



2008 - 2009

High School Diploma Completion Initiative
Handbook

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FALL 2008 SCHOOL CALENDAR

Student Orientation	August 18 – August 22, 2008
Classes Begin	August 21, 2008
Labor Day – College Closed	September 1, 2008
Thanksgiving – College Closed	November 27 – 30, 2008
Last Day for students	December 14, 2008
Winter Break Holiday – College Closed	December 24 – January 1

SPRING 2009 SCHOOL CALENDAR

Student Orientation	December 15 – December 17, 2008
Classes Begin	January 10, 2009
HSDCI classes start	January 12, 2009
Martin Luther King Jr. - College Closed	January 19, 2009
Spring Break –College Closed	March 7 – 13, 2009
Last Day for students	May 8, 2009

SUMMER 2008 SCHOOL CALENDAR

Classes Begin	June 5, 2009
Independence Day Holiday - College Closed	July 3, 2009
Last Day for students	July 31, 2009

HIGH SCHOOL DIPLOMA COMPLETION INITIATIVE (HSDCI)

Vision Statement

To provide a unique high school program for students age 16-19 who have been out of high school for at least six months, which will allow these students the opportunity to attain a high school diploma within a program framework that is nurturing, supportive, and focused on equipping them with skills to master concepts leading to academic attainment and meaningful employment.

Our students will succeed in a society that requires creativity, flexibility and advanced skills.

Business and industry will have an expanded workforce that ensures success in a competitive world of constant change.

LCC Vision Statement

Serving the learning needs of a changing community.

LCC Mission Statement

LCC exist so that the people it serves have learning and enrichment opportunities to improve their quality of life and standard of living.

LCC Motto

Where Success Begins

WHAT IS HSDCI?

HSDCI is a unique opportunity for mid-Michigan students who have dropped out of high school to earn their high school diploma and jump start their education and career preparation. The programs at HSDCI are designed for young people who wish to complete their high school diploma and begin career training and their college education.

A team of partners, including Lansing Community College (LCC), Ingham Intermediate School District (IISD) and other business and industry leaders are committed to developing a college-level curriculum for diploma completion and advanced training for work in high-demand technical careers.

Students will have the opportunity to engage in mentorships, internships, apprenticeships and other employment training offered at Lansing Community College.

A better quality of life requires a high school diploma and advanced training or certification. HSDCI is designed to provide students with the tools to be successful in a demanding society and career. Students that participate in this initiative will be concurrently enrolled in the HSDCI and LCC, allowing them to earn credits towards their diploma and associates degree and/or certificate concurrently. While HSDCI courses are mainstream college courses that are part of curricula at LCC, instructional methods at HSDCI are customized to maximize the learning opportunity for students.

WORKSITE LEARNING

One unique quality of the learning experience at HSDCI is an aggressive approach to worksite learning. Work experience is an integral component of HSDCI's programs which incorporate business, industry and labor into the curriculum and the daily lives of the students. Students may participate in job shadowing, field trips, internships, mentorships, and special job skills seminars as part of their learning experience.

HSDCI policies and procedures are not all inclusive and are consistent, where applicable with LCC policies and procedures.

LANSING COMMUNITY COLLEGE

STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

The College adheres to the principle that the campus climate provides for students' maximum freedom and necessary order. In order to ensure this principle, the College has established procedures for the redress of grievances by the individuals accused in such proceedings. In addition, general rules and regulations have been established by the College to ensure the protection of student rights and the efficient operation of College programs. In cases of noncompliance with these regulations, the College will impose discipline consistent with the impact of the offense on the College community. The College also reserves the right to pursue criminal and/or civil action where warranted. See Student Rights, Responsibilities and Conduct, pages 29-35 of the Lansing Community College Catalog. This information can also be found at www.lcc.edu.

STATE MANDATORY EXPULSION LAW

Michigan's Mandatory Expulsion Law

A state law went into effect January 1, 1995, which requires local school boards to expel students who bring dangerous weapons to school or commit arson or rape on school property. Dangerous weapons are defined as firearm; gun; revolver; pistol; daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars, and brass knuckles. HSDCI will enforce those policies put in place by the local school board and Lansing Community College.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student records are, typically, under the control of the student's parent/guardian until the student reaches 18 years of age. A clause in the Family Educational Rights and Privacy Act (FERPA) passes this control to the student if he/she is taking postsecondary classes. All HSDCI students are enrolled in postsecondary classes. In order for information to be release to a third party (parent/guardian, school personnel, medical or counseling professional, etc.), we must have signed permission under FERPA from the student authorizing Lansing Community College and the High School Diploma Completion Initiative to release the information. This permission also allows HSDCI administrators to communicate information regarding the student to HSDCI and Lansing Community College personnel.

