**Goals of Launch U Early Middle College**

Goals of the Launch U Program are to: Create a first-class learning community in partnership with Grand Rapids Community College where all who participate (students, staff, teachers/professors, parents and community members) are valued as both learners and teachers; provide real-world learning experiences for students in a potential career; and support students in a college environment as they learn to utilize the college’s resources. Communication is vital between students, parents, high school and Early College. Launch U will provide support, guidance and academic rigor to students. Launch U strives to:

1. Provide an opportunity for students to earn up to 60 transferable college credits and/or an Associate’s Degree or Technical Certificate.
2. Prepare students for successful transfer to four-year colleges and universities, and encourage pursuit of higher-level degree opportunities.
3. Guide students in critical thinking, communication, and desire to become life-long learners.
4. Prepare for assessment and/or improvement for learning skills and attitudes for a successful educational experience.
5. Create and promote a mentality of civility.
6. Foster an atmosphere where diversity is acknowledged and encouraged.
7. Provide student services that are conducive to student learning.
8. Promote an atmosphere where all parents and community college stakeholders are part of the shared vision of Launch U and Kent ISD.
### Launch U Academic Calendar 2019-2020

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>Cohort 2 GRCC Orientation</td>
<td>July 25th</td>
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<tr>
<td>Thursday</td>
<td>Cohort 1 GRCC Orientation</td>
<td>August 1st</td>
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<tr>
<td>Tuesday</td>
<td>Cohort 3 Mechanical Design Student Orientation</td>
<td>August 6th</td>
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<tr>
<td>Thursday</td>
<td>Cohort 3 GRCC Orientation - Tassell M-TEC</td>
<td>August 8th</td>
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<tr>
<td>Monday</td>
<td>Cohort 3 General Associate Degree (Yellow Group)</td>
<td>August 12th</td>
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<tr>
<td>Tuesday</td>
<td>Cohort 3 General Associate Degree (Blue Group)</td>
<td>August 13th</td>
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<tr>
<td>Monday</td>
<td>Launch U Start Date</td>
<td>August 26th</td>
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<tr>
<td>Friday &amp; Monday</td>
<td>Labor Day Weekend - No Classes</td>
<td>August 30th&amp; September 2nd</td>
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<tr>
<td>Wednesday</td>
<td>Count Day</td>
<td>October 2nd</td>
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<tr>
<td>Thursday</td>
<td>Community Open House at KCTC</td>
<td>October 17th</td>
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<tr>
<td>Thursday</td>
<td>College Expo at KCTC</td>
<td>November 21st</td>
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<tr>
<td>Tuesday-Friday</td>
<td>Thanksgiving Holiday - No Launch U</td>
<td>November 26th-29th</td>
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<tr>
<td>Thursday</td>
<td>Last Day of Semester for Launch U</td>
<td>December 12th</td>
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<tr>
<td>Friday-Friday</td>
<td>Holiday Break - No Classes</td>
<td>Dec 13th-Jan 10th</td>
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<tr>
<td>Monday</td>
<td>Launch U Returns from Holiday Break</td>
<td>January 13th</td>
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<tr>
<td>Wednesday</td>
<td>Count Day</td>
<td>February 12th</td>
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<tr>
<td>Monday-Tuesday</td>
<td>Mid-Winter Break - No School</td>
<td>February 17th-18th</td>
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<tr>
<td>Monday-Friday</td>
<td>GRCC Mid-Semester Break - No Launch U</td>
<td>March 2nd-6th</td>
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<tr>
<td>Thursday</td>
<td>Community Open House at KCTC</td>
<td>March 5th</td>
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<td>Tuesday</td>
<td>Student Appreciation Day</td>
<td>March 24th</td>
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<tr>
<td>Friday-Friday</td>
<td>K-12 Spring Break - No Classes</td>
<td>April 3rd-10th</td>
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<tr>
<td>Tuesday-Wednesday</td>
<td>SAT/PSAT Testing at Sending Schools - No Launch U</td>
<td>April 14th-15th</td>
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<tr>
<td>Friday</td>
<td>Launch U Last Day of Classes</td>
<td>May 1st</td>
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<tr>
<td>Wednesday</td>
<td>Business &amp; Industry Expo at KCTC</td>
<td>May 6th</td>
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<tr>
<td>Mon-Thurs</td>
<td>Accuplacer Review and Testing - 11th Graders (Cohort 2) Only</td>
<td>May 18th-21st</td>
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<tr>
<td>Monday</td>
<td>Memorial Day - No Classes</td>
<td>May 25th</td>
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<tr>
<td>Thursday</td>
<td>Cohort 1 Parent/Student Refresh Meeting</td>
<td>June 11th</td>
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<tr>
<td>Tuesday</td>
<td>Cohort's 2 &amp; 3 Parent/Student Refresh Meeting</td>
<td>June 16th</td>
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<tr>
<td>Thursday</td>
<td>Cohort 4 Parent/Student Welcome Meeting</td>
<td>June 18th</td>
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Student Conduct and Expectations

It is a privilege to be a part of the Launch U program. All students are expected to follow this handbook, the Grand Rapids Community College policies, as well as your local school district’s rules and guidelines.

