

CASSOPOLIS EARLY/MIDDLE COLLEGE

CASSOPOLIS EARLY/MIDDLE COLLEGE

Student Application Packet

2022-2023

APPLICATION DEADLINE:

March 8, 2022

Family Interview Dates:

March 22, 2022, 4:30-8:30

*Students will be notified of the interview date/time on or before March 14, 2022.

CASSOPOLIS EARLY/MIDDLE COLLEGE

Dear Parent/Guardian/Student:

Thank you for your interest in the Cassopolis Early/Middle College program.

The Early/Middle College (E/MC) in Cassopolis gives students an opportunity to earn an associate's degree or certificate along with their high school diploma. A listing of specific programs of study is found on page (5) of the application. Students will be able to save both time and money as they pursue a college degree and they will have an additional year of high school (5th year) to complete their college program at either Southwestern Michigan College or Lake Michigan College.

The E/MC is structured so that students gradually increase their exposure to college courses throughout the three-year program. Students will apply for entry into the program during their 10th-grade year. If a student is accepted into the program, their Individual Program of Study will determine their classes throughout their 11th, 12th, and 5th years. This Program of Study will eventually result in students being part-time on the high school campus and part-time on the college campus until their 5th year. In their "5th year" of high school, they will be enrolled full-time in college and all of their coursework will be completed on-site at a Lake Michigan College or Southwestern Michigan College campus.

Students in the E/MC program will receive support services to assist them in their transition from high school to college. Students will work closely with an E/MC mentor who will serve as they progress through the program. Students will also have access to their traditional high school support system, along with the student support services available through the college.

Students who consider the EMC must be willing, motivated, and up for the challenge to perform successfully at the college level. In addition to the college coursework, students must successfully complete all of the requirements of the Michigan Merit Curriculum.

We at Cassopolis are excited to start you on your path to success! If you are interested in the Cassopolis Early/Middle College Program, please submit your completed program application no later than March 8, 2022, to Mrs. Foster.

Sincerely,

Brooke Brawley

CASSOPOLIS EARLY/MIDDLE COLLEGE

Program Overview for Students

The Cassopolis Early/Middle College is an educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Students who are admitted to the Early/Middle College must meet the following expectations:

- Attend school regularly and notify the high school in the event of an absence;
- Arrive at school as scheduled and to all classes on time;
- Devote additional time to studying daily;
- Keep parents/legal guardians aware of academic progress;
- Complete all Michigan Merit graduation requirements;
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the college facilities and equipment;
- Follow the handbook rules and regulations of your local high school and Southwestern Michigan College or Lake Michigan College;
- Attend EMC Boot Camp, and
- Meet with the designated Mentor regularly to discuss academic progress

Thank you for your interest in the Early/Middle College program. As an Early/Middle College student, you agree to be ready to meet the expectations of the program and you are also ready to make the commitment necessary for success.

CASSOPOLIS EARLY/MIDDLE COLLEGE

Program Overview for Parents

The Cassopolis Early/Middle College is an educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Students succeed best when the school, the parent/guardian, and the students work together. Parents/guardians of those students selected to enroll in the Early/Middle College should be fully aware and be prepared to:

- Support daily attendance and notify the high school in the event of an absence;
- Provide time each day for the student to study in a quiet environment;
- Discuss academic progress with students on a regular basis;
- Attend and participate in parent/teacher conferences at the high school;
- Fully understand that the Early/Middle College is a five-year program
- commitment; and
- Communicate any questions with your high school counselor or Brooke Brawley, Early/Middle College Program Coordinator,

Thank you for your interest in the Early/Middle College program. As the parent/guardian of an Early/Middle College student, you will be an important partner as your son/daughter strives for success.

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Programs of Study for 2022-2023

Students Admitted to the Cassopolis Early Middle College will be able to choose from the following programs of study.

Associate of Arts (AA) Options

Sociology
Psychology
Business Administration

Associate of Applied Science (AAS) Options

AAS degrees are occupational in orientation and are designed to prepare graduates for immediate employment.