SMOKING

No smoking or use of a tobacco product is permissible (except in the designated smoking area only) on Lansing Community College property, including any building, facility, or structure and on real estate that is owned or leased.

- For the purposes of this policy, the following definitions apply:
"Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
- "Use of a tobacco product" means inhaling or chewing a tobacco product or placing a tobacco product within a person's mouth.

ALCOHOL, USE AND POSSESSION OF:

The use and/or possession of alcohol students in the HSDCI on campus property is prohibited. This will include the immediate vicinity where they are identified with the college or HSDCI program, while they are participating in college or HSDCI courses, as for example, program-sponsored activities or program-sponsored extracurricular activities. Possession of alcohol is defined as "being in physical possession" as contrary to state law and indicative of its intended use.

Use of alcohol is defined as the act of drinking or being obviously under the influence of alcohol as evidenced by the actions or odor of the individual.

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

A student found using, possessing or distributing a non-controlled substance for a purpose other than that intended by the manufacturer will be subject to suspension and possible expulsion from the HSDCI program. This includes, but is not limited to, non-narcotic prescription drugs, cold pills, liquid cold medicine, glue or markers.

1. It is prohibited to deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person:
 - a. represents (look-alike) to be controlled substance; or
 - b. represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use as a controlled substance.
2. Proof of any one of the following is prima-facie evidence of the above:
 - a. The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bombers, White Cross, Purple Heart, Valium, Librium, Cocaine, Crack, etc.).
 - b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, stickers, etc).
 - c. The substance isn't labeled as required by the FDA.
 - d. The person states that the substance may be resold at the price that substantially exceeds the value of the substance.

3. Sale of any drug which is not properly labeled or package sealed is against program policy.
4. No person may advertise a non-controlled drug.
 - a. If the ad contains untrue, deceptive, or misleading representation regarding the effect of the drug.
 - b. Promoting the sale of a drug which has not been approved for human consumption for its physical or psychological effects; or
 - c. Which the person knows is a manufactured to resemble a controlled substance, or which the person represents to be of nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

Any student, who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be found in violation of these regulations and may be (1) suspended from the HSDCI program and (2) reported to the LCC Public Safety Department for legal action.

DRESS CODE

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

- Short shorts or mini-skirts;
- Unbuckled or sagging pants;
- Backless shirts
- Excessive cleavage or midriff-baring shirts;

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

Clothing with obscenities, advocating drugs, alcohol, violence or explicit sexual messages (including sexually suggestive messages or logos or references to sexual action) is **highly discouraged** during participation in the HSDCI program.

BOOKS, TOOLS AND EQUIPMENT

Textbooks

Textbooks will be distributed to students for their use while enrolled at HSDCI. Students are expected to return all textbooks assigned to them upon completion of the course in useable condition. It will be the responsibility of the student/parent to pay for the replacement of any textbooks or equipment that is lost or damaged.

Tools

Any tools necessary for an individual course may be loaned to the student to complete a HSDCI class assignment. It is the responsibility of the student/parent to pay for the replacement of any tool that is lost or damaged.

Laptop Computers

Laptop computers are available for students to use to complete HSDCI assignments. Use of the laptop computer is a privilege. Students will be expected to treat these expensive items carefully and responsibly. HSDCI students are expected to follow the sign out procedure and return the laptops in the same condition as when they checked them out. It will be the responsibility of the student/parent to pay for the replacement of any laptop equipment that is lost or damaged. The replacement cost is determined by ISCD (approximately \$600 to \$1,600 per computer). Non-payment may result in a hold being placed on the student's registration account.

STUDENT BELONGINGS

Radios, Cell Phones, Beepers, Etc.

Cell phones, radios, compact disk or cassette players, beepers, MP3 and headphones are not to be used in classrooms during school hours. Students who violate this policy may be subject to disciplinary action.

