



Jackson Area
Career Center

Careers Happen Here!

**Jackson Area College &
Career Connection (JAC³)
Early Middle College**

**Supplemental
Student/Parent
Handbook**

2018-19

JAC³ = E/MC

College. Career. Connection.

Mark Pogliano, Principal
Ron Kinch, Assistant Principal
Dan Draper, Assistant Principal

JACKSON AREA COLLEGE & CAREER CONNECTION EARLY MIDDLE COLLEGE (JAC³ E/MC) PROGRAM

The Jackson Area College and Career Connection Early Middle College (JAC³ E/MC) is for any student wanting to get an early start with their career with the assistance of local sponsoring employers, local post-secondary institutions, their local high school, and the Jackson Area Career Center. Students have a rare opportunity to earn up to an associate's degree while completing all the necessary credits needed for their high school diploma over a three year period, starting with 11th grade. Check out more information at www.jac3.info.

Application Process

Starting in April of a student's 10th grade year of high school, an application will be sent to all students who have submitted a request to be enrolled in the JAC³ E/MC programs being offered. The application must be fully completed for acceptance and selection. Should more information be needed, the administration will contact the appropriate individuals for clarification. (See Appendix A) The following steps are taken during the application process before a student is fully accepted:

1. Application submitted by May 7th deadline.
2. Applications are reviewed by JAC³ administration with the help from local high school counselors for credit checks.
3. Students will take an assessment in the areas of reading and/or mathematics for placement purposes at the post-secondary institution.
4. Students will interview with sponsoring employers for work-based learning placement.

Audit Sheet

After students have completed the application and are successfully enrolled in the JAC³ E/MC, then graduation audit sheets will be completed. These sheets are a working document that are updated at the conclusion of every trimester/semester to verify students are earning the necessary graduation credits. Since this program is a three (3) year commitment starting in 11th grade, a final mathematics credits is withheld until the 13th year due to Michigan Department of Education requirements. The student will earn this credit during the 13th year in the form of a dual enrolled class that will count as both high school and college credit. (See Appendix B)

Training Agreement

All students in the JAC³ E/MC will need to sign a completed training agreement with the sponsoring employer and the Jackson Area Career Center. This document is created to keep the work-based learning environment in balance with the level of knowledge and curriculum learned. This document also acts as a work permit since the work-based learning is school approved. (See Appendix C)

Training Reimbursement Contract Agreement

All students in the JAC³ E/MC will need to sign a completed training reimbursement agreement with the sponsoring employer and the student's parent(s)/guardian(s). This legal document acts as a contract that states the student will continue working for the sponsoring employer for two (2) years from the conclusion of the 13th year of education. Unless otherwise negotiated, the

student would have to repay prorated monies to the sponsoring employer should the agreement be terminated. (See Appendix D)

Academic Achievement Policy

In order to maintain academic expectations set by the JAC³ E/MC program, all students will adhere to the academic achievement policy (See Appendix E). This policy is intended to keep the focus on education as students take coursework at post-secondary institutions as well as their local high school and the Jackson Area Career Center. Failure to meet academic expectations will have result in probationary action and subsequent dismissal from the JAC³ E/MC program.

Summer Training/Job Shadow

One of the unique features with the JAC³ E/MC program are the summer learning sessions that take place. During summer break between 10th and 11th grade, students will get to experience several training opportunities necessary for work-based learning and to prepare students for success at a post-secondary institution. Students will job shadow at their sponsoring employer based on the interview placement, take part in a week-long safety training on the equipment used in the industry, take part in a simulated pre-college class that will better prepare students for college expectations, and determine if this program is really what they want to do for the next three (3) years. The summer events are all mandatory so students are better prepared for the many different learning environments they will experience as part of the JAC³ E/MC program.

Ways to be dismissed from JAC³

Student success is the primary focus of the JAC³ program. However, when expectations are being met, dismissal from the program can occur. Below are possible ways to be dismissed from the JAC³ program:

1. Terminated by sponsoring company
2. Academic Achievement Policy (See Appendix E)
3. Career Center “Intent to Return Form” marked as not returning
4. Student discipline issues at the Career Center

Course Materials/Textbooks

Students are responsible for purchasing all required course materials and textbooks for each college class. Students are able to be reimbursed 100% for all required materials/textbooks if receipts are returned to the Career Center administration within 30 days of purchase. Failure to submit receipts within 30 days will result in no reimbursement. Reimbursement is paid in the form of a check mailed to the student’s home address.

