

Washtenaw
TECHNICAL MIDDLE COLLEGE

• Student & Parent Information

- Student Handbook
- Student Rights & Responsibilities
- Parent Handbook



Washtenaw
Technical Middle College

Student Handbook

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Welcome to Washtenaw Technical Middle College!

“Education is the most powerful weapon which you can use to change the world.”
Nelson Mandela

Mission Statement

Washtenaw Technical Middle College transforms high school students into successful college students by providing meaningful educational choices, individualized advising, and skill-based instruction. Our graduates complete both a high school diploma and a college certificate or degree.

Congratulations on becoming a part of the WTMC experience, a unique and exciting educational opportunity that allows students to pursue a technical degree and/or an associate’s degree while earning a high school diploma!

This guide was designed for our WTMC parents and students, to help you transition to the WTMC/WCC campus. In it you will find four sections that provide the following information:

- **Section 1:** Provides contact information for WTMC faculty and staff members, key locations with room numbers and phone listings, and a listing of services and their functions available to WTMC/WCC students.
- **Section 2:** Offers useful navigational tips that will help you to adjust as a new student, answers to questions frequently asked by new WTMC students and their parents, and important information about WTMC classes and policies.
- **Section 3:** Supplies a map which include labeled parking lots, and buildings by name. Also included are building descriptions providing details as to the type of classes held and locations of various campus services.
- **Section 4:** Contains vital and important information specifically related to the WTMC program.

You will want to keep this guide handy throughout the next three years, as it will serve as a useful tool in making your experience at WTMC a positive one.

SECTION 1: Primary Resources

This section provides important information on the most common resources you will need while you are a student, or the parent of a student, at WTMC.

Faculty & Staff Listings

A complete list of names, email addresses, and office phone numbers for all WTMC teachers and administrators can be found on the WTMC website.

Key Locations & Phone Numbers

Important locations and phone numbers where you can find support such as computer labs, tutoring, and resources, are listed here.

Services Available

A description of valuable services such as learning support, writing and math centers, open computer labs, and the library are listed here. These services are offered to assist you with all your academic needs, and are available to all WTMC / WCC students.

Key Locations & Phone Numbers

You will need to know where these locations are your first few weeks on campus.

<u>Title of Location</u>	<u>Location</u>	<u>Phone</u>
Computer Commons	GM building – second floor	973-3420
Learning Support Services	LA 115	973-3342
Library	GM building – first floor	973-3429
Learning Commons	GM building -- second floor	973-3420
Campus Safety	Parking structure	973-3411
Welcome Center	SC building -- second floor	973-3543
Student Resource & Women’s Center	SC 206	973-5105
Testing Center	SC 300	973-3634
WCC Barnes and Noble Bookstore	SC building -- first floor	973-3594
Writing Center	LA 327	973-3647
WTMC Office	TI 214	973-3410

Hours may vary on different days of the week. They also change during spring and summer semester from what they normally are during fall and winter. It’s best to call ahead and check.

Campus Police can be reached by picking up **any WCC phone** and **dialing 3411**.

Services Available

Below is a descriptive list of academic services designed to provide academic support to WTMC/WCC students; students, who utilize these services, find them to be an invaluable asset to their educational program. (Contact info on page 8)

Learning Support Services

Learning Support Services is located on the 1st floor of the LA Building in room 115. Learning Support Services provides disability services for students who have a documented disability, students who are academically and/or economically disadvantaged, and those who have limited language skills. The first step to acquiring Learning Support Services is to fill out an online intake form. Once your form is received, someone from LLS will discuss your specific needs with you and work out a schedule for tutoring. Hours of operation are posted outside the entrance.

The Learning Commons

The Learning Commons in the GM building offers pathways for students to connect, integrate, and create ideas in order to deepen and develop knowledge. They provide one-on-one tutoring for all WTMC students taking college classes. Tutoring for most academic subjects is provided but must be set up in advance. Group sessions and technology assistance can be arranged here as well.

The Writing Center

The Writing Center is located in room 327 on the 3rd floor of the LA Building. Instructors and tutors are available on a walk in basis, and are always happy to assist you with editing and writing a better paper. Workspace is provided to accommodate students who need to spend time on their work. The Writing Center provides you with access to a wide variety of writing reference books. They also have free handouts on writing-related topics such as grammar, punctuation, documentation styles, pointers on effective essays, and resume writing. They also offer a classroom computer lab for you to use when classes are not in session. Taking advantage of the services the Writing Center has to offer can make the difference in how successful you are in your writing-related courses. Hours of operation are posted outside the entrance as well.

Open Computer Lab

The Computer Commons offers a large number of computers. It is located in the GM Building above the Library. The lab has technicians available who can offer you computer-related support. The computer lab offers free printing: every student can access 100 pages of free printing each semester using a student ID.

Library

The WCC Library is on the 1st floor of the GM Building. The library offers numerous research and learning resources both within the library and online. One of the most popular resources is **Ask a Librarian/Live Chat** where you can get your reference questions answered by a librarian online 24 hours a day. **Virtual Reference** allows students to access and browse 16 different college reference banks. For quiet places to study, many students like to use the group/individual study rooms available. The library also has computers available for you to use for research purposes.

Although primarily academic, the library also offers entertaining materials as well. The following are some the most popular among WTMC/WCC students:

- **The Browsing Collection-** books on the current best-sellers list.
- **DVDs** - can be watched in one of the library's viewing rooms.
- **Magazines** - many popular titles of the most current issues.

Hours of operation are posted outside the entrance doors. Additional information can be accessed by calling 973-3429 or www.wccnet.edu/library.

SECTION 2: Useful Navigational Tips

This section was designed to introduce you to the WTMC/WCC campus. It will provide you with practical tips, answers to common questions, and familiarize you with details that will be of importance to you as you adjust to your new schedule and surroundings.

Helpful Tips

The tips section will provide you with helpful hints on such things as getting your schedules early, commuting and parking, how to get your student ID card, and campus lunch selections.

FAQ's

This section answers some frequently asked questions that new students have about WTMC. It will include information about your Base Advisor, soft skills, your EDP, PowerSchool, and the campus environment.

Class Information

Class information will give you details regarding your classes, books and supplies, academics and homework.

Helpful Tips

Student Schedules

Schedules are available at student orientation in August. You will also be able to see your schedule in PowerSchool.

Parking

If you are driving and would like a choice of parking spaces, it's best to arrive early. If you need to commute by bus, there are bus route schedules available in the WTMC office located on the 2nd floor of the Technical Industrial Building in room 214. Also, a parking structure is located on the Clark Road side of campus between the Student Center and the Morris Lawrence building.

Student ID Cards

A Student ID card is required for all students. One of your WTMC teachers will take you to the second floor of the Student Center Building to have your photo ID card made shortly after school starts. Your first ID card is free of charge. If you lose it, the replacement fee is \$10.00.

Lunch

In the interest of time and money, many students find it easier to bring lunch to school with them. Food service is offered each semester by a variety of vendors, and there are also vending machines for snacks and drinks.

According to some students, cafeteria items tend to be more expensive than they expected. They also feel that long lunch lines and limited seating make it difficult to eat lunch and make it to their next class on time. If you choose to leave campus for lunch, please be careful to travel safely and arrive at your afternoon classes on time.

Food assistance is available to students and families -- contact a WTMC counselor or your BASE advisor for more information.

Frequently Asked Questions

What is a BASE Advisor?

Your BASE Advisor is the teacher that is assigned to you when you enter the WTMC program. BASE stands for Better Accounting of Student Efforts. You will have the same BASE Advisor throughout the length of your WTMC career. You will be meeting with your BASE Advisor regularly during your first semester. For future semesters, you and your BASE Advisor set up a meeting schedule according to your needs. They will work with you to schedule your classes, assist in interacting with WCC instructors, and plan for your success while documenting your progress. These mandatory meetings are vital to your success at WTMC.

What are Soft Skills?

Soft skills are the life skills that you need to succeed both academically and at work. Effective preparation, accepting responsibility for your actions, being present and on time, communicating properly, and following instructions are a part of every WTMC class. Soft skills are taught in the first semester of WTMC classes. You must receive a Soft skills credential grade of “S” from each of your instructors to qualify for WCC classes.

What is De-credentialing?

Students can lose their soft skill credential if they make choices incompatible with success in college. This means losing your opportunity to take WCC classes or even being removed from college classes mid-semester. De-credentialing can happen even if WCC classes have already been scheduled or for poor performance while you are enrolled in a WCC class.

What is an EDP?

You will make an Educational Development Plan to map out your educational goals and track your progress. It will help you to think about and organize your classes in an order that is realistic for your program requirements. You and your BASE Advisor will update your EDP regularly.

What is PowerSchool?

Power School is the website where you and your parents can check your grades, attendance, and read teacher comments for all WTMC classes. Power School can also be used to send emails to your teachers. Any questions concerning Power School should be directed to the WTMC office.

What is the campus environment like?

Both WTMC and WCC have a culturally and educationally diverse student body. Most new students when asked have said that they found the students on campus to be courteous and helpful. During the first week of classes at the beginning of each semester, you will see volunteers monitoring tables with helpful information and mini-maps. They will also give you directions and answer questions that you may have.

What kinds of Student Activity groups are there?

WTMC students can participate in any of the activities offered at WCC. The following are brief descriptions of WTMC/WCC student activity groups:

- **WTMC Clubs and Activities** – WTMC faculty sponsor a number of clubs and activities each year, including student council, National Honors Society, library club, FIRST robotics, and ultimate frisbee.
- **WCC Student Activity Clubs** – college clubs are offered in specific areas of interest such as chess, e-sports, drama, dance, anime, entrepreneurship, business professionals, Black student union, or international students, just to name a few. Students should set up their [Campus Connect](#) account to learn more about WCC clubs and activities.

Starting a club at WTMC

- Every club should have a mission statement and set of practices or guidelines for participants. Students should participate in setting and revising these documents.
- WTMC clubs need to meet at scheduled times. A club can meet as frequently or infrequently as its members want—but there needs to be some kind of schedule.
- WTMC clubs should not duplicate existing clubs or activities offered by the college. If the college has a club or team, WTMC students can almost always join it. Many college clubs have WTMC students as leaders or organizers.
- WTMC clubs need a faculty or staff sponsor who attends club meeting sessions and activities. This sponsor is responsible for taking attendance at scheduled club meetings and activities.
- All WTMC clubs must promote a climate of access, success and equity for persons from different racial, ethnic and cultural groups, age levels, religions, sexes, gender identities and expressions, sexual orientations, physical capacities, learning abilities and income levels.

Information About WTMC Classes

Classes

Upon entering the WTMC program, you are placed in four transition courses which include Middle College Science, Middle College Math, Middle College English, and Middle College Critical Thinking. These courses are designed to build skills in each discipline area to support successful transition to WCC. Each course will meet for approximately 90 minutes each day and require a “B” grade or higher to transition to WCC classes.

Books and Supplies

As a WTMC student, your books are supplied by WTMC. Once transitioned to WCC, a sticker will be placed on your student ID card that will allow you to pick up your books at the Barnes and Noble Bookstore on the WCC campus in the Student Center Building. All books must be returned in good condition at the end of each semester before you receive new books for the following semester. If you fail to return any of your books, you will be expected to pay for them before receiving your new books. The course syllabus you receive on the first day of class, presents the course outline and expectations for the semester and a list of any supplies or resources you will need.