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

LOST PROPERTY: Students are encouraged not to bring valuables to school. The HSDCI program is not liable for any lost or stolen articles. However, please report to your instructor or the HSDCI staff any lost articles or valuables in order for a report to be filed and a proper investigation will be made.

STUDENT TELEPHONE USE

The school telephones are business telephones and should only be used by students if they have a personal or business emergency. Please consult with the HSDCI staff prior to using the school telephone. No personal conversations!!

VISITORS

Because of equipment and necessary safety precautions, students will not be allowed to bring friends to spend a class session. There may be occasions when visitors will be touring HSDCI, when this happens students should carry on with their work and conduct themselves in a mature manner.

HEALTH AND SAFETY

Health and Safety Concerns

To keep accidents to a minimum, it is essential that all students follow the safety program outlined to them by their instructor, LCC Public Safety Department and standard college policy and procedures. Many of the safety rules followed in the labs are the same rules employees follow in the work world. If a student is involved in a safety incident, they should report it immediately to their instructor. Their instructor should see that the student is given the proper attention and that an accident report is completed. Any health problem should be reported to the HSDCI office/Director.

Injuries

Injuries to students, no matter how minor, must be reported to the HSDCI office as soon as possible. If a student is injured, every effort will be made by the available personnel to contact the parents for information and instructions. If the parent or designated emergency contact cannot be contacted and the illness or injury is believed to be serious enough to

acquire medical attention, the school shall arrange for the student to be taken by the Lansing Fire Department to a hospital for treatment. This action on the part of any school personnel does not obligate personnel of the school to dispense aspirin or other forms of medication without proper authorization.

Contagious Illness

When a student is absent because of a contagious illness or extended illness, they may be asked to obtain a written permit from the family doctor to retain admittance to school.

HSDCI GRADING

The following numerical system is used at Lansing Community College to evaluate academic work:

COLLEGE STANDARD	NARRATIVE EQUIVALENT	GUIDELINE FOR PERFORMANCE ACHIEVEMENT OF OBJECTIVES
4.0	Excellent	91% to 100%
3.5		86% to 90%
3.0	Good	81% to 85%
2.5		76% to 80%
2.0	Satisfactory	71% to 75%
1.5		66% to 70%
1.0	Poor	60% to 65%
0.0	Failure	0% to 59%

***THIS GUIDELINE IS RECOMMENDED ONLY. STUDENTS SHOULD SEE THEIR INSTRUCTOR REGARDING THE GRADING SYSTEM USED FOR A SPECIFIC COURSE.**

ACADEMIC PROBATION

Students are required to maintain a 2.0 in every class. If they do not, they are placed in the Student Assistance Program the following semester.

ADMINISTRATIVE WITHDRAWAL POLICY

It may be in the best interest of the student and/or the College community that a student be withdrawn from a class or a group of classes. This process is known as “administrative withdrawal.”

An administrative withdrawal may be initiated by a classroom instructor in accordance with written procedures established by each department and with the co-recommendation of the respective departmental chairperson. An administrative withdrawal can be based on the following: (1) student nonattendance; (2) lack of prerequisites for a particular course; and/or (3) student behavior that interferes with the instructional process.

- A.** When a student fails to meet the attendance requirements of the class, the classroom instructor may initiate an administrative withdrawal through the Director/Coordinator’s Office.
- B.** When a student does not have the prerequisites for a particular course, the classroom instructor consults with the student regarding the potential of administrative withdrawal. The instructor has the right to initiate an administrative withdrawal through the Director/Coordinator’s Office.
- C.** When a student behaves in a manner that interferes with the instructional process, the classroom instructor will counsel the student regarding the potential of administrative withdrawal and establish guidelines in writing for retaining enrollment in the class. If the guidelines are not satisfactorily met by the student or if the student does not respond to an invitation to meet with the classroom

instructor, the classroom instructor, along with the co-recommendation of the appropriate department chairperson, may initiate an administrative withdrawal. The classroom instructor, with the co-recommendation of the HSDCI Director/Coordinator, may also recommend that the Case Manager/Life Advocate meet with the instructor and the student to review the circumstances of the student's behavior and to work out a possible alternative.