Automotive Technology
Computer Information Systems
Construction Trades Green Technology
Criminal Justice
Early Childhood Education
Graphic Arts Design
Mechatronics/Robotics Technology
Pharmacy Technician
Computer Information Technology

- Application Development
- Networking

Certificates (CERT) Options

Certificate programs prepare graduates for a specialized occupation. They require successful completion of 30 credits hours or more.

Automotive Technology
Business/Office Assistant
Construction Trades Green Technology
Mechatronics/Robotics Technology
Mechatronics/Robotics Technology
Medical Assisting—Clinical
Medical Assisting—Office
Pharmacy Technician
Welding Technology
Pharmacy Technician
Phlebotomy

*Students who have earned at least 15 college credits and have completed 40 hours of a job internship or 100 hours of community service or a combination of both for a total of 70 hours are eligible for the Michigan Early Middle College Association (MEMCA) certificate.

CASSOPOLIS EARLY/MIDDLE COLLEGE

Information and Checklist

To be eligible to apply to the Cassopolis Early/Middle College students must:

- Be in their 10th-grade year of high school
- Be on track to graduate
- *Have taken the Accuplacer Assessment in Reading, Writing and Math. Students should review the programs of study to find their interest and take the Accuplacer Assessment at the institution where the program is being offered.

The following scores are guidelines. Test scores are reviewed by the committee as one of the factors when determining college readiness. Test scores however are not the final determining factor whether a student is admitted to the program.

	Reading	Writing	Math
Lake Michigan College	Accuplacer 80	Write-Placer 6	Accuplacer Arithmetic- <u>58</u> ; Elementary Algebra 71
Southwestern Michigan College	Accuplacer 78 or PSAT Math 510	Accuplacer Writing 78 or PSAT Read/Write 490	Accuplacer Algebra 77

- Completed and submitted all of the following Cassopolis Early/Middle College applications forms:
 - Application Form
 - Academic Progress Worksheet (pages 1 and 2) completed by high school counselor
 - High School Transcript (get copy from counselor)
 - Accuplacer test scores (attach copy)
 - Two Recommendation Forms (Recommendation 1 and Recommendation 2; one recommendation from a core teacher, one from another high school staff member (teacher, administrator, coach, etc.)
 - FERPA Form
 - Student/Parent/Guardian Contract

The Cassopolis Early/ Middle College Interview Panel will review application materials, interview candidates and their families, and make recommendations for students' participation in the program. The student's local school district pays the college tuition, fees, and books, and makes the final decision as to which students are selected for participation.

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Students applying to the Cassopolis Early / Middle College will submit this checklist along with all forms listed. All forms **MUST** be submitted in the order shown by **February 12, 2021**, to the high school designated person. Submit only these forms.

Student Name: _____
First Name Last Name

Student High School: _____

Application Checklist

- ☐ Application Form
- ☐ Academic Progress Worksheet (pages 1 & 2) completed by high school counselor
- ☐ High School Transcript (get copy from counselor)
- ☐ Accuplacer test scores (attach a copy)
- ☐ Two Recommendation Forms (Recommendation 1 & Recommendation 2); Completed recommendation forms should be returned directly to your counselor BUT you are responsible for ensuring they are included with your application.
 - ☐ Recommendation 1 in sealed envelope
 - ☐ Recommendation 2 in sealed envelope
- ☐ Student Information Release Authorization Form
- ☐ Student/Parent/Guardian Contract
- ☐ Application Essay

CASSOPOLIS EARLY/MIDDLE COLLEGE

Student Application

Ross Beatty Jr./Sr. High School. 22721 Diamond Cove, Cassopolis, MI 49031. (269) 445-0540

Student Application for 2022-2023

Application Deadline: March 8, 2022. Return the completed application packet to your Counselor.

STUDENT INFORMATION

Student Name: _____ Gender: ___ Male ___ Female Date of Birth: _____
mm / dd / yy

Student Cell Phone: (____) _____ Student E-mail: _____

Name of Parent/Guardian with whom the student resides: _____

Street Address: _____ City/State/Zip: _____

Parent/Guardian email address: _____

Phone – Mother/Guardian: (home) _____ (work) _____ (cell) _____

Phone – Father/Guardian: (home) _____ (work) _____ (cell) _____

Current grade in high school (2018-2019): _____

Career field of interest: _____ Early/Middle College Program of Study: _____
(refer to listing of programs)

If an Associate of Arts/Science transfer program, please indicate which university you plan to transfer to: _____

SIGNATURES

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Notice of Non-discrimination: It is the policy of Cassopolis Public Schools that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Cassopolis Public Schools have been designated to handle inquiries regarding the nondiscrimination policy: Robin Hadrack, Principal.