Academics and Homework

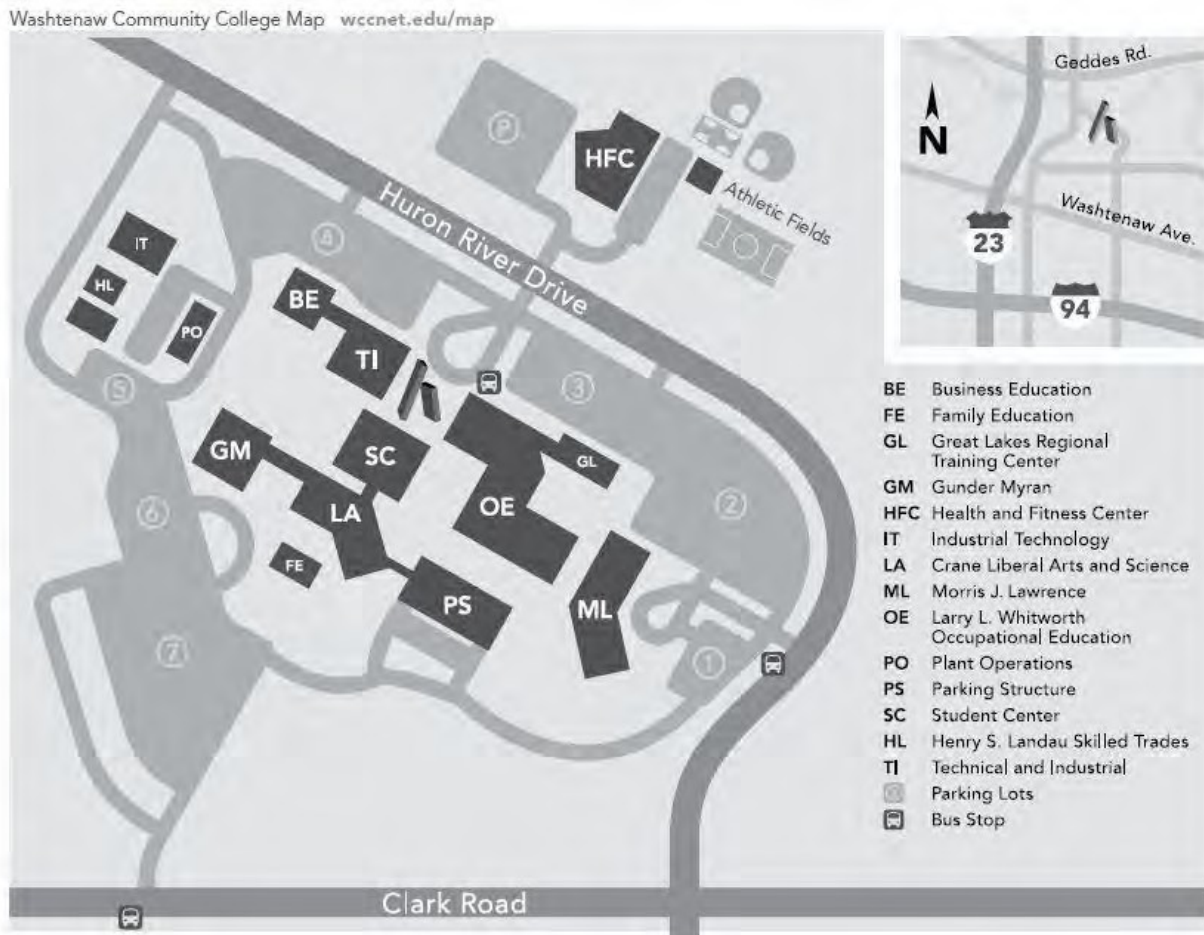
WTMC academics are designed to broaden your understanding in a number of areas as well as develop your critical thinking skills. Engaging yourself in classroom discussions and activities is expected and will prepare you for your college experience. Diligently applying yourself to all class material is the only way to succeed. Measures used to “get by” in the past will not be adequate for the academic rigors of the WTMC curriculum. Standard college courses require 2 hours of study time per each credit hour of class time. When you are taking 12 credit hours of college courses, you need to be prepared to study/work an additional 24 hours outside of actual class time. Homework varies between teachers but is considerably more than the average high school. While each instructor and student is different, you can expect to study more and work harder than you ever have before. The end result is a unique opportunity to have a college certificate or associates degree in the field of your choice by the time you acquire your high school diploma.

SECTION 3: Finding Your Way Around Campus

Campus Map

The map provided here will help you locate parking lots and buildings. Information specific to each building is also provided.

You can get a detailed tour of the campus by going to wccnet.edu and click on About WCC / College Information / Tour WCC.



Campus Map Key

BE: Business Education

The BE Building is where many computer education, communications and business classes are held. It has 2 floors.

GL: Great Lakes Regional Training Center

The GL Building has 2 floors. This building houses the welding lab and classrooms. It also houses the United Association Union of Plumbers, Fitters, Welders and HVAC Service Techs for their yearly training week.

GM: Gunder Myran

The GM Building has 4 floors which include a basement level for visual arts classrooms, the first floor Library, (shown), the Computer Commons and Math Center on the second floor, and third floor classrooms.

LA: Crane Liberal Arts

The LA Building has 3 floors. Besides classrooms, it houses Learning Support Services (floor 1), and The Writing Center (floor 3). The second floor bridges across to the Student Center Building.

ML: Morris Lawrence

The ML Building is the location of the WCC Police Academy. It also holds dance, music, and exercise-related classes. Fine Arts Performances take place in the Towsley Auditorium. (shown)

OE: Occupational Education

The OE Building houses dental assisting, auto, drafting and welding classes.

SC: Student Center

The SC Building has 3 floors. The first floor, (shown) houses the Culinary Department, and offers a variety of eateries, a cafeteria, the bookstore, etc. The second floor provides student services such as counseling and financial aid, and the third floor is where the testing center is located.

TI: Technical and Industrial

The TI Building houses the WTMC office (TI 214), nursing classes, video production classes and electronic classes, and assorted classrooms.

SECTION 4: General Information

Attendance Policy

<p>ATTENDANCE POLICY</p> <p><i>IF YOU FEEL SICK OR HAVE SIGNS OF ILLNESS, PLEASE STAY HOME.</i></p>	<p>Your regular attendance is important to succeed at WTMC and is part of your soft skills certification.</p> <p>We do not have “excused” absences at WTMC. However, documentation of absences is important and can help the school understand and support a student’s needs. Absences should be documented with the WTMC office if they fall into one of three categories:</p>	
	<p><u>Reason</u></p>	<p><u>Documentation Required</u></p>
	<p>Medical / Health Condition</p>	<p>Doctors note</p>
	<p>Family Business</p>	<p>Funeral / Wedding Documentation</p>
	<p>Court-Related Business</p>	<p>Court Dates Documentation</p>
<p>ATTENDANCE POLICY: DE-CREDENTIALING</p>	<p>A student can lose their credential if they accumulate too many absences <u>or</u> tardies in any one class:</p> <ul style="list-style-type: none"> • more than 8 during fall or winter semesters • more than 4 during spring semester 	

Absences due to religious observance

WTMC is a school where students of different cultures, religions, and family backgrounds learn together. We are committed to celebrating and supporting this diversity.

Students may need to attend religious services or observe holidays that conflict with WTMC’s school calendar. WTMC treats absences from scheduled WTMC classes and events due to religious obligations the same as any other student absence. It is the student’s responsibility to notify teachers and the BASE advisor ahead of time for planned absences due to religious holidays.

If a student needs to attend prayer or religious observance during the school day, parents or guardians must notify the WTMC office in writing ahead of time. The student will still be marked “tardy” or “absent” as a record of their whereabouts, but this attendance record will not penalize the student’s soft skill credential or academic grade.

Communication

CALENDAR FOR THE SCHOOL YEAR	<p>Calendar is displayed in the following places:</p> <ul style="list-style-type: none"> ● Planner ● WTMC website ● A calendar mailed home with the first newsletter of the school year <p>If changes are made to the calendar, notification will be placed on the WTMC website and noted in the newsletter.</p>
EMAIL	<p>Every WTMC student is issued an email address when they enroll at WTMC. BASE advisors will cover the activation and use of email. Students will need to check email on a regular basis as this is a main form of communication between staff and students</p>
NEWSLETTERS	<ul style="list-style-type: none"> ● Sent out monthly during the school year ● Covers recent WTMC activities, upcoming events, and calendar changes ● This is the main form of communication used to convey information that applies to all WTMC students.
POWERSCHOOL	<ul style="list-style-type: none"> ● WTMC's data management system ● Contains student demographic data as well as grades and attendance information ● Parents and students have access to data on PowerSchool via passwords issued at student orientation ● Students and parents should check PowerSchool regularly.
VISITORS	<p>Students who are interested in attending WTMC may visit the program. The steps to be taken to invite a visitor to campus are:</p> <ul style="list-style-type: none"> ● A student needs to request a guest visitor form. ● The form needs to be returned to the office at least 48 hours prior to the visit. ● The Dean will confirm with the guest's parents prior to the visit. ● On the morning of the visit, you and your guest visitor will need to check in at 8:45 a.m. at the WTMC front desk with the Administrative Assistant, to receive a Visitor's Packet
WEB PAGE	<ul style="list-style-type: none"> ● www.themiddlecollege.org ● A calendar of upcoming events ● Copies of the current newsletter

Graduation and Next Steps

GRADUATION APPLICATIONS	<p>During the fall semester of their final year at WTMC, prospective graduates will complete and submit the following forms to :</p> <ul style="list-style-type: none"> ● WTMC Graduation Application ● WCC Application for Graduation (a separate application for each certificate and/or degree) ● WTMC Graduation/Diploma Form
GRADUATION CREDIT REVIEW	<p>Each student must meet with the school counselor during the Fall semester of their final year to complete a Graduation Credit Review. This meeting will ensure that the student meets both the WTMC and WCC graduation requirements for a high school diploma and their WCC certificate and/or associate degree.</p>
COLLEGE APPLICATIONS	<p>Students applying for college admission should apply to colleges during the fall of their graduation year. The WTMC counselor will assist students with the process.</p>
COMMENCEMENT	<p>Graduating students may participate in the WTMC and the WCC commencement, held during May, if they have:</p> <ul style="list-style-type: none"> ● Met graduation requirements ● Purchased a cap and gown from WCC bookstore ● Completed a WTMC Graduation Portfolio ● Completed WTMC Exit Surveys <p>Students graduating in both December and May can participate in the graduation ceremony.</p>
CREDITS	<p>All credits on the WTMC transcript are in college format.</p>
GRADE POINT AVERAGES (GPA)	<p>The WTMC transcript reflects:</p> <ul style="list-style-type: none"> ● WTMC grade point average for WTMC college prep transition courses ● WCC grade point average for college classes taken. <p>Credits for other schools are not shown on the WTMC transcript. The student's previous high school transcript contains all credits received at their previous school. WTMC does not compute class rank.</p> <p>Graduation Requirements for both WTMC and WCC:</p> <ul style="list-style-type: none"> ● An overall 2.0 GPA at WCC ● 2.0 GPA for each certificate and/or degree
PORTFOLIO	<p>WTMC students complete a graduation portfolio that includes the following:</p> <ul style="list-style-type: none"> ● Resume ● Letter of Recommendation ● Essay about your WTMC experience ● Reflection for Commencement
REQUIREMENTS	<p>Students are responsible to meet the graduation requirements effective at the time of their entry into WTMC. These are listed in the Career Pathways workbook, which students complete during their first semester at WTMC.</p>