In all cases of administrative withdrawal, any student that is withdrawn from a semester-length class prior to the end of the sixth week of the semester (or other equivalent dates as specified for variable length courses) will not receive a grade. A report of attending that class for credit will not appear on their academic record. A copy of the administrative withdrawal form is maintained in the Enrollment Services/Registrar's Office. After the sixth week of the semester (or equivalent date as specified for variable length courses), the student receives a W grade only if he or she was completing the course requirements at a passing level (1.0 or higher) up until the date of the event causing the administrative withdrawal. If the student has not done passing work, he or she will receive a 0.0.

Any student who is administratively withdrawn may appeal the withdrawal. Lines of appeal for administrative withdrawal are presented in the catalog on page 29 in the section entitled Due Process under the heading entitled Student Appeals.

POLICY ON PLAGIARISM AND CHEATING

The expectation of the High School Diploma Completion Initiative is that all participants will act with honesty and integrity. Academic honesty relates to all assignments, oral and written, completed by the student. All assignment should be done by the student in his/her own words. Academic honesty also refers to proper conduct within an examination period (either during class or during special examinations).

Plagiarism and cheating will not be tolerated at the HSDCI. Any student who submits another's work as if it were his or her own work in any class or classes at the HSDCI will be subject to discipline up to and including administrative withdrawal from all classes at the HSDCI. Each student is expected to be honest in his or her work.

Plagiarism is dishonest. In high school and beyond, you will be writing about and using ideas from a variety of authors. In your writing you will want to use quotations, data and ideas from these works. To use this information without acknowledging that it is someone else's work is known as **plagiarism**. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials.

Giving credit where it is due is essential. Falsely claiming the work of others as your own is a serious offense. If you purposely, or even unknowingly, fail to document your sources, you are guilty of plagiarism.

How to avoid plagiarism:

- Do not copy another person's ideas or words from any book or reference material unless you acknowledge the source (this includes copying and pasting information from the Internet)
- Do not copy another student's work
- Do not lend your work to another student.

Cheating is dishonest. The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff. Any interaction between students in a testing situation without authorization of the instructor may be interpreted as cheating. Academic honesty is twofold on the part of the student: first, not to cheat, and second, not to enable others to cheat.

It is the responsibility of each Instructor along with the HSDCI Director/Coordinator, to determine and administer the consequences for plagiarism or cheating based on the severity of the academic misconduct.

Lansing Community College recommends these options as guidelines to be used when addressing the incident.

- Have the student redo the assignment.
- Give the student a failing grade for each assignment.
- Reduction in final grade (1 grade pt., 2 grade pt., etc.)
- Fail student in the class.

In the event plagiarism or cheating occurs the following steps will be taken:

1. The Director/Coordinator will meet with the involved Instructor(s) to discuss the incident and determine the consequences.
2. The Director/Coordinator and Instructor(s) will then meet with the student and inform him/her of the consequences.
3. The Director/Coordinator and Instructor(s) will meet with the student and parents when appropriate.

The Director/Coordinator will send a letter to the student and parents of the student (when applicable), and copies to the Director of Student Judicial Affairs. The letter will address the incident and supporting documentation will be supplied. The student will be advised that the incident will go on his/her record at Lansing Community College.

HOMWORK

The High School Diploma Completion Initiative promotes a positive climate for student learning within which homework plays a role in the development of student academic success. Based on the belief that learning and thinking skill development occurs through many avenues of daily experiences. The amount of homework assigned attempts to respect outside responsibilities, such as work and family.

Homework is:

- An extension of the learning occurring during the course.
- A practice of skills and concepts taught during the course.
- An assessment of student independent learning that is used to drive decisions about future learning activities.
- Is relevant to classroom instruction and activities.
- Can incorporate activities that are best conducted outside the classroom and may involve others.
- Illustrate work ethic, responsibility, organizational skills, time management, and study habits.
- Provides and opportunity for daily reading.
- Produces positive results on student learning.

Responsibilities for Students:

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

Responsibilities for Parents:

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

References:

Cooper, Harris (2001). *The Battle Over Homework*. Thousand Oaks, CA, Corwin Press.