Appendix A: JAC³ E/MC Application



**JACKSON AREA COLLEGE AND CAREER CONNECTION (JAC³)
EARLY / MIDDLE COLLEGE**

Application for Admission for 2018-19 Academic Year

PART I: PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____
 Mailing Address _____
 City _____ ZIP _____
 Home Phone _____ Parent Cell Phone _____ Student Cell Phone _____
 Parent E-mail _____
 Birth Date _____ Gender _____ Home School _____

PART II: GRADE HISTORY

Please attach a copy of your official transcript from your current high school and list below the courses you have taken (or are currently taking) in 9th – 10th grade.

Subject	Year	Course Title	Grade
Language Arts	9 th	_____	_____
	10 th	_____	_____
Math	9 th	_____	_____
	10 th	_____	_____
Science	9 th	_____	_____
	10 th	_____	_____
Social Studies	9 th	_____	_____
	10 th	_____	_____
Other Graduation Requirements		_____	_____
		_____	_____
		_____	_____

PART III: SCHOOL ATTENDANCE

Attendance: Total absences (Do not included school-related activities) 9th grade _____ 10th grade _____

Comments regarding attendance: _____

(continued)

PART IV: COUNSELOR RECOMMENDATION

Student requests the counselor complete the recommendation process and submit directly to Dan Draper and attach any relevant information regarding student applicant’s readiness for postsecondary training. Please provide the following information in the student recommendation: classroom performance, comments regarding grades, a copy of student’s Educational Development Plan (EDP) and any test results such as WorkKeys, PSAT, or ASPIRE.

PART V: RECOMMENDATIONS

Please attach two letters of recommendation. Letters of recommendation must be written by those who have known the student for at least two years, and cannot be a relative.

PART VI: INTERVIEWS

Interviews will be conducted by representatives from JAMA and/or local businesses. Students will be notified by phone of interview schedules following complete review of student application and materials. (Interviews will be held at the Jackson Area Career Center, in the Professional Development room).

PART VII: COMMITMENT

Please attach a statement describing why you would like to enroll in the JAC³ program. Include reasons you believe that you would be successful as a JAC³ student, and mention specific examples that demonstrate your positive work ethic.

Part VIII: RÉSUMÉ

Please attach an updated résumé that details the following, but not limited to, volunteer experiences, work experiences, hobbies, career goals, extracurricular activities, camps or clubs related to the JAC³ program (e.g., Shop Rat, FIRST Robotics, JAMA/AMC Camps, etc.) Career Cruising is recommended to create résumé.

PART IV: CONSENT

I understand and accept the commitment I and/or my student will be making by enrolling in the JAC³ E/MC program. I have read the JAC³ E/MC handbook and understand the program expectations. I will need to provide my own transportation.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

_____ Student Initial _____ Parent Initial I understand how textbook/course materials are reimbursed.

_____ Student Initial _____ Parent Initial I understand the academic achievement policy.

_____ Student Initial _____ Parent Initial I understand the possibilities on how to be dismissed from the JAC³ program.

_____ Student Initial _____ Parent Initial I understand the training reimbursement contract agreement to the sponsoring company and expected summer training.

Please deliver to high school counselor or mail this completed packet by May 7th to:

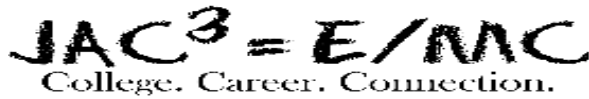
Jackson Area Career Center
Attn: Dan Draper
6800 Browns Lake Rd.
Jackson, MI 49201

If you have any questions regarding JAC³ E/MC and/or application process, please call Dan Draper at (517) 768-5222 or email dan.draper@jcisd.org.

Appendix B: Student Audit Sheet

JAC3 Student Course Audit (Precision Machining)			
Student:	Completed	Planned	
School:			
Grade:			
Semester/Trimester Schedule:			
Credits Needed to Graduate:			
Credits Already Earned:			
Credits Remaining:			
11th Grade	Completed	Planned	
ELA			Michigan Merit Curriculum
Algebra 2/Geometry			Graduation Requirements
Chemistry/Physics			ELA Credits Needed: 4
Government/Economics			9th Grade
JACC Precision Machining			10th Grade
WILD 100 - 4 cr			11th Grade
MFG 172 - 2 cr			12th Grade
ENG 131 - 4 cr			Math Credits Needed: 4
MFG 150 (JACC) - 4 cr			Algebra
CAD 151 (JACC) - 3 cr			Geometry
MFG 105 (JACC) - 2 cr			Algebra 2
MFG 200 (JACC) - 2 cr			Final Year
			Science Credits Needed: 3
			Biology
			Chemistry/Physics
			3rd Year Credit (CTE)
			Social Studies Credits: 3
			World History
			U.S. History
12th Grade			Government/Economics
ELA			PE/Health Credits: 1
MFG 115 - 2 cr			.5 Health
MFG 160 - 2 cr			.5 PE
ELT 105 - 3 cr			Visual Performing Arts: 1
MFG 174 - 2 cr			Art, Band, Choir, CTE
MFG 164 - 4 cr			Online Learning Experience:
			Foreign Language: 2
			Could be CTE Program
13th Grade			
MAT 131 - 4 cr			
MFG 240 - 3 cr			
COM 231 - 4 cr			
ADO #10 Elective - 3 cr			
MFG 190 - 2 cr			
PHY 131 - 4 cr			
HPF 186 - 3 cr			
ECN 231 or ECN 232 - 3 cr			
ADO #6 Elective - 3 cr			

