handwritten signature in black ink that reads 'Steve Rosales'.

Steve Rosales, Ed. D.  
Director  
The Early College at Lansing Community College

# TABLE OF CONTENTS

The Early College at LCC Staff	2
Contact Information	3
Welcome to The Early College at Lansing Community College	4
School Calendar	7
What is The Early College at LCC?	8
The Early College at LCC Vision	8
The Early College at LCC Mission	8
The Early College at LCC Student Outcomes	8
Credit Awarded Toward the HS Diploma and LCC Coursework	8
The Early College at LCC Completion Requirements	9
Success Skills Credentialing for College Readiness	9
The Early College at LCC Policies and Procedures	11
Academic Mentors	12
Academic Probation	12
Acceptable Use Policy	12
Attendance	12
Books and Equipment	13
Cell Phone Use	13
Closing of TEC	14
Daily Schedule	14
Discipline Philosophy of The Early College	14
Dress Code	15
Drop Off and Pick Up	15
Electronic Devices	15
Emergency Contact Information	15
Enrollment	16
Field Trips	16

Food and Beverages	16
Grading	16
Health and Safety	17
Homework and other out of class work	17
Leaving Campus	18
Lost Property	18
Non-Controlled Substance: Use, Possession and Distribution	19
Office Hours	19
Parent Involvement	19
State Mandatory Expulsion Law	19
Student Telephone Use	20
Transportation	20
IISD and LCC Boards	21
Non-Discrimination Policy	21

## **FALL 2019 SCHOOL CALENDAR (Required)**

TEC Kick-Off	August 13 -15, 2019
TEC Classes Resume	August 22, 2019
EC 19 Parent Night – West Campus	August 29, 2019
Labor Day – TEC and College Closed	September 2, 2019
Student - Led Conferences	October 9 & 10, 2019
Thanksgiving – College Closed	November 27 – 29, 2019
Last Day of Semester	December 18, 2019
Winter Break – No School	December 19 - January 3

## **SPRING 2020 SCHOOL CALENDAR (Required)**

TEC Resumes (Required for All TEC EC 19 students)	January 6, 2020
No School - MLK	January 20, 2020
No TEC Classes; LCC Classes Meet	February 17, 2020
TEC Classes meet; No LCC Classes	March 9 - 10, 2020
Required Activities for All TEC EC 18 Students	March 11 - 14, 2020
TEC Spring Break, LCC Courses Meet	April 6 - 10, 2020
Last Day of TEC Students (Evening event)	May 18, 2020

***CAREER READINESS ACTIVITIES ARE MANDATORY COMPONENTS OF  
THE EARLY COLLEGE CURRICULUM***

**The Early College at Lansing Community College** is a unique opportunity for mid-Michigan high school students interested in transitioning to the college environment while earning their high school diploma. TEC is three years in length: entering in grade 11, state testing in grade 12, and completion in grade 13. The Early College is designed for young people who wish to complete their high school diploma and begin career training and their college education. A team of partners, including Lansing Community College (LCC), Ingham Intermediate School District (IISD) and other business and industry leaders are committed to developing a college-level curriculum for diploma completion and advanced training for work in high-demand Science, Technology, Engineering and Mathematics (STEM) careers.

## **VISION STATEMENT**

The vision of The Early College at LCC is to provide mid-Michigan high school students the opportunity to earn up to 60 college credit hours as part of their high school learning experiences. We will promote innovation and best practices in education. We will allow for both an inquiry-based teaching philosophy and a tangible career path for our students through our science, technology, engineering, and math (STEM) focus. Our students will have a personalized learning experience within a small learning community, a positive school experience and the social and academic tools to successfully continue their education or career.

## **MISSION STATEMENT**

The Early College at LCC will become an exemplary model of non-traditional education, producing students that are life-long learners, prepared for success in a globally competitive world that requires creativity, flexibility, and advanced skills.

## **THE EARLY COLLEGE STUDENT EXIT OUTCOMES**

1. Students will have the opportunity to obtain their High School diploma.  
Students will have an opportunity to earn up to 60 college credits, a certificate or an associate degree in one of the LCC certificate programs\*.  
*\*Degree programs and certificate programs require TEC Director's approval. (See TEC completion requirements section below)*
2. Students will gain exposure and explore Science, Technology, Engineering and Mathematics (STEM) careers through interdisciplinary and inquiry-based instruction.
3. Students are explicitly taught and will have the opportunity to develop soft skills to prepare them for success in college and career.