Marzano, Robert, Pickering, Debra; Pollock, Jane (2001). *Classroom Instruction That Works*. Alexandria, VA, ASCD

ACCEPTABLE USE POLICY

The LCC Acceptable Use Policy (AUP) describes the policies and guidelines for the use of the College's computer resources. Use of College-owned computer resources is a privilege extended by the College to students, employees, and other authorized users as a tool to promote the mission of the College. All users agree to be bound by the terms and conditions of the LCC Acceptable Use Policy at the time they complete an account application form. Misuse of computer resources, including but not limited to these guidelines, may result in the removal of the individual's computer account(s), revocation of computer lab access privileges, and/or application of other disciplinary or legal action as might be appropriate. The following are excerpts from the AUP pertaining to student usage. The AUP can be viewed in its entirety online by accessing www.lcc.edu/aup.html.

Access to Computer Resources

1. Students must possess a current LCC Starcard to access general-purpose student computer labs.
2. Technology accounts are available to currently enrolled students and other individuals approved by ISCD.
3. General-purpose student computer labs are available on campus for LCC students to complete their course work. Hours of operation are posted. Students are expected to follow the rules for any lab they use.

Authorized Uses of College-Owned Computer Systems

1. Students may use available College-owned computer systems in general-purpose computer labs to complete course assignments. Students are expected to know the hardware and software required for their courses. Students should obtain assistance with specific assignments from the class instructor.
2. Students may use College-owned computer systems for their resume' preparation, but not for the preparation of other's resumes.
3. Students may use College-owned computer systems for "exercises" which promote self-taught learning.

Unauthorized Uses of College-Owned Computer Systems

1. Students may not use College-owned computers for assignments for non-LCC classes, such as dissertations or thesis papers for other colleges/universities.
2. Uses of College-owned computers to produce a product (e.g., document, program, etc.) qualifies the product for inclusion under the College's intellectual property rights policy. Playing games (i.e. MUD's, MOOS) is strictly prohibited, unless used as part of an instructor-endorsed learning process. This includes all Internet and network versions of multi-user games.

Software Copying and Distribution

1. Students are not allowed to add or remove software on computer lab computers. The class instructor must arrange exceptions for class assignments in advance with the lab personnel and/or lab supervisor.
2. Software that may be copied by students are shareware programs, public domain programs and assigned data files.
3. Software provided by the textbook publisher may not be distributed in violation of publisher's rules.
4. Software provided to students by the instructor must not violate copyright rules.

ETHICAL USE OF COMPUTER TECHNOLOGY

Students have the right to use technology for education, research and productivity consistent with the purposes of the High School Diploma Completion Initiative (HSDCI) and Lansing Community College. Students have responsibilities which including, but are not limited to, the following:

1. Students shall not intentionally seek information on obtain copies of data or files belonging to another person.
2. Students shall not seek passwords or use passwords belonging to another person.
3. Students shall take precautions to secure access of their personal information/password from others.
4. Students shall not attempt to infiltrate or knowingly infiltrate a computing system or network, or alter the software components of a computing system or network systems, or import files which will jeopardize the security of the computing systems or the network.
5. Students shall not load software on computers without permission of HSDCI staff.
6. Students shall not use the computing system or network to threaten and/or harass others or develop software that harasses others.
7. Students shall not use a computing system or network to gain access to pornography, obscenity, or otherwise inappropriate data files or communicate pornography, obscenity or otherwise inappropriate data files.
8. Students shall practice safe computing in keeping computer free of virus or other files dangerous to the integrity of the computer or network system.
9. Students shall not use computing systems or network in a destructive or malicious manner
10. Students shall not use a computing system or network for commercial or for profit purposes, personal or private business, product advertisement or political lobbying.
11. Students shall not use a computing system or network for recreational games unless expressly approved by HSDCI staff.
12. Students shall not copy software without permission of the publisher.
13. Student shall not copy documents of files without the permission of the author.
14. Students shall cite references for all data accessed via computing systems or networks.
15. Students shall not install illegal software.

Consequences for inappropriate use may include, but are not limited to:

- Temporary or permanent ban from use of any computing system or network
- Payment for equipment of for service charges to correct the problem created by the student(s).

PHILOSOPHY ON DISCIPLINE

We believe that the HSDCI environment must be conducive to learning. Students can not learn, and instructors cannot teach in an environment that borders on chaos. Disruptions make it difficult to enter into serious classroom discussion and study; fear of one's personal safety is obviously an obstacle for learning and teaching.

Unfortunately, it may be necessary to sever a student's relationship with the HSDCI program in order to protect the individual or other members of the learning community if the student refuses to adhere to HSDCI policies.