Students in Launch U are held to high standards and expectations. Proper, adult behavior is expected throughout the duration of the program. The students are responsible for their success, with the support of their teachers, parents, academic coach and the Launch U coordinator. Students who are enrolled into Launch U must meet the following expectations:

- Attend school daily.
- Arrive at school and all classes on time and ready to participate. Students are expected to attend all college classes and it is the responsibility of the student to ensure that they have transportation.
- Be a self-advocate: aware of your academic and personal needs and able to communicate and pursue them.
- Check email daily; respond appropriately.
- Devote additional time to studying daily.
- Keep parents/legal guardians aware of academic progress.
- Complete all Michigan Merit Curriculum graduation requirements.
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the facilities and equipment.
- Follow the handbook rules and policies.
- Meet with the academic coach regularly to discuss academic progress.
- If a student, parent or guardian has a change of address, phone number, or email address at any time during the program, it is critical that notification be given to the Launch U Coach and Coordinator.
Attendance Policies (Launch U and GRCC)

Regular attendance is an essential component to success for an Early College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor and coach or coordinator to let them know of their absence and make up any assignments that are missed due to the absence.

Grand Rapids Community College believes that attendance is essential to student success, and sees excessive absenteeism as a very serious matter. GRCC also believes that the classroom instructor is the best evaluator of the impact attendance may have upon student success in any given class.

GRCC makes no distinction between “excused” and “unexcused” absences. If students are not present in a class for which they are enrolled, they are absent, regardless of the reason.

*Faculty and staff will comply with the requirements of state and federal law, including the Americans with Disabilities Act and Title IX.*

Grand Rapids Community College’s Early Alert System

The goal of this early alert system is to identify at-risk students and refer them to the appropriate advisor so that preventative action can occur — before the students withdraw or get too far behind in their coursework. At-risk behaviors include such factors as:

- Excessive absences
- Poor performance
- Lacking preparation for course
- Has not logged on or has not had enough time on task for an online course
- Inappropriate behavior
- Missing assignments, exams, or homework
- Personal crises impacting learning

How does the Early Alert System work?

1. Students that are at risk are identified by faculty by the raising of an "academic performance," "attendance," "conduct/behavior," or "last login" flag. The "last login" flag is automated and used in all online courses at GRCC.
2. Depending on the flag that is raised, the Coordinator of Retention, a counselor, academic support, tutor or student conduct staff member is notified.
3. Action is taken by the Coordinator of Retention to contact the student if necessary.
4. Based on the flag, the student is referred or consulted with the purpose of providing assistance and support to the student to help them be successful.
5. Faculty may be contacted for follow-up or be notified when the flag is lowered.
Communication

Grand Rapids Community College (GRCC) provides an email service for all students to use. Upon enrollment, GRCC students are required to use this college issued account for all GRCC email correspondences (sending and receiving). This email account will be used for official notification by the college related to matters such as, but not limited to, financial aid, registration, and payments. The college will not respond to emails that are sent from current students’ personal email accounts.

Closing of School

Students should follow local TV and radio stations for school closures. Parents and students can sign up for the School Messenger text alert system for Kent ISD. If a high school is closed that does not mean that the college is closed. It is the student’s responsibility to assure that they are attending school whether they attend class at the Grand Rapids Community College campus or at the Kent ISD campus. Students will still need to complete course work as assigned.

Academic Coach Expectations

An Academic Coach will be assigned to assist and guide students participating in Launch U. Regular meetings with the coach are required throughout the program. The coach will do the following to support students:

- Monitor progress with high school class and college courses
- Listen to the needs, concerns, and aspirations of the student
- Advocate on the student’s behalf
- Offer feedback, support, praise, and constructive criticism to help students improve their college success skills and academic performance
- Communicate to parents/legal guardians and high school counselors as needed

Academic Coach Check-In

Students are expected to check in with their Academic Coach on a regular basis to discuss progress or concerns. Students will be responsible for checking email, signing up for check-in and communicating with their coach if they need to cancel and reschedule the meeting.
Tuition Fees, Textbooks and Materials

As part of the Launch U program, students are not required to pay for tuition, books or fees. Also, any materials that are required on the class syllabus are covered through the program. If a student does not successfully complete a course, Launch U may ask the student to reimburse them for all fees associated with that course.