Appendix C: Training Agreement



JACKSON AREA CAREER CENTER JACKSON, MI 49201
 PHONE – (517) 768-5100 FAX – (517) 787-2844

VOCATIONAL COOPERATIVE EDUCATION TRAINING PROGRAM

EMPLOYER: «EMPLOYER»	STUDENT NAME: «STUDENT»
STREET: «EMPSTREET»	STREET: «STSTREET»
P.O. BOX: «EMPPPO»	CITY: «STCITY» MI ZIP: «STZIP»
CITY: «EMCITY» MI ZIP: «EMPZIP»	PHONE: «STPHONE»
PHONE: «EMPPHONE»	SCHOOL: «STSCH»
FED. HAZARD OCCUP. DEVIATION: «FEDHAZYESNO»	GRADE: «STGRADE» SHIFT: «STSHIFT»
FED HAZ DEVIATION #: «FEDHAZ»	AGE: «STUAGE» BIRTHDATE: «STU_BIRTH»
SUPERVISOR: «SUPERVISOR»	RATE OF PAY: «STPAY»
EMPLOYMENT BEGINS: «DATEBEGIN»	DAILY TIME SCHEDULE:
EMPLOYMENT ENDS: «DATEEND»	MAX HOURS WORKED: 24 when school in session
WORKER'S COMPENSATION COVERAGE: «WORKCOMPYESNO»	CAREER OBJECTIVE: «CAREOBJ»
UNDERWRITER: «WCUNDERWRITER»	OCCUPATIONAL TITLE: «CAREOCC»
LIABILITY INSURANCE: «LIABILITYYESNO»	
UNDERWRITER: «LIUNDERWRITER»	

JOB TASKS AND ACTIVITIES	RELATED VOCATIONAL INSTRUCTION
The student will receive training from the employer (on the job) for the following work related tasks and activities: «TASKS» INCIDENTAL RELATED DUTIES SAFETY TRAINING WILL BE GIVEN BY EMPLOYER	<i>The student will complete the following preparation in school</i> CLASS NAME: «CLASSNAME» <i>STUDENT <u>MUST</u> RETURN TO JACC CLASS <u>A MINIMUM OF ONE DAY PER WEEK</u>, DURING THE SCHOOL YEAR</i> SAFETY TRAINING WAS GIVEN IN JACC CLASS
EMPLOYER'S RESPONSIBILITY IN PROGRAM:	TRAINEE'S RESPONSIBILITY IN PROGRAM:
1. The student's training period shall be an average of 15 hours per week. 2. The training plan will include job tasks and activities which are of vocational and education value. 3. The employer shall complete a brief report (provided by the Instructor/Coordinator) each marking period indicating the Trainee's progress on the job 4. This training program will not be interrupted by either the Trainee or the Employer without consultation with the Instructor/Coordinator. 5. The employment of trainees will conform to all federal, state and local laws and regulations. 6. No trainee shall be exposed to a hazardous occupational environment until appropriate, documented safety training has taken place with the employer. An email from the employer stating completion of the training would suffice for documentation.	1. Trainee will abide by the regulations and policies of the employer and the school. 2. Each trainee shall faithfully perform the assignments of the job and school program 3. No trainee will proceed in the training program without first receiving the consent of the Instructor/Coordinator. 4. Each trainee and employer will abide by the attached TRAINEE ADDENDUM FOR WORKING ENVIRONMENT . The instructor will contact the employer when the trainee has fully demonstrated safety knowledge of specific machinery. Trainee may not work on machinery without receiving necessary safety training.

_____	_____	_____	_____
Approved Trainee	Date	Instructor/Coordinator	Date
_____	_____	_____	_____
Parent/Guardian	Date	Employer	Date
(Rev. 9/14)			

Trainee Addendum for Working Environment

The following list of tasks are what the trainee **can start doing immediately** without any safety training in place:

1. Learn office operations/procedures.
2. Learn shipping/receiving operations/procedures
3. Learn how to create quotes for customers.
4. Partake in an orientation where the trainee learns the many operations on the production floor.
5. Learn how to read blueprints and quality control.