TRANSCRIPTS	<p>Students graduate with a WTMC transcript and a WCC transcript.</p> <ul style="list-style-type: none"> ● WTMC transcript includes WTMC college prep classes, WCC college classes and the high school graduation date ● WCC Transcript includes classes taken at WCC and certificates and/or degrees earned <p>For those requesting a transcript, the following information is included in the “Transcript Packet”:</p> <ul style="list-style-type: none"> ● WTMC official transcript ● Previous high school transcripts ● WTMC Profile
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Safety and Security

CAMPUS SECURITY	<p>Campus Security is located on the first floor of the Parking Structure on the campus of WCC. Campus Security may be contacted by calling: (734) 973-3411,</p>
MEDICAL EMERGENCIES	<p>For your own safety, any accident or serious illness that occurs in a classroom or on campus at WCC, or at practice sessions or at events sponsored by WTMC, must be reported immediately to the staff person in charge of the class or activity. An accident or injury report must be completed for all occurrences.</p>
SCHOOL CLOSING	<p>If WCC cancels classes, WTMC is closed. However, WTMC may be closed and WCC may still have classes. Students will be alerted by text, email, telephone, and / or Twitter to all closings by the WCC ALERT system. <i>It is your responsibility to keep your information up-to-date in WCC Alert.</i></p> <ul style="list-style-type: none"> ● WTMC website: www.themiddlecollege.org ● WCC website: www.wccnet.edu ● Call the WTMC office at 734-973-3410
MANDATORY REPORTING	<p>Our first concern at WTMC is always for our students’ health and safety. For this reason staff members are required to report any information that suggests a student may be harmful to herself/himself or others. In the event that any student discloses such information directly to a staff member or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.</p>

Guidance and Counseling Services

SERVICES	<p>Guidance and Counseling services are provided at WTMC for students with personal and educational concerns.</p> <ul style="list-style-type: none"> • EDP Development • Career Exploration • Assessment Testing • Graduation Requirement • College Planning, Scholarships and Admissions • Post-Graduation Plans • Personal issues and concerns
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Testing

PSAT TEST	<p>Preliminary SAT/National Merit Scholarship qualifying test (PSAT) measures:</p> <ul style="list-style-type: none"> • Critical Reading • Mathematical Reasoning • Writing Skills <p>All WTMC 1st year and 2nd year students will be completing the PSAT during Fall semester for two reasons:</p> <ul style="list-style-type: none"> • Practice taking a nationally standardized test • Enter National Merit Scholarship Competition <p>Information about testing will be sent home in mid-September.</p>
STATE MANDATED TESTING	<p>The state of Michigan requires that all 9th - 11th grade (WTMC 9th - 2nd Year) students complete state mandated testing during the spring. In April, students will be completing testing. Information concerning testing will be sent home at the beginning of Winter semester.</p>
ACT/SAT TESTS	<p>The American College Test and the Scholastic Aptitude Test are college readiness tests that are required for admission to most four year colleges or universities. In the State of Michigan many schools take both the ACT and the SAT. Our WTMC school code: 230-094 for registration.</p> <p>The ACT and SAT websites are:</p> <ul style="list-style-type: none"> • www.act.org • www.collegeboard.com

WTMC Success and Sustainability

<p>BASE ADVISOR</p> <p>BETTER ACCOUNTING OF STUDENT EFFORTS</p>	<p>Each WTMC faculty member works with a group of students whom he/she advises, mentors and coaches from orientation until graduation. Students meet with their BASE to discuss their progress and make plans for each successive semester. Initially, students meet weekly with their BASE Advisor. During the 2nd and 3rd year in the program students will connect with their BASE Advisor every two to three weeks. Using their Educational Development Plan (EDP), students create their schedules in cooperation with their BASE Advisors.</p>
<p>CAREER PATHWAYS</p>	<p>The State of Michigan has developed a system of classifying all jobs into six broad categories of work. The jobs within each pathway require varying degrees of training and skill competency. The six Career Pathways are:</p> <ul style="list-style-type: none"> ● Arts and Communication ● Business Management, Marketing and Technology ● Engineering/Manufacturing & Industrial Technology ● Health Services ● Human Services ● Natural Resources & Agriscience <p>Working with their BASE Advisors and WTMC counselors, students complete a series of activities throughout the Fall semester that help them to select a WCC approved program. Students complete a WCC certificate and/or degree. Once a student chooses a pathway, he/she selects an approved technical certificate or degree program at WCC.</p>
<p>CONFERENCES</p> <p>(STUDENT-PARENT -BASE ADVISOR)</p>	<p>Every new family at WTMC will be invited to participate in a Student-Parent-BASE Advisor conference sometime during the first year. BASE advisors will assist students in organizing the topics and materials for the conference. All other conferences are scheduled as needed.</p>
<p>EDUCATIONAL DEVELOPMENT PLAN (EDP)</p>	<p>An Educational Development Plan (EDP) is a tool that matches a student's aptitude, abilities, interests and graduation requirements to a cert to map out a plan toward a goal. The EDP form is a spreadsheet that shows which classes will be taken each semester and demonstrates how the student will complete graduation requirements, including a certificate and/or an associate degree.</p>
<p>GRADING</p>	<p>The WTMC grading scale reflects skill attainment as follows:</p> <ul style="list-style-type: none"> ● A=Superior attainment of academic skills ● B=Excellent attainment of academic skills ● C=Average attainment of academic skills ● D=Below average academic skills ● F=Failure to attain academic skills
<p>REPORT CARDS</p>	<p>WTMC final grades are shown on PowerSchool when the semester ends. Report cards are not sent home. WCC grades are available on the WCC website at MyWCC.</p>

<p>SOFT SKILLS</p>	<p>Soft skills are those life skills that promote success in an academic or work setting. The WTMC Soft Skills curriculum focuses on:</p> <ul style="list-style-type: none"> ● Attendance ● Preparation ● Follow Through ● Communication ● Responsibility <p>Soft skills are taught in every WTMC class during the first semester. They are reinforced and evaluated throughout the semester. Students must receive soft skill endorsements from each of their WTMC instructors in order to transition to WCC classes.</p> <ul style="list-style-type: none"> ● N = Not credentialed ● S = Satisfactory ● R = College ready in content area <p>Students failing to demonstrate consistent soft skills in college classes, which results in failing grades, will be returned to WTMC classes.</p>
<p>STUDENT ACCOUNTABILITY</p>	<p>Any semester in which a cumulative college grade point average falls below a 2.0 a student may be returned to WTMC classes the following semester.</p>
<p>TEXTBOOKS</p>	<p>WTMC provides textbooks for all WTMC classes. Books are passed out in class and returned at the end of the semester. For WCC classes, some textbooks are provided by WTMC, others will need to be picked up from the WCC bookstore. Students need to return school books at the end of a semester in order to receive textbooks for the following semester.</p>
<p>TRANSITION TO WCC</p>	<p>In order to transition from WTMC classes to WCC classes a student must meet three requirements:</p> <ol style="list-style-type: none"> 1. Soft Skills certification from each WTMC instructor, indicating that the student has demonstrated adequate soft skills to be successful in the college environment. 2. Academic certification of the content area teacher that the student is ready for college level academic work in that content area. 3. ACCUPLACER test scores at a reading and writing level of six.
<p>ACADEMIC NOTICE, CAUTION, AND WARNING</p>	<p>Students who struggle to pass college classes will be placed on a special status to receive support interventions:</p> <p><u>Academic notice:</u> Any student who earns a grade of C-, D+, D, or D- in a college course, or earns a college GPA 2.0 – 2.3 in the previous semester will be placed on academic notice status. The goal of this designation is to support the student in improving performance in college and maintain progress toward their existing EDP and goals.</p> <p><u>Academic caution:</u> Any student who fails or withdraws from a college course, or earns a college GPA < 2.0, in the previous semester will be placed on academic caution status. The goal of this designation is to address underlying obstacles while maintaining progress in college courses.</p>

Academic warning: Any student who fails or withdraws from all classes, or who earns a college GPA < 2.0 for two sequential semesters will be placed on academic caution status. The goal of this designation is to protect the student's college transcript and offer the student the chance to re-earn their credential to access college courses.





Washtenaw Technical Middle College

Rights & Responsibilities Handbook

Washtenaw Technical Middle College

Rights and Responsibilities Handbook

This Handbook applies to any student who is in attendance at Washtenaw Technical Middle College or at any WTMC sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the middle college or maintaining the safety and welfare of the students and staff. From this point on for convenience, Washtenaw Technical Middle College will be referred to by "WTMC" and Washtenaw Community College will be referred to by "WCC."

Code of Conduct

The WTMC administration reserves the right to exercise discretion in determining the action level warranted by any violation of the Code of Conduct based upon the student's age and previous violations. These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the prior level.

I. Attendance and Punctuality

WTMC Attendance

Attendance is an important part of a student's soft skills. At WTMC, absences and tardies are considered neither excused nor unexcused; instead we document the reason the student was absent from school or late to class. A documented absence or tardy is *not* the same as an excused absence or tardy. Here are some examples of documented absences or tardies:

Reason	Required Documentation
Medical /Health condition	Doctor's note
Family business	Funerals/Weddings note
Court related business	Court documentation

Absences

- If a student receives 8 absences during fall or winter semesters, or 4 absences during spring semester, in any individual class, the student may lose their soft skill credential.

Tardies *A student arriving after the scheduled class start time will receive a tardy.*

- If you arrive late to school due to a medical appointment, family business, or court related business, you should *go to class*. You can give the office your documentation later.
- If a student receives 8 tardies in a single class during fall or winter semesters, or 4 tardies in a single class during spring semester, the student may lose their soft skill credential.

It is okay to be absent when you really need to be. *Students should stay home if they are sick* or recently have been sick.

WCC Attendance

WTMC students are expected to maintain their soft skill credential by attending all of their WCC classes.

II. Appropriate Learning Environment

Action Level
1 2 3 4 5

A. Insubordination/open defiance/willful disobedience		•	•			
B. Indecent/obscene language and gestures		•	•			
C. Academic dishonesty (cheating/plagiarism)		•	•			
D. Interference with school personnel +		•	•	•		
E. Inappropriate dress		•	•			
F. Disruptive conduct		•	•			
G. Forgery +		•	•			
H. Inappropriate displays/images		•	•			
I. Gambling		•	•			

III. Controlled Substances

Action Level
1 2 3 4 5

A. Use and/or possession of tobacco and/or smoking paraphernalia +		•	•	•	•	•
B. Use and/or possession of alcohol and/or any unauthorized medicines, inhalants, drugs or narcotics ++		•	•	•	•	•
C. Sale or distribution of alcohol and/or any unauthorized or prescription or over the counter medicines, inhalants, drugs or narcotics ++		•	•	•	•	•

IV. Technology:

WTMC students will sign and agree to abide by the *Washtenaw Community College Technology Use Agreement*. The consequences for not following this policy are outlined in this Washtenaw Community College Technology Use Agreement. A copy of the Washtenaw College Technology Use Agreement is available at the front desk of the WTMC office, room 214 of the Technical and Industrial Building.