## **CREDIT AWARDED TOWARD THE HIGH SCHOOL DIPLOMA AND LCC COURSE WORK**

Students are immersed into the college environment. As high school students, they are on campus all day and learn to take classes with adults and behave like adults in an adult learning environment. It helps students bridge the learning and social gaps between high school and college. Each student will start taking college courses when s/he demonstrates readiness (soft skill implementation, academics, and college placement scores). Students are recoded and graduate from high school in their 13th year.

When students complete the requirements of The Early College at LCC, their local districts will be notified. The local district is the authorized body to determine whether the student

participates in graduation exercises with their original class in their home district.

If a TEC student returns to the sending district before completing TEC requirements, either voluntarily or involuntarily, the student must comply with the sending district graduation requirements in order to obtain their high school diploma.

## **TEC COMPLETION REQUIREMENTS**

To complete The Early College students must:

- 1. Complete the Michigan Merit Curriculum required course credits.** Instruction for courses needed for high school completion is delivered by LCC faculty members.
- 2. Complete Michigan Early Middle College Association Certificate, Lansing Community College Certificate of Achievement, or Lansing Community College Associate Degree.\*** Lansing Community College is part of the Michigan Transfer Agreement (MTA) with various colleges and universities to help with the transition to a university or college. Lansing Community College also offers a variety of certificate programs which are designed to prepare students for entry into the world of work. A Certificate program must be approved by the Director of The Early College in order to meet The Early College Completion requirements.  
  
\*Due to cost constraints, not all LCC degrees or certificates are available at no cost to students (e.g. Aviation Maintenance Technology). See TEC Director or mentor for questions.
- 3. Complete Career Readiness sessions.** Students will participate in interactive career exploration sessions, attend seminars on workplace issues, etiquette and employability skills, and participate in mock interviews with professionals.

## **SUCCESS SKILLS CREDENTIALING FOR COLLEGE READINESS**

College readiness can be defined operationally as the level of preparation a student needs in order to enroll and succeed—without remediation—in a credit-bearing general education course at a postsecondary institution that offers a baccalaureate degree or transfer to a baccalaureate program. The work of David Conley for the Bill and Melinda Gates Foundation organizes the key facets of college readiness into four concentric levels: Key Cognitive Strategies, Academic Knowledge and Skills, Academic Behaviors, and Contextual Skills and Awareness.

Success Skills are learned behaviors that positively influence academic and job success. These behaviors include attending class, being prepared, following-through on tasks, communicating effectively and taking responsibility for one's actions. These categories were turned into the five themes that make up the Success Skills curriculum. Success Skills are taught in every class so as to create a culture among the students and within the school.

Both faculty and students will evaluate Success Skills for college readiness each semester as a part of the credentialing process to ensure that the student is college ready in each core academic subject. Each progress report will reflect the student's performance in each of the Success Skills areas and will use the following ratings.

*Conley, D.T. (2007). Toward a more comprehensive conception of college readiness. Eugene, OR: Education Policy Improvement Center.*

## Ratings for Success Skills

<b>U</b> – Unsatisfactory	Struggling academically and making little or no effort to improve or address weak areas.
<b>N</b> – Needs Improvement	Generally progressing academically and making an effort in success skills but needs more work.
<b>S</b> – Satisfactory	Success Skills and academic performance are on the right track but could use some minor improvements.
<b>R</b> – College Ready	Student is college ready; student has demonstrated this with success skills, academic performance, and has scored appropriately on the necessary Accuplacer tests.

## Indicators for Success Skills\*

Each Success Skill has indicators that faculty look for to evaluate a student's level of success in accomplishing each of the indicators listed below.

These are examples of but not limited to:

### ATTENDANCE

- Physical attendance
- Mental attendance
- Accountability for absences

### PREPARATION

- Prepare materials
- Prepare assignments
- Prepare self
- Prepare and use planning system

### FOLLOW-THROUGH

- Follow-through on assignments
- Follow-through on appointments
- Follow-through in class

## COMMUNICATION

- Communicating need/advocacy
- In-class communication
- Body language communication
- Communication timing
- Making contact outside of school day
- Communicating to resolve conflict

## RESPONSIBILITY

- Personal responsibility
- Academic responsibility
- Interpersonal responsibility

**\*THIS MATERIAL IS FROM THE EDUCATION CHARTER SCHOOL GRANT PROGRAM, CYCLE SEVEN BEST PRACTICES DISSEMINATION GRANT NUMBER 020610/70 AND MADE AVAILABLE TO PUBLIC SCHOOLS FOR THEIR USE.**