The following list of tasks are what the trainee **must have completed before working around machines**:

1. OSHA/Career Safe training, which can be done with the employer via internet.
2. AWS (*welding students only*) training, which can be done with the employer via internet.
3. Machine specific safety training done with JACC instructor. The instructor will notify the employer once this training has been completed. Please list all the different machines used by the employer that the trainee could be operating while employed below:

Instructor Initial/Date

- | | | |
|----|------------------|-------|
| a. | Equipment: _____ | _____ |
| b. | Equipment: _____ | _____ |
| c. | Equipment: _____ | _____ |
| d. | Equipment: _____ | _____ |
| e. | Equipment: _____ | _____ |
| f. | Equipment: _____ | _____ |
| g. | Equipment: _____ | _____ |
| h. | Equipment: _____ | _____ |
| i. | Equipment: _____ | _____ |
| j. | Equipment: _____ | _____ |
| k. | Equipment: _____ | _____ |
| l. | Equipment: _____ | _____ |

TRAINING REIMBURSEMENT AGREEMENT/CONTRACT

This Training Reimbursement agreement (“Agreement”) is entered into by and between [COMPANY NAME] (hereinafter, the Company) and [STUDENT NAME] (hereinafter, the Student) and [PARENT/GUARDIAN NAME] (hereinafter, the Parent/Legal Guardian).

WHEREAS, the Company has offered to provide certain training through the Jackson Area College and Career Connection Early Middle College to the Student which the Company believes will enable the Student to learn valuable skills; and

WHEREAS, the Company is providing such training to the Student in anticipation of the Student continuing to work for the Company for at least two (2) years from the completion date of the training so that the Company may recover some of the cost of the investment in the training; and

WHEREAS, the Company, the Student and the Parent/Legal Guardian recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment; and

WHEREAS, the Student and the Parent/Legal Guardian understand that the Company would not provide such training unless the Student intended to continue to work for the Company and the Student and the Parent/Legal Guardian jointly and severally agree to reimburse the Company in the event that the Student voluntarily terminated his or her employment prior to two (2) years from the conclusion of the training;

NOW, THEREFORE, in consideration of the premises and the promise stated below, the undersigned agree that:

1. The Company intends to provide to the Student the training as offered through the Jackson Area College and Career Connection Early Middle College at the cost of \$2,000 per year for three (3) years.
2. If the Student voluntarily terminates his/her employment with the Company prior to two (2) years following the date of the completion of the training, the Student and the Parent/Legal Guardian jointly and severally agree to reimburse the Company the cost of the training incurred (see Table 1) by the Company as determined by the schedule shown below:

NUMBER OF MONTHS OF SERVICE FROM COMPLETION DATE OF TRAINING:	REIMBURSEMENT
MONTHS 0-6	100%
MONTHS 7-12	75%
MONTHS 13-18	50%
MONTHS 19-23	25%
MONTH 24	0%

The Student expressly authorizes the Company to deduct any reimbursement amount owned under the terms of this Agreement from any compensation owed by the Company to the Student at the time of or following voluntary termination of employment by the Student. The Student and/or the Parent/Legal Guardian shall promptly pay to the Company the full balance of any amount owed that is not deducted from compensation. The Student may request that a subsequent employer of the Student pay the amount owed to the Company by the Student, but the Student and the Parent/Legal Guardian shall remain personally liable until the entire amount owed is paid in full.

3. For purposes of this Agreement, a full month of service is earned by the Student if the total number of days worked during the month, excluding vacation, sick days, or any unpaid time, is equal to or exceeds fifteen (15) days.

4. In the event that the Student is unable to participate in the on-the-job portion of this program's training at any time and for any reason for a period exceeding or expected to exceed sixty (60) consecutive days, the Student will be placed on deferment from postsecondary coursework until such time as the Student is able to return to work. The Company will not be obligated to pay for any college coursework undertaken by the Student during a period of deferment.
5. In the event that the Company terminates the Student's employment other than for cause during the two (2) years following the date of training completion, the Student's obligations as related to this Agreement will be considered fulfilled.
6. This Agreement shall be construed under the laws of the State of Michigan. If any provision or part of a provision of this Agreement is determined to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, and if not possible, it shall be deemed deleted from this Agreement as though it had never been included herein. In either case, the balance of any such provision and of the Agreement shall remain in full force and effect.