V. Protection of Property

Action Level
1 2 3 4 5

A. Theft +		•	•	•	•	•
B. Possession of stolen property +		•	•	•	•	•
C. Vandalism/malicious destruction ++		•	•	•	•	•
D. Deliberate misuse of property		•	•			
E. False fire alarms ++		•	•	•		
F. Burglary ++			•	•	•	

VI. Protection of Physical Safety and Mental Well-Being

	Action Level				
	1	2	3	4	5
A. Verbal Assault*	•	•	•	•	•
B. Possession of a weapon ++		•	•	•	•
C. Possession or use of firecrackers or explosives+	•	•	•	•	•
D. Threats with a weapon and/or dangerous instrument ++		•	•	•	•
E. Use of a weapon ++			•	•	•
F. Threat or use of a legitimate tool as a weapon ++	•	•	•	•	•
G. Fighting +	•	•	•	•	•
H. Physical Assault ++		•	•	•	•
I. Criminal sexual conduct ++ ***					•
J. Consensual sexual misconduct ++	•	•	•	•	
K. Unwanted and/or unwelcome physical contact of a sexual nature+	•	•	•	•	
L. Extortion ++			•	•	
M. Bullying/Intimidation	•	•	•	•	•
N. Robbery ++			•	•	•
O. Reckless Vehicle Use ++	•	•	•	•	•
P. Bomb threat or similar threat ++ ****			•	•	•
Q. Attempted arson/burning/arson ++ *****	•	•	•	•	•
R. Harassment (defined, pg. 17-18) +	•	•	•	•	•

+Principal may refer incident to WCC Campus Safety and Security Department and Washtenaw County Sheriff's Department

++Principal must refer incident to local and state enforcement agencies

Serious infractions or repeated offenses may result in an action level higher than indicated on the above chart. The WTMC school district reserves the right to remove a student from WTMC.

* In certain circumstances state law requires suspension or expulsion if a pupil enrolled in grade 6 or above commits a verbal assault, MCL 380./3311a(2)

*** State law requires permanent expulsion for criminal sexual conduct subject to possible reinstatement, MCL 380.1311(2).

****If a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, school property, or school-related event, suspension or expulsion is required by state law, MCL 380.1311a(2).

****Arson that constitutes a felony violation of Chapter X of the Michigan Penal Code, MCL 750.71 to 750.80 will result in permanent expulsion subject to possible reinstatement in accordance with section 1311(2) of the Revised School Code, MCL 380.1311(2).

Disciplinary Action Levels

[Action Level 1](#) | [Action Level 2](#) | [Action Level 3](#) | [Action Level 4](#) | [Action Level 5](#)
[Special Education Suspension and Expulsion](#)

GENERAL REQUIREMENTS. At each action level, one or more of the actions listed below may be taken by the administration or other designated person, at the discretion of the administration. A meeting, letter, or telephone call with the parent or guardian and the student may take place in addition to the level of action.

NOTE: These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

The disciplinary actions contained in this booklet apply to all students, including special education students. However, due to the unique needs of special education students and federal and state laws, the procedures determining the appropriate disciplinary action will vary somewhat from regular education when a special education student is involved. See the section on *Special Education Suspension and Expulsion*.

ACTION LEVEL 1

CONFERENCES BETWEEN TEACHER AND STUDENT. A discussion with student about taking responsibility for one's actions and making the necessary changes in conduct so that there is a permanent change in behavior.

CONTRACT WITH STUDENT. A written statement developed collaboratively, listing steps to be taken by the student to improve behavior, the date for a review, and the consequences if the contract is not honored.

COMMUNICATION TO PARENT OR GUARDIAN. Notification to the parent/guardian of a meeting by telephone call or letter that a behavior problem exists, the action taken, expectations for future behavior and necessary follow-up.

CONFERENCE WITH STAFF, PARENT/GUARDIAN AND STUDENT. A meeting or telephone conversation with staff, parent/guardian and student to discuss student achievement and unacceptable conduct. A plan for future behavior will be determined.

OFFICIAL WARNING TO STUDENT. A written notice to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time. A copy of the notice should be sent to the parent/guardian and one kept for the record.

REFERRAL TO OUTSIDE AGENCY. Action taken by the WTMC administrator or in consultation with staff, parent/guardian and student when behavior signals a need.

SPECIAL ASSIGNMENT. Assignment to an activity or program that builds awareness, knowledge and skills to meet similar situations more positively.

EXCLUSION FROM EXTRACURRICULAR ACTIVITIES. This action denies the student the opportunity to participate in extracurricular activities for a specified period of time.

CLASS EXCLUSION. A student who misbehaves is denied the right to attend particular classes for one class period.

OTHER SCHOOL-AUTHORIZED ACTIONS. Other appropriate actions, such as community service, may be carried out in conjunction with the school's discipline management plan.

ONE-SCHOOL-DAY SUSPENSION. In accordance with state law, a student may be denied the right to attend a class/middle college activity for one day, one subject, or one activity period. Hours accumulate to equal one school day. This suspension counts as one day of the ten days a special education student may serve before an IEP (Individualized Educational Plan) meeting is mandated.

ONE-TO-FIVE-DAY SUSPENSION. After an informal hearing, an administrator may impose an action to deny a student's right to attend classes and activities for one (1) to five (5) school days. It will be the responsibility of the student to contact their instructors to arrange for make up work and homework.

FINANCIAL/SERVICE SETTLEMENT. In cases where student behavior causes damage, destruction, or loss of property, the parent/guardian and student will be expected to pay the cost of repair or replacement. The terms of repayment or replacement will be determined by the WTMC staff or Washtenaw Community College.

ACTION LEVEL 2

ALCOHOL OR DRUG ASSESSMENT AND FOLLOW-UP RECOMMENDATIONS.
See the section on controlled substances for disciplinary actions.

POLICE REFERRAL. For conduct that violates the rules and which may also be a violation of criminal law a referral may be made to the police, generally to Washtenaw Community College police liaison officer. An agreement for the provision of law enforcement services to the Washtenaw Technical Middle College by Washtenaw Community College Security and the Washtenaw County Sheriff's Department contains provisions relating to parent notification and to interviews, interrogations, and arrests by the Washtenaw County Sheriff's Department.

FINANCIAL/SERVICE STATEMENT. The same as in Action Level 1.

IN-SCHOOL SUSPENSION. The same as in Action Level I (2-5 days).

EMERGENCY REMOVAL FROM SCHOOL. Removal of a student from school prior to an informal hearing when the administrator determines that the student's continued presence is an immediate danger to persons or property or is disruptive to orderly school operation. A hearing must be held within three days after the student's removal.

POLICE REMOVAL FROM SCHOOL. For conduct that violates the rules and which may also be a violation of criminal law, a referral may be made to the police, generally to the Washtenaw Community College police liaison officer. An agreement for the provision of law enforcement services to the Washtenaw Technical Middle College by the Washtenaw Community College Security Department and Washtenaw County Sheriff's Department contains provisions relating to parent notification and to interviews, interrogations, and arrests by the Washtenaw County Sheriff's Department.

SIX-TO-TEN-DAY SUSPENSION. An action, taken after an informal hearing by the building administrator, which denies a student the right to attend all classes and school activities for a minimum of six (6) to a maximum of ten (10) days. It will be the responsibility of the student to contact their instructors to arrange for make up work and homework.

PROBATION. This is an action taken following reinstatement from suspension which may include a behavior contract and may require the student to forgo participation in specified activities. Examples include school-sponsored organizations and other activities for a limited, defined period of time.

ACTION LEVEL 3

SUSPENSION WITH ASSIGNMENT TO A SPECIALIZED PROGRAM. For second possession of drugs/alcohol or first sale or transfer. See section on Controlled Substances.

POLICE REFERRAL. Same as Action Level 2.

FINANCIAL/SERVICE SETTLEMENT. Same as Action Level 1.

SEMESTER-OR-LESS SUSPENSION: Suspension can be from eleven (11) school days to a semester in length. The authority to issue a long-term suspension rests with the principal or other building administrators. A student who has been suspended is not permitted to attend class, remain on school grounds, nor participate in any extracurricular activities during the period of the suspension.

A student in special education may not be suspended for more than ten (10) days, cumulative, without holding an IEPC meeting, except when emergency removal is necessary. See Special Education Suspension and Expulsion.

ACTION LEVEL 4 Any violation that requires a disciplinary action at level 4 is subject to possible suspension or expulsion. Following a behavior that qualifies as disciplinary action 4, an informal hearing must take place prior to any suspension except when emergency removal is necessary.

LONG-TERM SUSPENSION AND/OR ALTERNATIVE PLACEMENT (One semester up to 180 days). In the event an action warrants suspension, the principal or other building administrator will investigate the incident and schedule a meeting with the student and parent to share the charges and proposed disciplinary action. The student has a right to present evidence or witnesses for support.

The administrator may refer the student who is suspended for more than ten days to an alternative education placement. Referral procedures will be provided by the administrator who takes the action. Students or their parents/guardian may apply for readmission 30 school days prior to the end of the specified period. A hearing before the Reinstatement Committee shall be convened before a student is readmitted from an expulsion or long-term suspension. Requests for reinstatement should be made, in writing, to the

Dean/Superintendent of Schools
Washtenaw Technical Middle College Technical and Industrial Building, Room 214
4800 East Huron River Drive
Ann Arbor, MI 48105-4800

Return from a semester suspension for a drug related activity is conditional upon completion of an approved treatment program.

The Reinstatement Committee includes two board member of the Board of Directors, a WTMC Counselor and the BASE Advisor teacher. The Committee makes a recommendation to the Superintendent *for or against re-instatement.*

ACTION LEVEL 5

EXPULSIONS. The WTMC Board of Directors recognizes that exclusion from the education programs of the district is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board of Directors reserves the authority to allow the Dean/Superintendent to make expulsion decisions. However, in some instances, the Dean/Superintendent's discretion is narrowly circumscribed by state law.

The expulsion procedures cannot be used to diminish the due process rights of students. Each student subject to expulsion shall have his/her situation reviewed by the Dean/Superintendent and the Board of Directors on a case-by-case basis.

The Dean/Superintendent reviews the documentation for each case and determines if the recommendation to expel the student is to be upheld and forwarded to the Board of Directors. The parent/guardian will be responsible for finding alternative education for the student.

While the review and hearings are taking place, the student will be suspended from school and homework will be provided. The WTMC Board of Directors will hold an open or closed meeting, by choice of the student (18 years or older) or the parent/guardian, to hear the evidence and make a decision about the long term suspension or expulsion.

EXPULSIONS FOR WEAPONS, ARSON, AND CRIMINAL SEXUAL CONDUCT.

The Revised School Code states that a student must be expelled from all public schools in the state if the student commits criminal sexual conduct (rape), arson or is found to be in possession of a dangerous weapon. The 1999 state law added expulsion from public school for physical or verbal assault on school employees, volunteers, or contractors. The expulsion must be recorded on the student's permanent record.

WTMC is not required to expel a student for possessing a weapon if at least one of the following criteria is established in a clear and convincing manner:

- The student did not know the item was a weapon
- The weapon was not possessed for use as a weapon
- The weapon was not knowingly possessed by the student
- The weapon was in the student's possession with the permission of school or police authorities.

There are no exceptions for students found to have committed criminal sexual conduct or arson. Students expelled for weapons, arson, or rape will be referred to law enforcement.

REINSTATEMENT PROCESS.

The reinstatement process shall be held in accordance with section 1311 and 1311a of the Revised School Code, MCL 380.1311 and 380.1311a.