# **THE EARLY COLLEGE AT LCC (TEC) POLICIES AND PROCEDURES**

The current Lansing Community College student General Rules and Guidelines and the [Student Code of Conduct can be found at www.lcc.edu/catalog/policies\\_procedures/studentrulesguidelines.aspx](http://www.lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx)

Lansing Community College is an institution of educational excellence. Members of the LCC community strive to create an environment that contributes to academic success and personal growth. All members of LCC's community are responsible for creating and respecting conditions both in the classroom and on campus that encourage teaching and learning in a positive atmosphere.

A positive and successful learning environment provides opportunities for students to practice good citizenship in the larger society and to practice respectful dissent. These are the practices and qualities that the Student General Rules and Guidelines and the Student Code of Conduct encourage.

The Student General Rules and Guidelines and the Student Code of Conduct serve as a reference and working guide when attempting to resolve student disciplinary issues. Nothing in these documents should be construed as a contract, entitlement or promise. These documents are intended to represent minimum guidelines only; students should be aware of the fact that the absence of a specific policy, statement, procedure or provision should not be construed to be a waiver of such item by LCC.

If students have questions regarding the Student General Rules and Guidelines or the Student Code of Conduct, they should direct all inquiries to the Dean of Student Affairs (or his or her designee). When an interpretation issue regarding a provision of the Student General Rules and Guidelines or Student Code of Conduct occurs, the Dean of Student Affairs, or his or her designee, shall make the final determination as to its meaning. Furthermore, LCC reserves the right to make changes to its policies, rules and guidelines at any time without notice. Please see the [LCC Website: www.lcc.edu/catalog/policies\\_procedures/studentrulesguidelines.aspx](http://www.lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx) for updates and changes to Student General Rules and Guidelines or the Student Code of Conduct.

## **ACADEMIC MENTORS**

Each student is assigned a TEC faculty mentor. It is important that students take advantage of this unique resource; the relationship a student establishes with the mentor will be crucial to their success. Mentors will talk to students about their career goals and educational plans, will help students monitor their progress in becoming credentialed to take college courses, and will guide students as they choose courses. If a student has questions, needs information or help with a problem, mentors can be contacted via office hours, email, or telephone. Students and mentors will begin working together as early as orientation.

## **ACADEMIC PROBATION**

Students who earn less than 2.0 in two or more classes during their first year of college seldom graduate. Because of this, students are required to maintain a 2.0 in their course of study in The Early College. Student who do not maintain a 2.0 for the semester are placed on academic probation and are required to meet with the Director/Mentor to develop a Student Action Plan outlining the steps necessary to improve their performance, i.e., extra study sessions, progress reports. Failure to improve academic performance after one semester may result in dismissal from TEC.

Students who need to retake an LCC course due to withdrawal or earning below a 2.0 in the course will be responsible for full payment of the course retaken.

Students must maintain at least a 2.0 cumulative Grade Point Average (GPA) at Lansing Community College to remain in Good Standing, which indicates satisfactory academic progress. Students whose cumulative GPA falls below 2.0 are subject to LCC's Academic Standing Policy.

## **ACCEPTABLE USE POLICY**

TEC students are subject [LCC's Acceptable Use Policy:](http://www.lcc.edu/policy/documents/policies/acceptable-use-policy.pdf)  
<http://www.lcc.edu/policy/documents/policies/acceptable-use-policy.pdf>

As one of the requirements for TEC, students and their parents also signed an acceptable use policy.

## **ATTENDANCE POLICY AND PROCEDURES**

### **Attendance Telephone Number: (517) 483-1640**

**ATTENDANCE IS MANDATORY.** Attendance is viewed as one of the most crucial aspects of a student's learning. 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. The following attendance policy will be enforced to ensure our students become college and career ready.

**ABSENCE/TARDY** Students are responsible for contacting the TEC Office at (517) 483-1640 in the rare occasion of an absence or tardy. The office is staffed between the hours of 8:00 a.m. – 5:00 p.m. Voicemail system is available 24 hours a day.

The following are the procedures with regard to attendance and tardies.