The Company

The Student

Company Name

Signature

Name of Company Representative

Title

Date

Student Name

Signature

Home Street Address

Home City, State, ZIP Code

Date

The Parent/Legal Guardian

Witnesses

Parent/Legal Guardian Name

Signature

Home Street Address

Home City, State, ZIP Code

Date

Witness Name

Witness Signature

Date

Witness Name

Witness Signature

Date

Table 1: Planned Approximate Tuition Costs for College Classes

Fall 11 th Grade	2 Classes = \$900
Winter 11 th Grade	3 Classes = \$1350
Spring/Summer 12 th Grade	2 Classes = \$900
Fall 12 th Grade	3 Classes = \$1100
Winter 12 th Grade	2 Classes = \$700
Spring/Summer 13 th Grade	1 Class = \$950
Fall 13 th Grade	3 Classes = \$1200
Winter 13 th Grade	3 Classes = \$1450
Spring/Summer 13 th Grade	2 Classes = \$950
Fall 14 th Grade	Necessary if behind classes
Total	21 Classes = \$9500



Academic Achievement Policy

As the JAC³ program is an academic-based program, the student's Home School, Career Center, Jackson College, Employer, and Parents are committed to the academic success of the student. Therefore, the following guidelines have been established and describe actions to be taken should the student's grade point average fall to an unacceptable level.

It is expected that the student will maintain a GPA of 2.0 or higher (this means a letter grade of "C" or higher) through the entirety of this program in all classes (high school, career center, and college) associated with the JAC³ program.

Level 1: In the event the student's GPA falls below 2.0 at any point during the semester/trimester, the student will be placed on academic probation for a period of three (3) weeks. While on academic probation, the student will not work for the sponsoring company and will be placed into a tutoring program. At the end of the probationary period the student's grades will be reassessed and if the student's GPA has improved to 2.0 or higher they will be removed from probation.

Level 2: A student who is on academic probation and whose grades do not improve to 2.0 or higher during the three (3) week probationary period, will remain on probation and work privileges will be suspended for the remainder of the semester/trimester. At the end of the semester/trimester, the student's grades will be evaluated and if the student's GPA is 2.0 or higher they will be removed from probation.

Level 3: A student whose GPA does not improve to at least 2.0 during the semester/trimester shall be dismissed from the JAC³ program and is subject to the terms of the reimbursement agreement between the student and the employer.

College Class Failure Notice: A student who fails one (1) college class will repay the school district for their portion of the course cost. Should a second college class be failed, not only will the student repay the school district, but the student shall be dismissed from the JAC³ program and is subject to the terms of the reimbursement agreement between the student and the employer.

This policy is not intended to be punitive in nature and each incident will be reviewed on a case-by-case basis. Students having trouble in maintaining acceptable grades are strongly encouraged to seek assistance from parents, instructors, counselors, tutors, employers, etc., to avoid probation.

Jackson Area Career Center Mission

Jackson Area Career Center provides a safe and diverse environment to develop skills for career and college readiness.

Jackson Area Career Center Vision

The Vision of Jackson Area Career Center is to educate students toward their career options.

Jackson Area Career Center Goals

The goals for career and technical programs are:

- Outstanding Programs
- Student Achievement
- Building Relationships

PARTICIPATING SCHOOLS

- Columbia Central • Concord • daVinci • East Jackson • Grass Lake • Hanover Horton
- Jackson • Jackson Christian • Lumen Christi • Michigan Center • Napoleon
- Northwest • Springport • Vandercook Lake • Western
- Participating Calhoun, Hillsdale & Lenawee County Schools

It is the policy of the Jackson County Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, age, sex (including sexual orientation and transgender identity), marital status, height, weight or disability in its educational programs, activities or employment as required by federal laws (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or Title IX of the Educational Amendment of 1972) and state law (Michigan Persons with Disabilities Civil Rights Act and Elliott-Larsen Civil Rights Act). In addition, arrangements can be made to ensure that the lack of English speaking skills is not a barrier to admission or participation. Board policies related to discrimination may be reviewed on our website: www.jcisd.org or www.neola.com/jacksonisd-mi/. Designated coordinators are the Human Resources Director, Kratz Education Center; the Principal of the Jackson Area Career Center; and the Principal of the Tarrant Center and Kit Young Centers. Contact Information: JCISD Title IX Coordinator, 6700 Browns Lake Road, Jackson, MI 49201; Phone 517-768-5200; Fax 517-768-5296; TDD – Hearing Impaired 800-356-3232.

For further information, you may also contact: Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611; Phone 216-522-4970; Fax 216-522-2573; TDD – 877-521-2172. E-mail: OCR.Cleveland@ed.gov