The parents or legal guardian of a student, or a student who is at least age 18 or is an emancipated minor, enrolled in grade 6 or above at the time of expulsion, may petition for reinstatement after 150 school days, but the student may not be reinstated before the expiration of 180 school days after the date of expulsion.

A hearing before the Reinstatement Committee shall be convened before a student is readmitted from an expulsion or long-term suspension. Requests for reinstatement should be made, in writing, to the Dean/Superintendent of WTMC, Technical and Industrial Bldg, 4800 East Huron River Drive, Ann Arbor, MI 48105.

A Reinstatement Committee includes two WTMC Board members, a parent of a student enrolled at WTMC, one faculty member, a WTMC Counselor and the student's BASE Advisor. Recommendations from this committee are forwarded to the WTMC Board of Directors for a vote for conditional or unconditional reinstatement or against reinstatement.

SPECIAL EDUCATION SUSPENSION AND EXPULSION

If a student is receiving special education services through an Individualized Educational Program (IEP) and/or 504 services, the student's removal from school that exceeds ten (10) school days in one school year constitutes a change in placement. Therefore an IEP must be convened to review the current behavior plan and to determine if the behavior subject to discipline is a manifestation of the student's disability.

A special needs student may be subject to a suspension exceeding a total of ten (10) school days within a school year, an administrative transfer or expulsion only after an IEP determines that:

- The determination of eligibility is appropriate; and the student's IEP currently reflects the special education programs and services needed to meet the unique educational needs of the student.
- The student's disability did not impair the student's ability to understand the impact and consequences of the behavior subject to disciplinary action;
- The student's disability did not impair the student's ability to control behavior subject to disciplinary action.

If the IEP determines that the behavior is a manifestation of the disability, disciplinary procedures are stopped and the IEP and the IEP determines appropriate programs and services for the student.

If the IEP determines that the behavior is not a manifestation of the disability, the eligibility has been appropriately determined, and/or the current program and/or services are appropriate for the student, then this information is included in the written IEP report and sent to the Dean/Superintendent.

The suspension may be given or the Dean/Superintendent may expel the special needs student using the same procedures the Dean/Superintendent would follow when expelling regular education students. If the IEP decision is appealed, the student remains in the placement determined in the last uncontested IEP.

When the behavior subject to disciplinary actions involves drugs, dangerous weapons, or if the student is deemed to be a danger to him/herself or others, the IEP shall determine an interim alternative placement and services for up to 45 calendar days.

When considering suspensions, administrative transfers, or expulsions of a student, if WTMC has reasonable cause to believe that the student has special needs, the student will be given the same rights that are given to students who are eligible for special education services.

WCC Code of Conduct

WTMC students are held responsible to [WCC's code of conduct](#) at all times.

Philosophy on Student Freedom of Expression

Student speech is protected by the First Amendment of the United States Constitution. Thus, students have the right to express themselves openly about matters of social, political, and religious importance. However, students may not express themselves in a way that causes a disruption of, or interference with, the orderly conduct of WTMC or WCC activities or is inconsistent with the middle college's basic educational mission.

Philosophy of Life Skill Behaviors

The WTMC Board of Directors and staff are committed to ensuring a school culture that nurtures learning and assures the safety and welfare of all students and staff. Collaboration between parents, staff and the community allow for the successful implementation of the WTMC Mission.

"Washtenaw Technical Middle College (WTMC) is a Public School Academy located on the campus of Washtenaw Community College. With sustained support and guidance, students engage in rigorous academics and life management skills to earn a high school diploma and either a technical certificate or an Associate degree."

WTMC is committed to a skill based approach to learning which ensures that the rigor required for a successful transition to college is realized by each WTMC student. Students are expected to assume responsibility for their own actions in order to develop a well defined internal locus of control.

Students enjoy numerous privileges and are expected to cooperate in maintaining a culture where learning is cherished. WTMC students are considered college students and consequently, are required to act accordingly.

The term "soft skills" refers to skills which are not academic, but significantly influence academic and job success. These include showing up for class, being prepared, following through, communicating effectively and taking responsibility for your own actions. Students should be aware that soft skill credentialing is one of the necessary components to successfully move into courses at WCC.

The process of de-credentialing can take place for a number of reasons: violating the rules as outlined in this handbook, failure to evidence soft skills at WTMC or WCC, and academic failure at WCC in which two courses are failed within the same semester. De-credentialing will result in a return to WTMC courses or a decision to withdraw from WTMC.

A strong school and family partnership is essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.

Students and parents must recognize that the unacceptable behaviors specified in this Rights & Responsibilities Handbook will be subject to disciplinary action. When it is necessary to take corrective measures, the actions should be appropriate to the nature of the offense, consistent with applicable law, constructive and limited to that which is reasonably necessary to promote WTMC's educational objectives.

Rights and Responsibilities

Students have a right to:

- Learn and study in a positive atmosphere for learning -- one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.
- Expect that middle college rules will be enforced in a consistent, fair and reasonable manner.
- Discuss and receive assistance with educational concerns from the school staff
- Receive a copy of the WTMC Rights and Responsibilities Handbook.
- Receive fair discipline without discrimination.
- Have access to their own student records.
- Use computers and other equipment for learning.

Parents and Guardians have a right to:

- Receive official reports of the student's academic progress and attendance.
- Request and be granted conferences with teachers, counselors and/or the superintendent/dean.
- Receive explanations from teachers about the student's grades and disciplinary procedures.
- Read all school records pertaining to their student.

Students have a responsibility to:

- Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in the learning process and complete assignments.
- Strive for academic rigor and growth.
- Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn.
- Make up work resulting from an excused absence or suspension.
- Follow discipline guidelines adopted by the district.
- Read and ask questions to understand the information in this booklet.
- Use computers in an appropriate manner as defined in the WCC Technology Use Agreement that is signed by each student.

Parents/Guardians have a responsibility to:

- Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.
- Provide supervision for the student's health, physical and emotional

WTMC Personnel have a right to:

- Work in a positive atmosphere for learning and teaching.
- Receive support when enforcing student discipline as outlined by School Board policies and WTMC.
- Teach and work in an atmosphere free from verbal or physical threats and abuse.
- Expect compliance with rules by staff and students.
- Be present, when appropriate, at conferences and hearings concerning classroom and school disruption.

well-being, and assume responsibility for the student's timely regular attendance.

- Review and discuss with the student the Statewide Safe Schools Legislation.
- Encourage student compliance with school and district rules.
- To support transition into college, parents need to see their student as competent and capable of this move to the college environment of WCC. Supporting transition to the college happens in a number of ways; by developing a trusting relationship with WTMC staff, by providing their son/daughter an opportunity to resolve conflict, engage in meaningful decision making and learn from their failures and successes.

WTMC Personnel have a responsibility to:

- Develop, communicate and implement written classroom expectations for students' behavior and grades.
- Work with parents to prevent discipline problems.
- Inform parents/guardians of student progress, behavior and attendance.
- Refer students to other staff or programs as appropriate.
- Maintain accurate student records.
- Protect and respect confidentiality of students, parents, and school staff.
- Protect students' health, safety, and welfare.
- Record disciplinary actions in accordance with state laws.

Previous Misconduct in Another Educational Institution

A student who seeks to enroll in WTMC and who previously has been found to have engaged in misconduct in another educational institution as the term "misconduct" is defined in this handbook or by the other educational institution and which resulted in long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another educational institution but withdrew from such educational institution prior to the misconduct being established, may be subject to suspension or expulsion from WTMC. Such a student shall be permitted to enroll but shall be held on suspension pending a hearing before the superintendent in accordance with Action Level 4 and/or 5 of the Rights and Responsibilities Handbook (Long-Term Suspension or Expulsion). A student who has been expelled from another educational institution for criminal sexual conduct, arson or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in Sections 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found by the WTMC Board of Directors to have committed such offense prior to enrollment in WTMC shall not be admitted to the WTMC district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA15.41311(5)). "Educational Institution" shall have the same meaning as that set forth in MCL 37.1401.

State Suspension/Expulsion Laws

In accordance with state law, the WTMC Board of Directors must permanently expel a student for possession of a dangerous weapon, arson or criminal sexual conduct. The Board of Directors may expel students for physical and verbal assault as described below. Classroom teachers may suspend students from their classrooms for any conduct that violates the rules as described in this handbook.

If...a student commits a physical assault (intentionally causing or attempting to cause physical harm to another through force or violence) against a person employed by, or engaged as a volunteer or contractor by the school board in a classroom, on school premises, on a school bus/vehicle, or at a school-sponsored activity or event (whether or not on school premises.)

Then...the law requires the school board to EXPEL the student from the school district permanently for 180 school days, subject to possible reinstatement as defined by the law; makes it the parent's responsibility to find a suitable educational program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to law enforcement officials, as well as to enter on the student's performance record that he or she has been permanently expelled.

If...a student commits a physical assault against another student.

Then...the law requires the school board to SUSPEND or EXPEL the student from the school district for up to 180 school days. If the student is expelled, the law makes it the parent's responsibility to find a suitable education program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to the Michigan Department of Education.

If...a student commits a verbal assault against a person employed by, or engaged as a volunteer or contractor by the school board, or makes a bomb threat or similar threat directed at a school building, other school property or a school-related event.

Then...the law requires the school board to SUSPEND or EXPEL the student from the school district for a period of time as determined by the school board. If the student is expelled the law makes it the parent's responsibility to find a suitable education program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to the Michigan Department of Education.

If...a teacher in a public school has good reason to believe that the conduct/behavior of a student of any age in class, subject, or activity warrants suspension as described in this booklet.

Then...the law allows the teacher to SUSPEND the student from the class, subject, or activity for up to one (1) full school day.

Controlled Substances

WTMC is dedicated to providing a healthy, comfortable and productive environment for all members of the school community. WTMC acknowledges that use of controlled substances requires a variety of interventions; there is a critical need for counseling, education and treatment in addition to disciplinary action. The possession of alcohol or illicit drugs interferes with a healthy environment and are prohibited on WCC premises, or at WTMC functions. WTMC is committed to a three-part approach to controlled substances: 1) prevention, 2) intervention and 3) support. Consequences of the unacceptable behaviors listed in the Code of Conduct regarding alcohol and other

drugs will include disciplinary actions, substance abuse assessment and educational experiences. The term "drug" is defined as alcohol, all mood-altering substances including any unauthorized medicines, (that have not been medically prescribed for the student) and inhalants, or narcotics.

Parents will be referred to the "Parenting for Prevention" booklet which provides additional information and resources.

Substance abuse assessment answers the following questions: Does an alcohol/drug problem exist? What is the nature and extent of the problem? What action is recommended at this time?

These consequences and sanctions are cumulative. Each succeeding action level may include the consequences and/or sanctions of the prior level. The first violation of the controlled substance policy may include consequences and a referral for a substance abuse assessment. The second violation of the substance abuse policy will result in removal from WTMC.

Smoking Policy

No person, at any time, shall smoke, chew or otherwise use tobacco products of any kind on WCC property or property under the control of WCC, in any school buildings, indoor facilities or WCC vehicles.

Medication

All medications, prescription or non-prescription must have prior notification in the form of a "Medicine Documentation Form." Documentation must be on file before the student can take the medication on campus

Harassment

A student has a right to participate in all WTMC activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive or embarrassing. Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

Sexual Harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior, (1) that is tied to a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; (2) that substantially interferes (or will substantially interfere) with a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; or (3) that is intimidating.