1. Students are expected to be on time for every class or required meeting.
2. Students should call the office at 483-1640 as soon as they know they will arrive after 7:55 am.
3. If a student arrives after 7:55 am he or she must report to the office (MB 214) and sign in so that there is a record of their attendance.
4. Students who arrive late, leave class, or depart early will be marked tardy. However, if a student misses more than ten minutes of class he or she will be marked absent.
5. Sleeping in class may result in an absence for the student.
6. Students will be in jeopardy of losing their place in The Early College because of poor attendance. The director, mentor and faculty 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 credentialed to take LCC courses the following semester.
  - Dismissal from TEC and returning the student to his or her home district.
7. A student who is tardy a class more than four times, will have their parent/guardian contacted. A student who exceeds nine tardies for a class may not be credentialed.
8. Once a student has six absences, the student will not be credentialed and a meeting will take place between the parent, student, and director.
9. Having nine or more absences during a semester in a TEC class is viewed as not fulfilling the obligations and criteria of The Early College. The student will not earn credit for that class.

### **EARLY DEPARTURES/LATE ARRIVALS/SCHEDULED /PLANNED ASBENCE.**

Participants in TEC may not leave without checking out through the office (MB 214). If a student has an appointment, a written notice from the student or parent/guardian must be presented in advance or at the time of the appointment (when applicable). Documentation of this type of absence will be required. The student will still be counted absent for classes missed. Students arriving late must check in with the office upon arrival and sign-in.

## **BOOKS AND EQUIPMENT**

TEC will cover books, access codes, as well as calculators for use while enrolled at TEC. Textbooks will be distributed to students for their use while enrolled at TEC during announced times. If a student misses these announced textbook distribution times for each semester, textbooks may be picked up only during the designated pick up time (no exceptions). Students are expected to return all textbooks assigned to them upon completion of the course in a condition that reflects normal use. It will be the responsibility of the student/parent to pay for the replacement of any textbooks or equipment that is lost. Holds will be placed on student records if textbooks are not returned to The Early College office.

## **CELL PHONE USE**

Cell phones are not to be used in classrooms during school hours unless it is part of the course of study in the specific classroom as authorized and approved by the faculty member. Students who violate this policy may be subject to disciplinary action.

Any student found to have used a cell phone or electronic device to take inappropriate pictures; send inappropriate text messages, or make calls with the intent to disrupt the school environment may be subject to disciplinary action.

LCC Cell Phone Policy - The use of cell phones during class interferes with the

instructional process and is therefore prohibited. Camera and video cell phones are prohibited in locker rooms and restrooms.

## **CLOSING OF TEC**

Students should not report to class when Lansing Community College is closed. If the college closes due to hazardous weather, it will be reported on local television/radio and on the college [home page at www.lcc.edu](http://www.lcc.edu). An email and phone message from the Director will be sent to all students announcing the closing. Please call the office at (517) 483-1640 if the student is unable to attend.

## **COURSE WITHDRAWAL POLICY**

Please see [LCC's policy: http://www.lcc.edu/policy/documents/policies/course-withdrawal-policy.pdf](http://www.lcc.edu/policy/documents/policies/course-withdrawal-policy.pdf). All withdrawals must be coordinated with TEC and approved by the director.

## **DAILY SCHEDULE**

Classes are in session Monday-Friday from 7:55 am – 2:55 pm. Faculty will be available before and after school for assisting students. Office hours and locations will be posted in the course syllabus. When TEC students add college classes to their schedule, their daily schedule will likely vary from the Monday through Friday 7:55 am – 2:55 pm configuration. Students are required to be full time students. This means students must be enrolled in four TEC classes, at least 12 college credit hours, or a combination of the two.

## **DISCIPLINE PHILOSOPHY OF TEC**

We believe that the environment at TEC must be conducive to learning. Students cannot learn and faculty cannot teach in an environment that is not centered on learning. Disruptions make it difficult to enter into serious classroom discussion and study; fear of one's personal safety is obviously an obstacle for learning and teaching. Unfortunately, it may be necessary to sever a student's relationship with TEC in order to protect the individual or other members of the learning community if the student refuses to adhere to TEC policies.

TEC adheres to the LCC Student Code of Conduct and General Rules and Guidelines. Practices or behaviors that are deemed to violate the Code of Conduct include, but are not limited to:

- Assaults or threats
- Discrimination or harassment
- Dishonesty
- Disruptive behavior
- Lewd behavior
- Use, possession, manufacturing, distribution, or being under the influence of alcohol or drugs
- Failure to comply with College officials
- Fighting
- Laws (federal, state and local)
- Abuse of computer facilities and/or other resources
- Violation of any College policy, rule, or regulation
- Unauthorized use or possession of college keys

- Attempted or actual vandalism or theft
- Possession of weapons and/or explosives
- Students who have been found responsible for violating the Code will be subject to sanctions up to and including dismissal or expulsion from TEC or LCC.