Furthermore, all textbooks will be loaned out to the students. Students will receive the needed textbooks for each course they are taking at the beginning of each semester. It is the responsibility of the student to return them after the semester ends in good working condition. Students will sign an acknowledgement that they are responsible for any loss or damage that occurs while the books are in their possession.

Career & College Readiness Curriculum

Launch U is committed to the success of our Early Middle College students. As part of our program, students will participate in College and Career Readiness Curriculum. This is designed to provide college strategies, life-long learning and professional skills for continued success.

Graduation

The local district is the authorized body to determine whether the student participates in graduation exercises with their original class in their home district. School districts are allowing students to participate in commencement after grade 12 if they are on track in their program of study. Please check with your local school district for their policy. Students will not receive their high school diploma until after the 13th year when they complete all their high school graduation requirements.

If a Launch U student returns to their high school before completing the EMC requirements, the student must comply with the home districts graduation requirements in order to obtain their high school diploma.

In order to graduate from Launch U, students must complete all of the Michigan Merit Curriculum requirements. Students must also complete 60 transferable credits, an associate degree, or an industry recognized certification.
Grand Rapids Community College Academic Standing

Grand Rapids Community College (GRCC) requires all students to make satisfactory academic progress. Satisfactory academic progress is reviewed at the end of each semester/session of enrollment after a student has attempted at least 12 (cumulative) credit hours at GRCC. This policy applies to all credit students at GRCC regardless of degree status (personal interest, guest, early college, middle college, degree, etc.), program of study, and financial aid status (recipients and non-recipients). Students in specific programs (both academic and support programs) at GRCC and students receiving financial aid and/or veteran’s benefits must also meet the specific academic requirements that determine continuation for these programs. **Students who fail to meet the standards for Academic Progress outlined below will be placed on Academic Probation or Suspension.** Please note that students returning from Academic Suspension will be required to meet with an academic advisor prior to being able to register for classes.

Once a GRCC student has attempted 12 credit hours, he/she must maintain a cumulative grade point average of not less than the following:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative Grade Point Average (GPA) Required</th>
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<tbody>
<tr>
<td>12 - 14</td>
<td>1.50</td>
</tr>
<tr>
<td>15 - 28</td>
<td>1.75</td>
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<tr>
<td>29 and above</td>
<td>2.00</td>
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**Academic Probation**

Students are placed on Academic Probation when they have attempted at least 12 credit hours at GRCC and have failed to meet the minimum cumulative GPA listed above. The student will be notified of probation status. Students on Academic Probation are required:

- To attend a Success Workshop sponsored by the Counseling and Career Center where they will meet with an academic counselor/advisor prior to the fourth week of the semester/session following placement on Academic Probation. A registration hold will be placed on his/her account until he/she has met with a counselor/advisor.

- In collaboration with the academic advisor, the student will develop a written Success Plan. The plan may include limitations on enrollment and other forms of academic assistance.

- To obtain a minimum semester GPA of 2.0 for every semester/session.

Academic Probation is removed when the cumulative GPA requirement is met.

**Academic Suspension**

A student on Academic Probation who does not achieve a minimum semester GPA of 2.0 in any subsequent semester/session will be placed on Academic Suspension. He/she will be prohibited from enrolling in credit classes at GRCC for two subsequent semesters upon suspension from the college.
Retaking/Failing Classes

If a student decides to retake a course to better a grade or receives an “E,” that student will be responsible for the cost of retaking the course a second time, including books and fees. Launch U or the high school will not cover the cost of students retaking a course. If the course is a prerequisite, the student must retake, and pass, the course before moving onto the next course.

Student Disability Support Services

Disability Support Services helps to properly administer early middle college accommodations for Launch U students. At the college level, the burden of responsibility shifts from the K-12 school to the individual college student. College students must contact Disability Support Services, prove eligibility, and make their needs known. Support will be provided to ensure student accommodations are met and to assist students as they transition to becoming advocates of their accommodations agreement.

A middle college agreement must be created by GRCC Disability Support Services. Home school counselors must provide IEP or 504 plans to GRCC Disability Support Counselor. The GRCC Counselor will translate the special education plan to be in agreement with disability laws applicable to post-secondary institutions.
Student Privacy – FERPA

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

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

These rights include:

1. The right to examine the student’s education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
   a. Signed, written request submitted to the Principal of the Launch U Early Middle College identifying the record(s) to be inspected.
   b. Upon receipt of the signed written request, Launch U Coordinator will make the necessary arrangements for the inspection of the student’s records and notify the parent/guardian or eligible student.

2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Kent Intermediate School District is to limit the disclosure of information contained in a student’s education records except:
   a. By prior written consent of the student’s parents or the eligible student,
   b. As directory information, or
   c. Under certain circumstances, as permitted by FERPA

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

4. The right to obtain a copy of the Board of Education policy on Privacy of Student Records from the Kent Intermediate School District office.

5. The right to protest to:

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