Furthermore, Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school sponsored or related event or activity. Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against another person's body
- Any sexually-motivated, unwelcome touching

- Obscene gesture
- Written or graphic harassment or abuse

Ethnic Intimidation and Harassment includes slurs, verbal references, gestures and other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of race, ethnic group or nationality.

Religious and General Harassment includes slurs, verbal references, gestures, or other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, or disability (e.g., sexual or racial comments, threats, or insults, unwanted sexual touching, etc.).

A student should report incidences of harassment to the Superintendent/Dean or their BASE Advisor with any supportive evidence that is available. The Dean/Superintendent will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant. If proven, the building administrator will:

- Have the offender sign a contract regarding appropriate behavior toward the complainant, and/or
- Refer the offender to an outside agency, and/or
- Initiate suspension/expulsion procedures

This disciplinary action should be commensurate with the behavior.

Due Process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges. In imposing discipline on students, WTMC adheres to the requirement of state and federal law and constitutional due process. To the extent that the procedures described in this handbook exceed the requirements of the law, a deviation from the procedures shall not prevent the imposition of the disciplinary actions set forth in this handbook. Records that result from the student's actions or his/her consequences should clearly state whether the charge of misbehavior was or was not substantiated.

Informal Hearings. Most discipline problems not leading to long-term suspension or expulsion are resolved at WTMC through an informal hearing involving the student, parent/guardian and teacher or middle college Dean/Superintendent. During the hearing, the student and parent/guardian hear the charges, and evidence. The student tells his/her side of the story. Various problems-solving strategies may be used. Consequences will be delivered within 48 hours of the informal hearing.

Formal Hearings. Formal hearings are held as a part of the due process procedure for long-term suspensions and all expulsions. The WTMC Board of Directors President, after reviewing the Dean/Superintendent's report, witnesses' statements and any other relevant documents or items and instructs the Dean/Superintendent to schedule a hearing within ten (10) school days of the disciplinary action. The Dean/Superintendent's office will also prepare the

packet of information for the hearing. The parents or guardians will receive a letter, disciplinary forms with date, specific rules that were violated, copy of the disciplinary procedural process and any other relevant information.

The student is afforded the following procedural due process:

- Written notice of prohibited conduct
- Written notification of hearing (time and location) and procedures to be followed
- Impartial hearing
- Access to evidence
- Opportunity to present witnesses and evidence on his/her own behalf
- Opportunity to have advocate/counsel present

The participants, including the student, parents or guardian, WTMC Board of Directors members, advocate/counsel for the hearing will receive a packet of information to be used at the hearing.

The Board will hold an open or closed meeting, by choice of the student (18 years or older) or the parent/guardian, to hear the evidence and make a decision about long-term suspension or expulsion.

The Hearing Agenda

- The WTMC Board of Directors President introduces him/herself as the chair and calls upon each person in attendance to introduce him/herself and give the role he/she will be performing at the hearing. The Dean/Superintendent gives an explanation of why the hearing is being held, information about the student and the specific statements of the charge and the disciplinary action recommended.
- The WTMC Board of Directors will hold an open or closed meeting, by choice of the student (18 years or older) or the parent/guardian, to hear the evidence and make a decision about long term suspension or the expulsion.
- The Dean/Superintendent presents evidence of the charges, including witnesses and any written statements.
- The student and/or his/her advocate, respond to the charges and presents witnesses and any written statements.
- The Dean/Superintendent and the student and/or his/her advocate give closing statements.
- The WTMC Board of Directors President informs the group of the decision process. Within two school days of the hearing, the Board President will notify the student and his/her parent(s)/guardian(s), orally or in writing, of the Board's decision to uphold, modify or reverse the suspension/expulsion. Written notification must follow.
- The Board President dismisses the group after all questions regarding the appeal process have been answered and explained.

- The WTMC Board of Directors discuss the evidence and proceedings and may make the following decisions:
 - Waive charge(s)
 - Reduce charge(s)
 - Change/modify the Dean/Superintendent's recommendation or disciplinary action.
 - Support the Dean/Superintendent's recommendation and disciplinary action.
 - Increase the recommendation and disciplinary action.

The Appeal Process

A. SUSPENSIONS OF ONE (1) TO FIVE (5) SCHOOL DAYS. There is no appeal for suspension of one (1) to five (5) school days.

B. SUSPENSIONS OF SIX (6) TO TEN (10) SCHOOL DAYS. A request for an appeal of a short-term (six to ten school days) suspension shall be made in writing and directed to the Dean/Superintendent, by the parent/guardian or student 18 years of age, within two (2) school days of the date that the disciplinary action was taken. This written request must include the reason for the appeal. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

The Dean/Superintendent will conduct a review of the appeal request. Following this review, the Dean/Superintendent will notify the student and his/her parent(s)/guardian(s) in writing, of his/her decision to uphold, modify or reverse the suspension.

If the suspension exceeds five (5) school days, the Dean/Superintendent's decision may be appealed. A written request must be made to the Dean/Superintendent stating the reason(s) for the appeal and asking for a review by a three-member review panel. The panel will be comprised of one (1) faculty member, the student's counselor and BASE Advisor.

C. SUSPENSION EXCEEDING TEN (10) SCHOOL DAYS. Review of long-term suspensions (those exceeding ten (10) days) is to be directed to the Dean/Superintendent within three (3) school days of the date the disciplinary action was taken. This appeal must be made in writing stating the reason for the appeal and the adjustments requested. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

A three-person hearing panel will conduct a review within ten (10) school days of the suspension. This panel will be comprised of the student's BASE Advisor and two additional WTMC faculty members. Within two (2) school

days of the hearing, the panel will notify the student and his/her parent(s)/guardian(s), orally or in writing, of the panel's decision to uphold, modify, or reverse the suspension. Written notification must follow. The suspension remains in effect during the appeal process.

APPEAL OF THE HEARING PANEL DECISION

A student 18 years or older or a parent/guardian may appeal the decision of the three-person hearing panel to the Board of Directors. This appeal, directed to the Dean/Superintendent, must be made in writing within five (5) calendar days following the receipt of the decision.

Again, reasons for this appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

During a regular meeting, the WTMC Board of Education will determine whether or not to hear the appeal. The decision of the WTMC Board will be communicated in writing by the WTMC Board Secretary to all parties concerned. The suspension remains in effect during the appeal process.

Letters of appeal stating the basis for the appeal and the desired remedy should be addressed to the WTMC Board of Directors, Industrial and Technology Building, Room 214, 4800 East Huron River Drive, Ann Arbor, Michigan 48105.

Definitions

Abusive/Profane Language. The act of uttering distasteful, offensive language for the purpose of debasing the dignity of another person.

Academic Dishonesty/Plagiarism. Taking credit for oneself and not giving credit to the source for written and oral expression authored and/or prepared by another, cheating on exams, etc.

Alcohol and Drug Use. Use, possession of, being under the influence of, or the sale and distribution by students on school property at district activities, of alcohol or illicit substances.

Arson/Attempted Arson/Burning.

A. Arson. Malicious, intentional burning of any property belonging to, rented by or on loan to the district or property of students or school personnel.

B. Attempted Arson. Intentionally trying to start a fire but no fire starts; e.g. throwing a lighted match into a trash container but no fire starts.

C. Burning. Setting fire to, or doing any act which results in the starting of a fire or aiding, counseling, inducing, persuading or procuring another to do such an act or acts.

Assault.

A. Fighting. Engaging in physical contact such as pushing, horseplay, shoving and/or hitting.

B. Physical Assault. An attack by one person against another wherein the offender recklessly attempts to inflict physical harm, such as broken bones, loss of teeth, internal injury, or loss of consciousness; or use of a weapon or its display in a threatening manner.

C. Verbal Assault. Verbal assault is defined as "any willful threat to inflict physical injury upon another person under circumstances that create a reasonable fear of imminent physical injury, coupled with an apparent ability to inflict such physical injury."

Behaviors Considered Inappropriate.

A. Profane/Obscene Language and Gestures. Students shall not verbally, in writing, electronically, with photographs or drawings, direct profanity or insulting, obscene gestures toward any other person.

B. Open Defiance/Willful Disobedience. Refusing to comply, either verbally or non-verbally, with a direction or instruction of a staff member.

C. Displays/Images. Applying profane, obscene, sexist, racist or other decorations to a locker or any area or surface which disrupts the educational process or interferes with teaching and learning.

Bomb Threat. Making a bomb threat or similar threat directed at a college building, other college property or a WTMC/WCC related event.

Bullying. The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs, including ethnically-based or gender-based verbal put downs, and extortion of money or possessions.

Burglary. Entry into unopened school property, without authorization, for the purpose of committing a crime.

Controlled Substance. Illegal or unauthorized medicines, inhalants, drugs or narcotics including but not limited to: Marijuana, Heroin, Cocaine, LSD, Barbiturates, Amphetamines, Drugs manufactured for use with animals and drug paraphernalia, on college property or at any middle college/college sponsored activity.

Deliberate Misuse of Property. Intentionally using, without proper permission, property belonging to another or the school, in a manner likely to damage the property.

Disruptive Conduct. Inappropriate behavior that disturbs the regular or normal functions of the school.

Drugs. Alcohol, controlled substances and all mood-altering substances that have not been medically prescribed for the student.

Due Process. A safeguard that protects the rights of individuals.

Emergency Removal. Removal from the school without an informal hearing if a student poses a danger to him or herself or other persons or property, or is an ongoing threat to disrupting the academic process.

Ethnic/Racial Harassment. The malicious and intentional act of harassing another person due to the individual's color, ethnic origin, or race.

Expulsion. Removal of a student by the WTMC Board of Directors from WTMC on a permanent or time-limited basis.

Extortion. Forcing other person/persons to act against their will, such as demanding money, property, etc.

False Fire Alarm. Reporting or setting off a fire alarm without reasonable belief that a fire exists.

Firecracker or Explosive. A paper cylinder or sphere containing an explosive; a compound or mixture susceptible to bursting with violence such as gunpowder, nitroglycerine or volatile gas.

Forgery. Signing another person's name to any document; altering or falsifying documents.

Formal Hearing. A procedure that occurs when a suspension of more than ten days is recommended by the Dean/Superintendent who conducted the informal hearing. The formal hearing is conducted by the WTMC Board of Directors. The student has a right to an advocate, to call witnesses, to question the accusers and witnesses, and to have a copy of the proceedings.

Gambling. Illegal participation in games of skill or chance for money and/or other items of value.

Gang. An identifiable group of people (highly organized or loosely structured) who form an alliance for a common purpose which identifies with or claims territory in the community. Members engage either individually or collectively in antisocial or unlawful activity/activities and frequently create an atmosphere of fear and intimidation.

Gang-Identifying Terms. Clothing, accessories, make-up, markings, or other items/material that identifies a student as a member of a gang.

Informal Hearing. Presentation of charges and consequences are given to the student and the parent with an explanation of evidence. The student tells his/her side of the story. Problem solving with the student is an option.

Insubordination. Failure to obey, comply with, or carry out a reasonable directive from any school employee.

Interference with School Personnel. Threats, harassment, or violence used to prevent school personnel from taking care of their responsibilities.

Intimidation. Threats -- verbal or physical -- with intent to inflict fear, injury, or damage, and to prevent another from acting in accordance with personal choice or school policies.

Make-Up Work. Course work assignments missed during a short-term suspension must be completed by the student and returned to the instructor.