CASSOPOLIS EARLY/MIDDLE COLLEGE

Student/Parent/Guardian Contract

Student Name: _____

Parent/Guardian Name: _____

As parent/guardian and student participants in the Cassopolis Early/Middle College program, we understand and agree to the terms and conditions listed below by initialing each statement:			
		Parent Initials	Student Initials
1.	I, the parent/legal guardian of the above-named student, understand that the Cassopolis Early/Middle College (EMC) program is an early college program for eligible high school students.		
2.	I understand/agree that enrollment in the Early/Middle College program involves being enrolled in high school for a total of five years (grade 9 – grade 13). I understand that EMC students will not be eligible for high school graduation until the completion of grade 13. I also understand that the Early/Middle College program provides an opportunity to obtain both a high school diploma and an Associate degree, a Certificate, a Certificate of Achievement, or a Michigan Early/Middle College Association Technical Certificate.		
3.	I understand/agree that EMC students will take an approved math course in the final year (5 th year) to fulfill their Michigan Merit Curriculum graduation requirements.		
4.	I understand/agree that if EMC students elect to pursue the Michigan Early/Middle College Association Technical Certificate, then they must fulfill the requirements of the Michigan Merit Curriculum, successfully complete a minimum of 15 transferable college credits, and complete either 40 hours of a non-paid work internship/job shadowing/career exploration activity or 100 hours of verified community service (or a combination of the two that equals 70+ hours).		
5.	I understand/agree that EMC students are required to meet with a designated Mentor regularly. The goals of the meetings shall include discussing academic progress, developing success strategies, connecting students with resources, and assisting students with their transition from high school students to college students.		
6.	I understand/agree that EMC students will participate in placement testing in order to determine appropriate college course placement.		
7.	I understand/agree that EMC students will successfully complete the “College Success Strategies” curriculum during their 10th-grade year.		
8.	I understand/agree that current 10 th grade EMC students, who will be in 11 th grade in the 2022-2023 school year, are required to attend the EMC Boot Camp.		

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		Parent Initials	Student Initials
9.	I understand/agree that EMC students must attend and pass all required high school classes and all program-approved college courses during their high school career and up through the 5 th year.		
10.	I understand that the cost of college tuition, fees, and required materials for approved Early/Middle College courses will be paid up to an allocated amount as determined by the district in which the student is enrolled.		
11.	I understand/agree that I will be responsible to repay the school district any tuition costs that were expended by the school district for failure to complete a district-paid post-secondary course. Failure to complete includes the following: receiving a grade less than a 2.0 in a class that is required for a transfer program of study or a class that is a prerequisite for another class in the program of study, taking an incomplete for a class and not having it converted to a passing grade prior to the end of the high school semester, or withdrawing from a class after the college 100% refund deadline.		
12.	I understand/agree that I will reimburse the school district for the tuition costs associated with the non-completed course prior to the start of the next semester.		
13.	I understand/agree that all required textbooks, equipment, and approved supplies, as defined by and purchased by the district in which the student is enrolled for use in approved courses in the Early/Middle College, shall at all times remain the property of the school district. I understand/agree that I am responsible for the care and custody of said materials and agree to return all textbooks, equipment, and appropriate supplies to the school district at the conclusion of each college session.		
14.	I understand/agree that I will assume financial responsibility for the loss or damage to textbooks, equipment, or appropriate supplies issued as a part of the Early/Middle College. I understand/agree that I will reimburse the school district for costs associated with lost or damaged textbooks, equipment, and/or appropriate supplies prior to the next semester, or within 30 days, whichever is sooner. I also understand/agree that further participation in the Early/Middle College will not be allowed until all past costs are paid.		
15.	I understand/agree that EMC students are responsible each semester to register for the pre-approved Early/Middle College program courses with the college in accordance with procedures established by the Early/Middle College program.		
16.	I understand/agree that some courses will be offered on a college campus and involve students taking classes that may include college content not typically taught or considered appropriate in high schools. I also understand/agree that EMC students will be exposed to college-aged students during the course of their participation on the college campus.		