The College hereby adopts the following Code of conduct and prohibits all persons from engaging or participating in any of the practices or behavior listed below. Specific examples are used by way of illustration and are not meant to limit the practices or behaviors that may be deemed to violate the Code of Conduct.

The following actions or behaviors are in strict violation of the Code of Conduct. Individuals in violation will be subject to disciplinary action and possible dismissal from the HSDCO program.

1. Assaults or Threats
2. Discrimination of Harassment
3. Dishonesty
4. Disruptive Behavior
5. Lewd Behavior
6. Drug and Alcohol Regulations
7. Failure to Comply with College Officials
8. Fighting
9. Laws (Federal, State and Local)
10. Theft or other abuse computer facilities and resources
11. Unauthorized use or possession of College keys
12. Vandalism/Theft
13. Possession of Weapons and Explosives

ATTENDANCE POLICY AND PROCEDURES

Attendance Telephone Number: 483-9707

At HSDCI, attendance is viewed as one of the most crucial aspects of a student's skills training. If a student is not in attendance on a daily basis, she/he cannot achieve and maintain the level of performance necessary to successfully attain their goal. The following attendance policy will be enforced to ensure our students become the most employable candidates for the future world of work.

ATTENDANCE IS MANDATORY. Instructors are responsible for maintaining attendance records of all students in their classes and will report student attendance to the office on a weekly basis.

Absence/Tardy

Students are responsible for contacting the HSDCI Office at 483-9707 in the rare occasion of an absence or tardy. The office is staffed between the hours of 8:00 a.m. – 5:00 p.m. (Summer Hours 7:30 – 4:00) Voice mail system is available 24 hours a day.

If students do not inform HSDCI prior to the start of a class, the Case Manager will call the student at home. Although there is no distinction between excused and unexcused absences, documented absences may be appealed. Attendance is mandatory and is vital to student success. If a student reaches six (6) absences per class (except for a 1 or 2 credit class), a mandatory meeting regarding attendance will be scheduled with the Case Manager, the student and parents (when applicable). Missing one (1) class equals one (1) absence and will be counted towards the absence for said class. The exception to this policy would be for one (1) or two (2) credit classes. Four (4) absences are considered excessive for a 1 or 2 credit class. (Refer to next page for excessive absence). **For example:** A student enrolled in an SDEV course would only be allowed four (4) absences during that particular class time while a Math class would allow six (6) absences. Tardy is being 30 minutes or more late for class.

Five (5) consecutive absences without contacting the HSDCI Office will result in a student being dropped until the next semester. **Team time is a mandatory program component.** Absences and tardies will be counted for these sessions as well as any other LCC courses.

Students are expected to be on time for their assigned classes. Students reporting after the required arrival time must report to the HSDCI office before going to class. The Director will be notified once a student has accumulated six (6) absences and/or 12 tardies in the current semester. Each case will be addressed on its own merit, but may be subject to disciplinary action.

Failure to attend classes will result in any or all of the following:

1. The inability to receive credit for courses taken
2. Delay of a student's high school diploma date
3. Removal from courses until the beginning of the next semester

Two semesters of unsatisfactory attendance/academic standing may result in a student's removal from the HSDCI program.

Early Departures/Late Arrivals

Participants in the HSDCI program may not leave the building without checking out through the HSDCI Office. If a student has an appointment, a written notice from the student or parent/guardian must be presented in advance or at the time of the appointment (when applicable). Leaving the building without permission may result in the student being counted absent or truant.

Students arriving late **must** check in with the HSDCI office upon arrival.

Excessive Absences & Tardies

Student success depends upon attendance. Absences should be limited to extreme illness. Two (2) tardies equal one (1) absence. Absences beyond the six (6) are considered excessive. Students will lose high school credit for the class and be dropped from LCC classes as per the college policy unless they receive a waiver of the policy. In order to qualify for a wavier of policy the student must follow the guidelines addressed in the Absence/Tardy Waiver Process below.

High school credit will be granted upon successful completion of your LCC courses. The loss of Lansing Community College course credit due to excessive absences does impact the student's high school credit.

Scheduled/Planned Absence

It is your responsibility to complete the Attendance Appeal form prior to your absence if you are not going to be in class due to a scheduled or pre-planned event. Events include medical appointments, agency appointments, and job interviews. If you do not submit an appeal form, your absence will be charged against the number of allowable days you are given. Your instructor must sign the appeal form acknowledging that you will not be in attendance on that date prior to submitting the form to the Case Manager for approval.