## **DRESS CODE**

We ask students to be mindful of their daily grooming and dress while participating in TEC. Students have the responsibility to dress and groom themselves in a manner that speaks highly of student success and does not detract from the educational process or environment. Appropriate undergarments should be worn, and students should wear clothing that covers their undergarments (including wearing a belt to keep pants from sagging). No inappropriate cleavage, midriff, or back should show. Students should make every effort to dress appropriately for the school environment. Examples of inappropriate clothing include, but are not limited to:

- Short-shorts or mini-skirts
- Unbuckled or sagging pants
- Backless shirts
- Cleavage or midriff-baring shirts

Head coverings of any type (hats, scarves, bandanas, du-rags, wave caps, sweatbands, etc.) and sunglasses should be removed during the academic day unless they are part of a religious practice. Lack of compliance may result in a meeting with the student, parent and the Director as well as further disciplinary action.

Clothing with obscenities (explicit sexual messages including sexually suggestive messages or logos or references to sexual action), advocating drugs, alcohol, or violence is not allowed during participation in The Early College.

## **DROP OFF AND PICK UP**

Students may be dropped off on Capitol Avenue between Dart Auditorium and the Mackinaw Building.

## **ELECTRONIC DEVICES**

Students will be expected to follow those classroom rules as specified by the instructor.

## **EMERGENCY CONTACT INFORMATION**

Students must have this information on file with TEC prior to attending class. In order to complete the LCC enrollment process it is necessary to have updated emergency information on all of our students. If the information that was obtained needs to be updated, stop by the office to complete another form and return it immediately. Contact information will be used for school district communication.

## **ENROLLMENT**

Continued enrollment is dependent on the student remaining in good standing in The Early College at LCC. If a student is exhibiting poor work habits, including poor attendance, that student may be returned to the home school. This will be reviewed by

the Director, TEC Faculty, and the home school. Conduct which disrupts the school environment may be subject to disciplinary action up to and including dismissal from TEC.

If an Early College student returns to the sending district before completing TEC requirements, either voluntarily or involuntarily, the student must comply with the sending district graduation requirements in order to obtain their high school diploma.

## **FIELD TRIPS**

Field trips may be offered during the regular class session for many programs. These trips may involve some changes in transportation to or from The Early College at Lansing Community College. Students must use the transportation provided by TEC. There is usually no cost to the student. For field trips, faculty will verbally notify students and notify parents by letter. Students are responsible for giving letters to parents.

If proper travel arrangements cannot be made to accommodate the trip, parents are to contact the instructor to make other arrangements for their student.

All TEC rules apply during each field trip. Parent signature on the Policy/Permission Form indicates parent approval for all field trips throughout the year that do not require an overnight stay. Overnight trips will require individual approval. Students will be allowed to attend field trips once the signed parental consent is obtained. Because field trips are part of the educational experience, students are expected to attend.

## **FOOD AND BEVERAGES IN THE CLASSROOM**

Students are expected to follow individual classroom rules. Students are not permitted to use the vending machines during class time. The science labs are usually considered RED labs and no food or beverage is allowed.

## **GRADING**

Specific grading policies will be presented in each course syllabus. The following numerical system, consistent with Lansing Community College's grade policy, except for the Mathematics Department, will be used to evaluate academic work in The Early College at the present time:

COLLEGE STANDARD	NARRATIVE EQUIVALENT	GUIDELINE FOR PERFORMANCE ACHIEVEMENT OF OBJECTIVES
4.0	Excellent	91% to 100%
3.5		86% to 90%
3.0	Good	81% to 85%
2.5		76% to 80%
2.0	Satisfactory	71% to 75%
1.5		66% to 70%
1.0	Poor	60% to 65%

## **HEALTH AND SAFETY**

If a student is involved in a safety incident, he/she should report it immediately to his/hers instructor. The instructor should see that the student is given the proper attention and that

an accident report is completed. Any health problem should be reported to TEC Office/Director.

**INJURIES.** Injuries to students, no matter how minor, must be reported to TEC office immediately. If a student is injured, every effort will be made by the available personnel to contact the parents for information and instructions. If the parent or designated emergency contact cannot be contacted and the illness or injury is believed to be serious enough to acquire medical attention, TEC/LCC shall arrange for the student to be taken by the Lansing Fire Department to a hospital for treatment.