Major Vandalism. Damage that costs more than \$100 to repair or replace the goods, or damage involving a substantial disruption of school activities, such as the destruction of school records.

One-Day Suspension. An action which temporarily denies a student the right to attend classes and activities for one school day.

Reckless Vehicle Use. Using any motorized or self--propelled vehicle on or near school grounds in a reckless manner or so as to threaten health, safety, property or to disrupt the educational process.

Possession of Stolen Property. Having in one's control or possession, property that has been stolen and which the possessor has reasonable cause to believe has been stolen, or possession without permission of property belonging to another.

Robbery. Taking property from a person by force or threat of force.

Sexual Harassment. See Harassment.

Sexual Misconduct:

A. Consensual Sexual Misconduct. Mutually consensual sexual contact including but not limited to intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas.

B. Non-Consensual Sexual Misconduct. Unwanted or unwelcome sexual contact including but not limited to intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering

those areas.

Suspension. Removal from school for a specified period of time by Dean/Superintendent.

Technology Use. Students are required to sign the WCC Technology Use Agreement Policy. Failure to honor this agreement will be met with the consequences outlined within the policy.

Theft. Stealing or unlawfully taking property belonging to the middle college/college or another person with the intent to deprive the rightful owner of its possession.

Threat of Violence. Words or actions that may threaten to do injury to another or others.

Tobacco and/or Smoking Paraphernalia Possession/Use. Possession or use of tobacco in any form and/or smoking paraphernalia on or adjacent to school property or at school activities.

Trespassing. Entering any middle college/WCC property/facility without proper authority; includes any school entry during a period of suspension or expulsion.

Vandalism. Intentionally destroying, mutilating, or defacing objects or materials belonging to the school, school personnel, or other persons.

Weapons.

A. Dangerous Weapon. a dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles; or, any other weapon as set forth in 18 USC.921. Also, any electronic device that inflicts or causes pain or suffering is likewise considered a weapon.

B. Other Weapon. Any object or instrument including a replica, facsimile or look-alike of such object or instrument, the principal use of which is to inflict injury, physical pain or physical harm. The term "other weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person. Chemical or toxic substances, e.g., mace, pepper spray, etc., are included in this category.

Bullying Prohibition and Prevention Procedures

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs, including ethnically- based or gender-based verbal put downs, and extortion of money or possessions." Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior at WTMC and is prohibited.

Students who engage in any act of bullying while at WTMC, at any WTMC/WCC function, in connection to or with any WTMC sponsored activity or event, are subject to disciplinary action, up to and including suspension or expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.

(State Board of Education Model Anti-Bullying Policy, September 12, 2006)

Police Interview and Examination

WCC Campus Safety and Security Department provides safety and security services to WTMC. Campus Safety and Security work with the Washtenaw County Sheriff's Office to provide law enforcement. This policy provides guidelines for the interview and examination of students.

In cases where there is not an immediate danger to lives or property, a police officer(s) from the Washtenaw County Sheriff's Office, having police business on WCC property which involves the need to interview or conduct an examination of a WTMC student, will first make contact with the Dean/Superintendent and the Director of Campus Safety and Security at WCC.

An interview is defined as the questioning of a witness to or victim of an offense and who is not reasonably suspected of having committed an offense. A student has the right to refuse to participate in an interview. A parent must be present when a student is interviewed by the police. Examination is defined as the questioning of a person reasonably suspected of committing an offense whether prior to or after an arrest. A parent will be present when a student is examined by the police where criminal prosecution is possible. WTMC will notify a parent or legal guardian prior to the examination of a student.

All interviews and examinations will be conducted in accordance with all applicable statutory provisions and constitutional protections, and other departmental and school guidelines. If an interview changes to an examination it will be the responsibility of the officer(s) to notify the student(s) of the change and explain to the student(s) the implications of the change from an interview to an examination. The officer(s) will notify the Dean/Superintendent of this change.



Washtenaw
Technical Middle College

Parent Handbook

WTMC Parent Handbook

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What is WTMC?



The WTMC Mission

Washtenaw Technical Middle College transforms high school students into successful college students by providing meaningful educational choices, individualized advising, and skill-based instruction. Our graduates complete both a high school diploma and a college certificate or degree.

Successful WTMC Students

take responsibility for their own effort, decisions, education, and behavior. There are no bells, hall monitors or daily announcements to keep them on track. Students must monitor their own progress and advocate for themselves in a complex environment.

The WTMC Program

WTMC is a skill-based program. We teach both “hard” (academic) and “soft” (life-management) skills to prepare students for success in college. Students transition to college by completing high school courses in English, science, mathematics, and critical thinking. All of our students fulfill their high school diploma requirements by completing one of the more than 100 certificate or associate degree programs offered by Washtenaw Community College.

Every WTMC student receives support from an academic BASE advisor who helps them build a personalized Educational Development Plan (EDP). Advisors support students in choosing a program of study, planning for life after graduation, and adapting to life on a college campus.

WTMC Teachers

work closely to align their content with the expectations of college courses. They collaborate to offer rich and challenging learning experiences for all students. WTMC teachers also serve as BASE advisors, meeting with students and parents to plan, support, and document student progress through the program.

Successful WTMC Parents

allow their student to take responsibility for their own efforts, decisions, education, and behavior. They support the development of responsible learners by engaging in their student's education while giving them the freedom to “own” their educational choices.

The Middle College Experience

WTMC students jointly enroll at Washtenaw Community College (WCC) and are required to follow the conduct and behavior expectations of college students.

Our students have access to all of the substantial resources offered by the college, including the college writing center, math and science tutoring, career counseling, and college clubs and activities.

WTMC & WCC Curricula

WTMC values tolerance, diversity, and inclusion. We challenge students to develop the maturity and awareness necessary for success in the diverse adult learning environment of the college campus. Students select a program of study that is relevant to their interests and skills.

Courses and curricula are designed to broaden students' understanding of the world and offer them multiple tools for examining and evaluating the world and their place in it.

How does WTMC Communicate with Families?

Emergency Alerts

WCC Alert is how the college and WTMC will communicate with you during an emergency. It will never be used for communications other than emergencies.

WCC Alert **will** be our primary method of communication for...

- School-wide weather closings (like snow days)
- Emergencies on campus
- Health and safety alerts

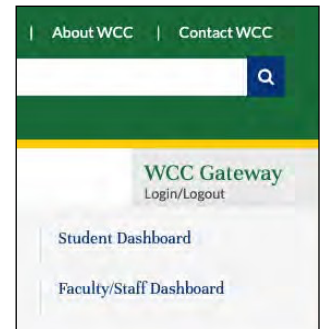
WCC Alert **will not** be used for...

- Reminders about book returns
- Contacting your family individually
- Academic or soft skills issues
- Counseling or BASE communications

Sign Up for WCC Alert

1. The student should sign into the WCC Gateway using their netID and password.

2. Click here to sign up. Choose the notification options that work best for your family.



The WTMC website

www.themiddlecollege.org

- Academic calendar
- School contact info
- School closings
- Career counseling resources
- School policies
- PowerSchool log-in
- Approved WCC programs
- Graduation requirements
- Learning & disability support resources

Monthly Newsletter

- Important upcoming dates
- Student activities & clubs
- School announcements
- WTMC Board meetings
- Monthly calendar

Email

wttmc@wccnet.edu

Students:

- Updates, reminders from the office
- Student activities and clubs
- Career counseling and job resources
- BASE communications

Parents:

WTMC emails parents on a limited basis. We encourage students to check their WCC email regularly.

Staff Directory

Who should I ask?

BASE advisors are your primary contact for questions about your student.

- Course progress
- Soft skill concerns
- WCC program selection
- EDP questions
- Semester schedules
- Changes in your contact information
- Problems your student is having outside of school

Questions about...?		Office Phone	Email
PowerSchool help	Maeve Devlin	677-5044	madevlin@wccnet.edu
WTMC Counselors College admissions and graduation; jobs, internships, and career guidance; social and emotional support	Colleen Hanson Tamika Riley Helen Kaplan	677-5364 973-3749 973-3365	cahanson@wccnet.edu triley1@wccnet.edu hjkaplan@wccnet.edu
IEPs, 504 plans, or learning support	Mona Moorman Heather Schulz Trena Tymes Paul Hines	677-5211 477-8520 477-8573 677-5211	mmoorman@wccnet.edu hschulz@wccnet.edu ttymes@wccnet.edu phines@wccnet.edu
General school questions, textbooks, meetings with the dean	Christine Williams	973-3410	chdiwilliams@wccnet.edu
Admissions and school communications	Alex Long	677-5360	ablong@wccnet.edu
Student records, transcripts, or testing	Carole Pause	973-3376	cpause@wccnet.edu
School Administrators Karl Covert, Dean Sam Rosewig, Assistant Dean		973-3599 677-5157	kacouvert@wccnet.edu srosewig@wccnet.edu

A Parent's Guide to PowerSchool

What is PowerSchool?

PowerSchool is a web-based student information system. It provides parents, students, and staff with a means of communicating student performance. It can be accessed from any web browser or from the PowerSchool Mobile app.

What are the things I'll see in PowerSchool? What should I look for?

There are five major things teachers want you to see in PowerSchool:

- **Attendance:** This is displayed as A (absent), T (tardy), L (tardy more than 10 minutes, counts as an absence), or M (more than 4 tardies, counts as an absence).
- **Overall course grade:** This is displayed as a letter and a percent.
- **Assignment grades:** These are represented as a score and a letter grade. Sometimes an assignment will be labeled further as “missing”, “late”, “not included in final grade”, or other important distinction.
- **Soft Skill grades:** Soft Skill grades are represented as a letter (N, S, or R). These may change at the end of the two soft skill credentialing periods.
- **Teacher comments:** Teachers may also leave individual comments for students in the “comments” section. Comments document observed soft skill concerns.

Do all teachers use PowerSchool the same way?

Yes. All teachers use PowerSchool for attendance, assignments, and overall course grades. All teachers will post soft skill grades at the first and second credentialing dates.

...**and** teachers decide when to post assignments and how much detail to provide about them. Teachers may differ in how frequently to leave comments for students.

Teachers are not the only staff that use PowerSchool. BASE advisors routinely check PowerSchool with their students during BASE meetings. Administrators may also refer to PowerSchool during parent/student meetings.

We expect that students, parents, and BASE advisors are reading the information on PowerSchool.

Absences due to religious observance

WTMC is a school where students of different cultures, religions, and family backgrounds learn together. We are committed to celebrating and supporting this diversity.

Students may need to attend religious services or observe holidays that conflict with WTMC's school calendar. WTMC treats absences from scheduled WTMC classes and events due to religious obligations the same as any other student absence. It is the student's responsibility to notify teachers ahead of time for planned absences due to religious holidays.

Students who expect to miss class or school events such as field trips due to religious observance will be offered a reasonable alternative to complete missed learning, provided they communicate about the absence in advance.

If a student needs to attend prayer or religious observance during the school day, **parents or guardians must notify the WTMC office in writing ahead of time**. The student will still be marked "tardy" or "absent" as a record of their whereabouts, but this attendance record will not penalize the student's soft skill credential or academic grade.

What can I do to help my student?

We believe that *students* should take ownership of their own success, so encourage your student to take action. PowerSchool is like a "note home" -- we intend the comments for you (and for the BASE advisor) because the student is not getting the message on his/her own.