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17.	I understand/agree that EMC students will still be considered enrollees of their school district and that they are subject to laws, policies, and graduation requirements of said school district.		
18.	I understand/agree that EMC students are subject to student academic and disciplinary standards and policies of the district in which the student is enrolled and the school district and/or college campus where college courses are located.		
19.	I understand/agree that EMC students will be held responsible for any inappropriate or offensive communications or actions as part of their participation in the Early/Middle College and use of the equipment is governed by the applicable technology code of conduct and student code of conduct policies.		
20.	I understand/agree that the transportation to the college is the responsibility of students and their parent/guardian.		
21.	I understand and agree to select one of the two options presented below regarding permission to have my son/daughter photographed or filmed for educational purposes while participating in the Early/Middle College program.		
A.	I understand/agree that as the parent/legal guardian of this student, I am giving permission for my son/daughter to be photographed and/or filmed for educational purposes while participating in the Early/Middle College program.		
OR			
B.	I understand that as the parent/legal guardian of this student, I am exercising my “opt out” right to not have my son/daughter filmed or photographed for educational purposes while participating in the Early/ Middle College program.		
22.	I understand and agree that the parent or guardian or students’ failure to comply with the Early/Middle College program contract could result in dismissal from the program.		

Signature of Parent/Guardian

Date

Signature of Student

Date

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Academic Progress Worksheet

Completed by the Counselor

**Please give this to your counselor to fill out prior to your application submission.*

Student Name _____ Date: _____

High School Graduation Progress

<i>Mathematics</i>	<i>Grade/Credits</i>	<i>Grade/Credits</i>	<i>Grade/Credits</i>
Algebra I		Geometry	
Algebra II		Final Year Math	

English Language Arts

ELA Grade 9		ELA Grade 11	
ELA Grade 10		ELA Grade 12	

Science

Biology		Additional Science Credit	
Physics or Chemistry			

Social Studies

.5 Credits in Civics		.5 Credits in Economics	
U.S. History and Geography		World History and Geography	

Other

Physical Education and Health- 1 credit		Visual, Performing and Applied Arts - 1 credit	
Online Learning Experience		Language other than English- 1 credit	

Cumulative GPA _____

Are there any additional classes the student has taken? _____

Number of absences: 9th Grade 10th Grade

TEST	Reading	Writing/Eng	Science	Math	Social Studies	Composite
PSAT						
Accuplacer (Please attach copy)						
SAT (if applicable)						
ACT (if applicable)						

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Recommendation Form-pg. 1

Completed by the person recommending the student

To be completed by student:

Student Name _____

Counselor Name _____

Counselor email School _____

Mailing address _____

Thank you for taking the time for completing this recommendation for a prospective student at the Cassopolis Early/Middle College Program. Please put the completed form in a sealed envelope with your signature over the seal and return to the high school counselor. This form will not be shared with the student.

Name _____ Title _____

Phone number _____

Signature _____ Date _____

How long have you known the student? _____

In what capacity? _____

Briefly describe your interactions with the student and how you think he/she will respond to a community college education environment. Please describe any characteristics that set him/her apart from other high school students.

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Recommendation Form-pg. 2

Please rate the student in terms of the following attributes:

	NO Basis for Evaluation	Below Average	Average	Above Average	Exceptional
Academic capability to succeed in college level courses					
Levels of personal commitment to academic achievement, perseverance and effort					
Self -discipline & initiative, willing to take responsibility for one's own behavior/learning					

Based on my experience with the applicant, my overall recommendation for this student is as follows:

_____ Highest Recommendation

_____ Recommendation with reservations

_____ Do not recommend

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Recommendation Form-pg. 1

Completed by the person recommending the student

To be completed by student:

Student Name _____

Counselor Name _____

Counselor email School _____

Mailing address _____

Thank you for taking the time for completing this recommendation for a prospective student at the Cassopolis Early/Middle College Program. Please put the completed form in a sealed envelope with your signature over the seal and return to the high school counselor. This form will not be shared with the student.