When a student is absent because of a contagious or extended illness, he/she may be asked to obtain a written permit from the family doctor to his or her return to school.

**MEDICATIONS.** According to Michigan law, school staff members may not dispense medication of any kind, including non-prescription drugs such as Tylenol, without written authorization from the parent. If a student needs to take medication at school, the parent must bring all medication, including non-prescription medication, to TEC office in the original container and file a written statement of authorization. Student medication containers will be kept in a locked, secure area not accessible to students or non-authorized staff.

Students may not take prescribed medication onto school property without written authorization from both the student's doctor and parent. The doctor's authorization should include the name of medication, dosage and schedule. Forms are available in the Main Office.

Medication must be taken in the presence of two staff members or a certified nurse and recorded in a medication log. The exception is the use of an inhaler for the relief of asthma symptoms or an Epi-Pen when deemed necessary by a physician. Faculty of students who have the requirements for using inhalers will be notified of the student's right to use an inhaler.

With the exception of an inhaler or Epi-Pen, students are not to bring medication to school to self-administer. Unauthorized medications will be confiscated and the student may be subject to progressive discipline. The school will not be responsible for situations that arise from students bringing medication to self-administer.

## **HOMEWORK AND STUDENT PREPARATION OUTSIDE OF CLASS**

The Early College at LCC is based on the belief that learning and thinking skill development occurs through many avenues of daily experiences. TEC promotes a positive climate for student learning within which work outside of class plays a role in the development of student academic success. The faculty determine the amount of homework.

### **Guidelines for Work Outside of Class:**

Many students can expect to put in nearly as much time outside of a class as is spent in a class each day. For a typical TEC class of 90 minutes, a student is expected to devote approximately 45 minutes outside of class in a variety of activities. For students with deficiencies or greater need or a desire to excel, more time will be necessary. These include:

- Reading assigned texts or doing specific homework assignments.
- Re-reading notes from class.
- Re-writing notes from class
- Preparing questions about topics from class discussions or about unfamiliar topic areas.
- Pre-reading assignments ahead of time to prepare for class.
- Making flashcards or other memory aids to help solidify learning.
- Working on long-term projects or course outlines in preparation for final exams.
- Meet with instructors as questions arise.
- Take advantage of available resources like supplemental instructors and tutors.

## **Responsibilities for Students:**

- Use a notebook or planner/agenda to record and review assignments daily.
- Find a good place to do homework and study.
- Make time for long-term projects.
- Spend more time on more difficult homework than easy homework.
- Ask for help when homework is too hard
- Share homework assignments with family members.

## **Responsibilities for Parents:**

- Provide a place to do homework that is free of distractions and conducive to the learning needs of the student.
- Expect homework to be a regular part of the student's routine.
- Set a homework schedule that fits with the week's activities.
- Provide encouragement, motivation and support to complete homework.
- Encourage the student to be an independent problem solver when completing homework.
- Provide guidance, not answers, when the student asks for help.

### References:

Taken from a compilation of best practice research including: Vatterott, Cathy (2009). Rethinking Homework: Pest Practices That Support Diverse Needs. Alexandria, VA ASCD. Allman, Janet, Brophy, Jere, Knighton, Barbara; Lev, Rob; Botwinski, Ben; Middlestead, Sarah (2010). Homework Done Right powerful Learning in Real-Life Situations. Thousand Oaks, CA, Corwin Press. Cooper, Harris (2001). The Battle over Homework. Thousand Oaks, CA, Corwin Press. Marzano, Robert; Pickering, Debra; Pollock, Jane (2001). Classroom Instruction That Works. Alexandria, VA, ASCD

## **LEAVING CAMPUS**

All students are required to remain on the campus of LCC for the entire school day. Any student, who must leave early, is required to sign out in the Office in Room 214 prior to leaving campus. Any student who violates this provision may be subject to disciplinary action.

## **LOST PROPERTY**

Students are encouraged not to bring valuables to school. TEC is not liable for any lost or stolen articles. However, please report to your instructor or TEC staff and campus safety any lost articles or valuables in order for a report to be filed and a proper investigation will be made.

## **NON-CONTROLLED SUBSTANCE, USE, POSSESSION OR DISTRIBUTION OF:**

A student found using, possessing or distributing a non-controlled substance for a purpose other than that intended by the manufacturer will be subject to (1) reported to the LCC Public Safety Department, (2) reported to the Dean of Students at LCC. This includes, but is not limited to, non-narcotic prescription drugs, cold pills, liquid cold medicine, or glue.