Help your student understand the message and remind them of what they already know how to do. We teach soft skills explicitly during the first five weeks of the fall semester, so all students know exactly what PowerSchool issues mean and what to do to address them.

Encourage your student to make a BASE meeting and/or meet with instructors if they are having a problem in a class.

A Guide to Soft Skill Credentials

What are Soft Skills?

Soft skills are learned behaviors that positively influence academic and job success. These behaviors include showing up for class, being prepared, following-through, communicating effectively and taking responsibility for one's actions.

Soft Skill Credentialing

1st Five Weeks

- Instruction: Students learn the five Soft Skill categories
- First Credential Day: (End of 1st five weeks) Students can earn an S or N at this point in the semester.

2nd Five Weeks

- Practice and Support: Students continue to practice and refine their soft skills
- Final Credential Day: (End of 2nd five weeks) Students can earn an S, N, or R at this point in the semester.

3rd Five Weeks

- Soft Skill Maintenance: Students work to maintain soft skill credentials earned at the final credentialing.
- Note: All soft skill credentials are provisional and can be revoked at the discretion of the instructor.

Soft Skill Grades

N = Nneeds improvement in Soft Skills

- The student has not demonstrated consistent college-ready soft skills.
- An "N" in any one WTMC class guarantees that a student will not transition to any WCC college classes in the following semester.

S = Soft Skill Credentialed

- The student demonstrates consistent college-ready soft skills, but may or may not be ready for college-level coursework in that content area.

R = R Soft Skill Credentialed and Academically Recommended for College

- Student demonstrates BOTH academic and soft skill college-readiness.

Loss of Soft Skill Credentials

- All soft skill credentials are provisional and require that the student continues to demonstrate good soft skills for the remainder of the semester.
- A student may be "de-credentialed" at the discretion of the instructor if soft skills are not maintained.

Soft Skills and Academic Levels

- A soft skill grade of "S" or "R" does not automatically guarantee placement in WCC college courses.
- Students must have qualifying WCC math, reading, and writing scores in order to take college classes.

The Basics of Building an EDP

What is an EDP?

An Educational Development Plan (EDP) is like a map. It's a map of how your student intends to satisfy their graduation requirements. It serves as a tool to keep track of progress toward graduation and will be revised regularly as they progress through their coursework. Your student will bring a copy home for a signature each fall.

Tips for creating an effective EDP

The Basics (See the numbered sample EDP on the next page.)

1. Record the name of the chosen WCC program and a link to its WCC webpage.
2. Record the name(s) of the WCC program advisor(s) for the program. Your student's BASE advisor will talk to them about how/when to meet with a WCC program advisor.
3. List the program-specific requirements for the program in the provided spaces and check them off as you complete them.
4. WTMC classes count as the equivalent of a 3-credit college course. Be sure to list them in the WTMC column.
5. Be sure each semester meets the minimum/maximum number of credits. A full-time schedule requires 12-15 credits in the fall and winter semesters and 3-7 credits in the spring.

EDP Next Steps

- Be realistic about program selection. Your student should use what they know about themselves as a learner to select a program that capitalizes on their interests and strengths.
- Talk to your student's BASE advisor about classes that may only be offered in certain semesters. For example, some classes might only be offered in the winter semester. Mark these classes in the EDP.
- Be aware of course sequencing. Many classes require prerequisites or co-requisites. Schedule these in the EDP first, then fill in classes that may be taken at any time.
- Some WCC programs require a formal application and admission. Plan for that by completing all pre-application courses prior to the planned application semester. Include a link to the application requirements and process listed on the WCC website.
- All WTMC-specific graduation requirements must be completed by the fall of the student's graduation year.
- Make sure that the EDP prepares your student for their next step. Does it include the appropriate level of rigor for the type of university they plan to attend after graduation?
- Plan a realistic course load each semester. It's unwise for students to overextend themselves by attempting too much.
- Be strategic when choosing courses. Pair difficult classes with less demanding classes.

Sample EDP

Educational Development Plan (EDP)			Contact Info			Graduation Requirements		
Student Name			Has your contact info changed since last year?			<input checked="" type="checkbox"/> Fine Arts - Art, Band, Choir, Drama, or Music (WCC, WTMC, or prior high school) <input checked="" type="checkbox"/> Physical Education - WCC, WTMC, or prior high school <input checked="" type="checkbox"/> Health - WTMC or prior high school <input checked="" type="checkbox"/> U.S. History - WCC, WTMC, or prior high school <input checked="" type="checkbox"/> Geometry - WTMC or prior high school <input checked="" type="checkbox"/> Math - MTH 125, 160, 176, or higher <input checked="" type="checkbox"/> Biology - BIO 101 or 102 <input checked="" type="checkbox"/> Chemistry or Physics - Choose one: CEM 101, 111, or WTMC CEM or PHY 100, 105, 111, or WTMC PHY <input checked="" type="checkbox"/> American Government - PLS 112 <input checked="" type="checkbox"/> Social Science Elective - Choose one: ANT, ECO, GEO, HST, PLS, PSY, SOC, or W <input checked="" type="checkbox"/> English Composition - ENG 111 <input checked="" type="checkbox"/> English Literature Elective - WCC or WTMC Adv. Lit. <input checked="" type="checkbox"/> Foreign Language - 2 Units k-12		
BASE Advisor			No <input type="checkbox"/> Yes <input type="checkbox"/>			<div style="border: 1px solid black; padding: 5px; display: inline-block;">1 & 2</div>		
Start Year			If yes, please update it here:					
Expected Grad Year						WCC Certificate or Degree Requirements Associate in Occupational Studies http://www.wccnet.edu/academics/programs/view/program/APOST/		
Parent Approval			Career Goals			Degree Name Program Link Program Advisor		
Date						List the specific courses required for your chosen certificate or degree below General Education Requirements: <input checked="" type="checkbox"/> Composition (ENG 111) <input checked="" type="checkbox"/> Second Composition or Communication (COM 101) <input checked="" type="checkbox"/> Math (MTH 176) <input checked="" type="checkbox"/> Social Science (PLS 112) <input checked="" type="checkbox"/> Arts & Humanities (ENG Literature) <input checked="" type="checkbox"/> Natural Science (BIO 101) Complete at least 20 Technical Credits: <input checked="" type="checkbox"/> Tech Elective 1 (3 cr) <input checked="" type="checkbox"/> Tech Elective 2 (3 cr) <input checked="" type="checkbox"/> Tech Elective 3 (3 cr) <input checked="" type="checkbox"/> Tech Elective 4 (3 cr) <input checked="" type="checkbox"/> Tech Elective 5 (3 cr) <input checked="" type="checkbox"/> Tech Elective 6 (3 cr) <input checked="" type="checkbox"/> Tech Elective 7 (3 cr) Complete additional courses as free electives to bring the total to a minimum of 60 credits: <input checked="" type="checkbox"/> ART 101 <input checked="" type="checkbox"/> PLS 112 <input checked="" type="checkbox"/> CEM or PHY <input checked="" type="checkbox"/> YOG 101 <input checked="" type="checkbox"/> HST 201		
Current Academic Levels			Test Scores					
Math			PSAT 9					
Reading			PSAT 10					
Writing			SAT					
9th Grade	FALL		WINTER		SPRING			
	Classes	Credits	Classes	Credits	Classes	Credits		
	WTMC	WCC	WTMC	WCC	WTMC	WCC		
	SUM		SUM		SUM			
TOTAL		TOTAL		TOTAL				
First Year	FALL		WINTER		SPRING			
	Classes	Credits	Classes	Credits	Classes	Credits		
	WTMC	WCC	WTMC	WCC	WTMC	WCC		
	SUM		SUM		SUM			
TOTAL		TOTAL		TOTAL				
Second Year	FALL		WINTER		SPRING			
	Classes	Credits	Classes	Credits	Classes	Credits		
	WTMC	WCC	WTMC	WCC	WTMC	WCC		
	SUM		SUM		SUM			
TOTAL		TOTAL		TOTAL				
Third Year	FALL		WINTER		SPRING			
	Classes	Credits	Classes	Credits	Classes	Credits		
	WTMC	WCC	WTMC	WCC	WTMC	WCC		
	SUM		SUM		SUM			
TOTAL		TOTAL		TOTAL				
Fourth Year	FALL		WINTER		SPRING			
	Classes	Credits	Classes	Credits	Classes	Credits		
	WTMC	WCC	WTMC	WCC	WTMC	WCC		
	SUM		SUM		SUM			
TOTAL		TOTAL		TOTAL				
			WCC CREDIT LIMITS					
			YOU			MAX		
			42			54		
			71			82		
			71			92		

WTMC Graduation Requirements

MATHEMATICS	<input type="checkbox"/> Algebra II (Prior w/ a C or better) or WTMC MTH 169		
	<input type="checkbox"/> Geometry (Prior w/ a C or better) or WTMC Geometry		
	<input type="checkbox"/> MTH 160 or 176 (or higher)		
	<input type="checkbox"/> Mathematical reasoning course in the <u>FALL</u> semester of final year		
ENGLISH	<input type="checkbox"/> WTMC English		
	<input type="checkbox"/> ENG 111		
	<input type="checkbox"/> Any 100-level or higher college ENG LITERATURE course or WTMC Advanced Literature Seminar		
SCIENCE	<input type="checkbox"/> Biology (Prior) or WTMC Biology (A or B grade) or BIO 101 (or higher)		
	<input type="checkbox"/> Chemistry (WTMC CEM or WCC CEM 101/111)	OR	<input type="checkbox"/> Physics (WTMC PHY or WCC PHY 100/105/111)
	<input type="checkbox"/> Minimum 1 WCC lab science course		
SOCIAL STUDIES	<input type="checkbox"/> U.S. History (Prior) or WTMC U.S. History or WCC U.S. History		
	<input type="checkbox"/> WTMC Critical Thinking		
	<input type="checkbox"/> PLS 112 or WTMC Civics		
	<input type="checkbox"/> Minimum of 1 WCC Social Science Class		
FOREIGN LANGUAGE	<input type="checkbox"/> 2 years prior in the same language (Kindergarten to current year)	OR	<input type="checkbox"/> 2 WCC Courses in the same language or 1 WCC course (or prior) AND an addtl. VPAA or Technical Course
PHYSICAL EDUCATION & HEALTH	<input type="checkbox"/> Physical Fitness (Prior) or WTMC PE or WCC (DAN, PEA, YOG or WTMC Ultimate Frisbee or *WTMC Biology of Healthy Living	AND	<input type="checkbox"/> Health (Prior) or WTMC Health or *WTMC Biology of Healthy Living
VISUAL, PERFORMING & APPLIED ARTS	<input type="checkbox"/> Art, Band, Choir, Drama, Music, Orchestra (Prior) <u>or</u> Any 100-level or higher <i>performance</i> college course – ANI, ART, DRA, DAN, GDT, MUS, PHO, VID. (<i>NOT</i> “appreciation” or “theory,”) <u>or</u> WTMC Drama/Improvisation Course		
ONLINE LEARNING EXPERIENCE	<input type="checkbox"/> Blackboard Use, Online Course, or Blended Online/Classroom course		
APPROVED CERT OR ASSOCIATE DEGREE	<input type="checkbox"/> Technical Certificate	AND/OR	<input type="checkbox"/> Associate Degree
GRADE POINT AVERAGE	<input type="checkbox"/> Overall WCC GPA \geq 2.0		