Name _____ Title _____

Phone number _____

Signature _____ Date _____

How long have you known the student? _____

In what capacity? _____

Briefly describe your interactions with the student and how you think he/she will respond to a community college education environment. Please describe any characteristics that set him/her apart from other high school students.

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Recommendation Form-pg. 2

Please rate the student in terms of the following attributes:

	NO Basis for Evaluation	Below Average	Average	Above Average	Exceptional
Academic capability to succeed in college level courses					
Levels of personal commitment to academic achievement, perseverance and effort					
Self -discipline & initiative, willing to take responsibility for one's own behavior/learning					

Based on my experience with the applicant, my overall recommendation for this student is as follows:

_____ Highest Recommendation

_____ Recommendation with reservations

_____ Do not recommend

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Student Information Release Authorization

I (student name), _____ authorize Lake Michigan College or Southwestern Michigan College to release information contained in my student record to the individuals or organizations listed below.

- Cassopolis Early/Middle College Staff
- High School (name): _____
- Parent/Guardian/Other: _____

Type of information to be disclosed:

Information shared may include but is not limited to: college records, schedules, grades, attendance, faculty communications, transcripts, billing, academic plans, IEPs, 504s or any other pertinent information relevant to the progression through the 5th Year Early/Middle College Program.

Purpose of disclosure:

Information release authorization allows 5th Year Early/Middle College staff as well as High School staff the ability to work with the college on behalf of the student to provide appropriate services, program evaluation, and grade reporting requirements for program completion.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Parent signature: _____ Date: _____

Unless otherwise requested, this authorization will be terminated upon your withdrawal or completion of the 5th Year Early/Middle College program. *Note: Lake Michigan College and Southwestern Michigan College do not typically require midterm grade reports from their instructors. It is the responsibility of the student to monitor their grades and to keep the parent/guardian informed of their progress.

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Student Application Essay

The essay portion of the application helps us become acquainted with you on a more personal level and is an important step in the final acceptance by the committee. Your application is not complete without your essay.

Directions:

Please write a 500 word essay, typed, and double-spaced.

Prompt:

Explain why the Cassopolis Early/Middle College program is a good fit for you and how this will help you with your future plans after high school.

Essays will be evaluated on the following criteria:

- Overall quality of writing (organization, punctuation, language, style, grammar, spelling)
- Ability to answer questions clearly and concisely
- Your commitment to successfully completing the 5th Year Early/Middle College program

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Application Rubric

Criteria	Not Acceptable (0 points)	Adequate (1 -6 points)	Exemplary (7-10 points)	Student's Score
Application Essay	Poorly written or submitted with significant errors	Clearly written letter expressing interest in the program	Well written letter with passionate desire to attend and succeed	
Recommendation Letters & Forms	Less than two letters rated "Recommendation with Reservation"	Two letters from appropriate source rated at least "Recommendation with Reservation"	Two letters from key individuals rated "Recommendation" or "Highest Recommendation"	
Test Scores	No qualifying test scores	Test scores meeting the minimum in any of the following: Reading, Writing or Arithmetic	Test scores meet the minimum at in least two of the following: Reading, Writing or Arithmetic	
High School Graduation Progress	Not on track for graduation, would be unable to meet MMC graduation requirements by the end of senior year	On track with EDP, would be able to complete MMC requirements by end of senior year	Ahead of track to meet MMC graduation requirements (10th grade Algebra II or beyond, three science courses will be completed by end of 10th grade, additional technology coursework, or have earned extra high school credits)	
High School Attendance	10 + absences 9th & 10th Grade	5-9 absences 9th & 10th Grade	4 or less absences 9th & 10th Grade	
Family Interview	A family interview is required in order to be eligible for acceptance into Early/Middle College			

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Application Score Sheet

Score Sheet	Points
Release of Authorization	____/5
Application Essay	____/10
Test Scores	____/10
High School Graduation Progress	____/10
Recommendations	____/10
Family/ Student Interview	____/10
Total Points	____/55

Student Name: _____