## **OFFICE HOURS**

The TEC office is open from 8:00 AM to 5:00 PM daily. Office hours during the summer are 7:30 AM to 4:00 PM.

## **PARENT INVOLVEMENT**

Student learning and achievement is more likely to occur when there is an effective partnership and ongoing communication between the school and the student's parents/guardians. In addition, parents are encouraged to participate in several events.

- PowerSchool
- Parent/Student Welcome (May)
- Parent Meeting (September)
- Parent-Student-Instructor Conferences (October)
- Parent volunteer opportunities
- Involvement in decision making about your student's educational needs
- End of Year Ceremonies (May)

## **HELPING YOUR CHILD SUCCEED AT THE EARLY COLLEGE**

- Provide a good place to study
- Help your child set academic goals
- Attend all parent events
- Monitor progress via PowerSchool and Desire to Learn (D2L – LCC's online course management system), newsletters and other campus communications
- Help with time management
- Listen
- Encourage independent problem solving
- Monitor activities and jobs
- Encourage a healthy lifestyle
- Be aware and be informed
- Set limits and boundaries
- Deal effectively with homework

## **STATE MANDATORY EXPULSION LAW**

A state law went into effect January 1, 1995, which requires local school boards to expel students who bring dangerous weapons to school or commit arson or rape on school property. Dangerous weapons are defined as firearm; gun; revolver; pistol; dagger, dirk, stiletto, knife with blade over 3 inches in length, pocket knife opened by a mechanical device, iron bars, and brass knuckles. TEC at LCC will enforce those policies put in place

by Lansing Community College. A student found to have an object that could be used as a weapon in his/her possession will be subject to disciplinary action and a police report will be filed.

## **STUDENT TELEPHONE USE**

The school telephones are business telephones and should only be used by students if they have a personal or business emergency. Please consult with TEC staff prior to using the school telephone.

## **TRANSPORTATION**

### **City of Lansing Parking Rates**

Check the following website for updates regarding the cost of city parking:  
<http://www.lansingmi.gov/parking-services>

### **Student Who Take The Bus**

The fee for a CATA bus can be found at <http://www.cata.org/Fares/tabid/58/Default.aspx>.  
Monthly and semester bus passes can be purchased from Parking and ID Services:  
<http://www.lcc.edu/parking/cata/>

### **Student Parking**

All full-time and part-time students are eligible for parking. Please refer to the campus map for student parking:

### **Metered Parking**

There are many metered parking spaces around the LCC campus. Be sure to check the meter for price and maximum length of stay times before deciding to park.

**Updated 6/12/19**

**INGHAM INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION**

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This handbook and the rules and procedures contained herein are applicable to all students. However, pursuant to Board Policies, an IEP or 504 Plan for an individual student may specify particular circumstances when the rules and procedures in the handbook may be modified or not applicable. An IEP or 504 Plan shall be on file with The Early College at Lansing Community College (TEC) so that administration and teachers are aware of the student's special needs and how to assist the student for a successful experience.

This addendum is attached to serve as a continuing notice of Lansing Community College nondiscrimination policy for Title VI, Title IX, Section 504, and Title II. This addendum shall become effective as of January 17, 2019.

Nondiscrimination Statement:

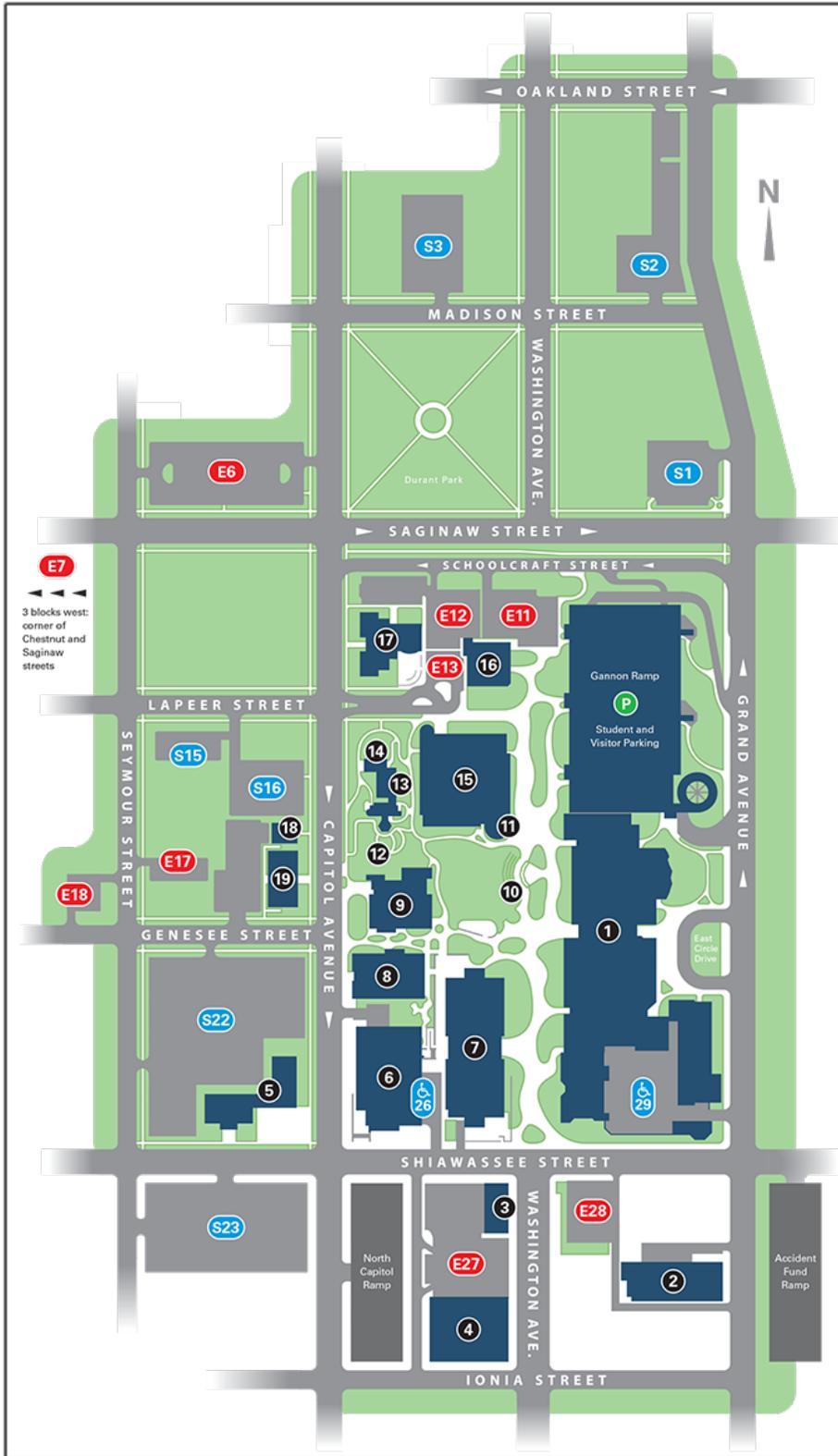
Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: IISD Director of Human Resources, 2630 West Howell Road, Mason, MI 48854. (517) 244-1289; Students with limited English proficiency will be assessed in order to determine appropriate service/support.



## Downtown Campus



3 blocks west:  
corner of  
Chestnut and  
Saginaw  
streets

- 1 Gannon Building (GB)
- 2 Academic and Office Facility (AOF)
- 3 Huron Building (HB)
- 4 Washington Court Place (WCP)
- 5 University Center (UC)
- 6 Abel B. Sykes, Jr. Technology and Learning Center (TLC)
- 7 Arts and Sciences (A&S)
- 8 Mackinaw Building (MB)
- 9 Dart Auditorium (DRT)
- 10 LCC Outside Amphitheater
- 11 Michigan Veteran's Memorial
- 12 Shigematsu Memorial Garden
- 13 Herrmann House (HH)
- 14 Rogers-Carrier House (RCH)
- 15 Health and Human Services Building (HHS)
- 16 Early Learning Children's Community (ELCC)
- 17 Paula D. Cunningham Administration Building (ADM) (Includes Board Room)
- 18 515 North Capitol
- 19 505 North Capitol

**Student Parking**  
**S1, S2, S3, S15, S16, S22, S23, P** (Gannon Ramp)  
**S26, S29** ♿ Accessible Parking

**Employee Parking**  
**E6, E7, E12, E17, E18, E27, E28**

**E11** Child Care Parking Only  
**E13** Special Permit Parking

**Visitor Parking**  
**P** Gannon Ramp