Absence/Tardy Waiver Process/ Documentation

In the case of an extreme illness, hospitalization, death in the family, an extended health related issue, or court-related activities, a student may automatically qualify; however, they must complete the attendance appeal form (available from HSDCI staff) and attach the appropriate documentation. Documentation is very important when requesting that an absence be reviewed. All doctor appointments, court appointments, etc. need to have written documentation indicating the student was present at the appointment. Appeals are to be filed with the Case Manager within ten (10) school days of the absence/tardy under review in order to be acted upon. Late appeals will not be accepted. The Case Manager/Director will review and respond to all appeals.

Planning Ahead

Students are expected to be on time and present. Sleeping in class may result in an absence for the student. Future appointments including job interviews should be planned around program time.

EMPLOYMENT

The primary focus for students enrolled in the High School Diploma Completion Initiative is to attain a high school diploma. While enrolled in the program, students have minimal financial responsibility, as fees for classes, materials/equipment are incurred by the HSDCI program.

Students are strongly discouraged from working during their first semester of enrollment in the HSDCI program, so as to become acclimated to the program and their course schedules. Students who demonstrate success after one semester in the HSDCI program will be encouraged to seek employment, on-campus, that does not interfere with their course schedule or academic performance in the program.

NOTE: Student may request to obtain employment prior to completing one semester on a case-by-case basis and will be granted based on financial necessity.

OFFICE HOURS AND BUILDING CLOSINGS

Office Hours

The HSDCI office is open from 8:00 a.m. to 5:00 p.m. daily. Office hours during the summer are 7:30 – 4:00 p.m.

HSDCI Closing

Students should not report to class when Lansing Community College is closed. If the college closes due to hazardous weather, it will be reported on the local television/radio media.

TRANSPORTATION

Inter-College Transportation

A shuttle is provided between Main Campus and West Campus by LCC Parking Services. LCC students are eligible to use the shuttle at a cost of 50 cents per ride.

Students Who Drive

Students may park in the designated LCC student parking areas. Please be advised there is an hourly cost. The student is responsible parking costs whether it is in a LCC designated parking area or Lansing city meter.

Driving in an unsafe manner or in excess of posted speed limit on school property will not be tolerated. Driving is a privilege. If a student abuses or violates good, safe, driving practices, the student will be subject to traffic citations from the LCC Public Safety or the Lansing Police Department.

HSDCI STAFF and FACULTY

Program Location: 211 Student Personnel Services - Mail Code 1200-A
Main Office Phone: 483-9707 **Fax: 483-9703**

PROGRAM STAFF:

Program Director
Tracey Taylor 483-9715 SPS 211

Case Manager
Vacant 483-9722 SPS 211

Lead Support
Gina Beaudry 483-9713 SPS 211

Student Employees
Steven Courtland 483-9707 SPS 211
Nicole Trudell 483-9707 SPS 211

FACULTY:

Melissa Lucken 483-9702 SPS 211
Nicole Lloyd
Mary Kay Scullion

HSDCI Supplements

NOTICE TO ALL HSDCI STUDENTS

Parking supplement – Restricted and non restricted classes

At this time, HSDCI has a limited supply of parking tokens and other funds to support parking in the LCC ramp. Students will receive \$5 per day to assist with parking in the LCC ramp. The dollars will be added to your Starcard at Parking Services. Parking vouchers will be issued each week based on the prior week's attendance and can be picked up in the office each Monday at noon.

Bus passes – Restricted and non restricted classes

Bus passes will be supplied by HSDCI program throughout the course of the fiscal year. Students are encouraged to use the CATA system to alleviate parking costs.

Lunch supplement – Restricted classes

Students who attend team time (9 am – 10 am) will receive \$5 per day to help cover the cost of lunch at LCC. Lunch vouchers will be issued each week based on the prior week's attendance. Dollars are added to your Starcard at Parking Services. Lunch vouchers can be picked up in the office on Mondays at noon. It is your responsibility to pick up your lunch voucher each week. Any voucher that has not been picked up by Friday of that given week will not be available for pick up the following week.

HSDCI program will cover books and limited supplies (notebook, folder, pen, pencil) as well as TI83 calculator for use while enrolled at HSDCI.