Hagerstown Community College
Early College Degree Program (ECDP)

Behavioral Guidelines

Students are expected to show respect for all staff members, fellow students, and themselves. It is important for ECDP students to support the program as well as each other. Maintaining a positive and healthy attitude toward the ECDP will undoubtedly foster a positive and healthy working environment for the ECDP participants.

- Students are expected to display a positive attitude toward learning and maintain an open mind to exploring new experiences and activities.
- Treat students and staff in a respectable way.
- Show respect for the property, privacy, and personal space of other persons as you want them to have respect for you and your belongings; do not deface, destroy or damage the personal property of other students, the school, or the college.
- Work with other students and staff to resolve any conflicts that may arise, communicate with students and staff to resolve those conflicts, and share specific concerns and/or suggestions for change.
- Report any threats, harassment, or unusual/concerning behavior to the ECDP Coordinator.
- Accept responsibility for your actions.
- While participating in ECDP activities, students are to adhere to all Hagerstown Community College policies, rules and procedures as outlined in the Student Handbook. Appropriate ECDP personnel have the right at any time, to exclude a student from activities due to failure or inability to follow any and all rules and policies as directed, and due to poor academic performance.

Student Conduct

To be in good standing in the ECD program, a student is required to maintain good behavior and follow the expectations of the program in his or her high school as well as during the program activities on and off campus. ECDP staff comments, severity, and frequency are all evaluated when determining consequences of inappropriate behavior. If behavior is deemed inappropriate, disciplinary action will occur. When appropriate and given students' status as both high school and college students, disciplinary action and decision making will be in partnership between WCPS and HCC officials.

Cell phones, iPads, Electronic devices, etc.

All ECDP students must review the policies outlined in the college's student handbook and must refer to guidelines outlined in the individual professors' syllabi regarding the use of electronic devices in the classroom.

Smoking, Alcohol, and Unlawful Activity

Any and all actions that are illegal (i.e. stealing, possession of illegal substances, vandalism, destruction of property, etc.) will not be tolerated. Alcohol, smoking or any other tobacco product is not permitted during any on campus activity. Such actions may result in disciplinary actions and may result in dismissal from the ECD program.

Sexual Misconduct

Consistent with federal and state laws, HCC ECDP is committed to maintaining a positive learning and working environment free from all forms of sexual misconduct. Acts of sexual misconduct by any employee, student, visitor, and/or any individual associated with HCC is prohibited. Individuals should report cases of sexual misconduct immediately to the ECDP Coordinator.

Care Guidelines

College poses personal challenges and stressors for many students. ECDP students may face additional challenges in adapting to college expectations. HCC staff are available to assist all students in need of support beyond academics. ECDP students have access to additional support persons, including the Early College Degree Program Coordinator and Retention Specialist—ECDP Specialist (assigned staff academic advisor). Parents/guardians will not always be notified when ECDP students are struggling with non-academic concerns. In accord with Maryland Minor Consent Laws, HCC may refer ECDP students to local resources without consent and notification of parents/guardians. Per the Maryland Family Law 5-705, HCC employees function as mandated reporters and will report cases of suspected abuse or neglect of any students under the age of 18 years old to the appropriate Child Protective Services office.

ECDP Guideline Violations & Code of Student Conduct

ECDP students taking classes at HCC must abide by the expectations set forth in the ECDP guidelines and HCC's Code of Student Conduct (see http://www.hagerstowncc.edu/student-activities/student- handbook If an alleged breach of student conduct occurs while students are at HCC, they will be subject to disciplinary proceedings as outlined in the HCC -Student Handbook; whenever possible, the ECDP Coordinator and/or designee will be included in conduct progress involving Early College Degree Program students. If a breach of student conduct occurs while students are taking classes at their "home" high schools, WCPS (or other "home" high school) disciplinary codes and procedures will be followed.

Initial Discussion for ECDP guideline violations—if a student violates a regulation of the Early College Degree Program, there will be a verbal warning between the students and the ECDP Coordinator. After receiving one
(1) verbal warning the ECDP coordinator will phone the student's parent or guardian to discuss the violation.

Code of Student Conduct Violations—if a student allegedly violates an HCC Code of Student Conduct regulation, including violations of academic integrity or behavioral violations, the student will be required to follow procedures set forth in the HCC Student Handbook; whenever possible, the ECDP Coordinator and/or designee will be included in conduct processes involving ECDP students. Depending on the nature of the alleged violation, the students' parents may be involved; this determination will be at the discretion of the Dean of Students (behavioral violations) or the

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VVAASS and/or designee (academic integrity violations). The student may also be restricted from participating in extra-curricular activities at HCC and at their "home" high school.

If the behavior is ongoing, dismissal from the ECDP is possible.

Attendance Policy

Student success depends on participation in class. Attendance is required and will be recorded for each course. Please show up for all classes and activities on time and be prepared to work. In order to maximize the impact of the ECDP the following attendance policy will be in place.

Students are expected to attend all ECDP classes, including tutoring, trips, guest speakers, and other activities made available to ECDP students.

Daily and Weekly Attendance

As a ECDP student, you will be expected to be on campus from 8 a.m.-2:15 p.m. or when your classes end for the day. In order to ensure that classes you take meet high school as well as college graduation credit, attendance will be taken each day in a 'homeroom' setting.

Absence

For any absence parents should contact the ECDP Coordinator to report the absence on the day of the occurrence. Students should email their professor regarding their absence and make a plan to make up any missed work. If the student misses a class day, a written note from the student's parent or guardian must accompany the student upon return to campus and must be given to the ECDP Coordinator.

Transportation

HCC is not responsible for transportation to and from campus. Students enrolled in the ECDP are responsible for arranging their own transportation.

Sharing of Records

Attendance sheets will be shared weekly with WCPS personnel to meet regulations for high school graduation requirements. Students failing to abide by the attendance policy may face disciplinary action and may be removed from the Early College Degree Program.

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Academic Expectations

High School and College GPA

Students approved to participate in the ECDP must maintain a 3.75 high school GPA (or have attained that GPA prior to taking classes at HCC) or be approved by WCPS to participate in the ECDP.

College GPA 'warning' Status

Once he or she is taking classes at HCC, any ECDP student whose HCC GPA drops below 2.8 will enter "warning" status, with a GPA of 2.5 required for all ECDP students who are taking HCC classes.

Students are expected to maintain at least a 2.5 GPA to remain in the ECDP. In the event that a student falls below a 2.5 GPA, the student will be placed on Academic Probation and the ECDP staff will fully support the student to work toward raising his/her GPA. Students may be required to spend additional time in the Learning Support Center, seek help with their professor, receive tutoring and meet weekly with the ECDP coordinator.

Students whose GPA is below a 2.5 for consecutive grading periods face possible dismissal from the program.

Tutoring and Career Advisement

Each ECDP junior and senior will have the opportunity to receive tutoring at the Learning Support Center (LSC). Professional tutors in the LSC specialize in their content areas and many teach on campus. ECDP students are encouraged to take advantage of this resource.

Each ECDP student will meet with WCPS school counselors and the ECDP Coordinator/Retention Specialist/HCC advisors to review academic/career plans at least two times per year.

Special Accommodations

Hagerstown Community College provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. Although the College does not have a special education program for students with disabilities, the Disability Services Office coordinates the provision of reasonable accommodations which are determined on an individual basis. The types of accommodations provided by HCC may be different than those available at the home high school.

All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to identify him/herself to the Early College Degree Program Coordinator as well as the Disability Services Coordinator. Contact Jamie Bachtell at 240-500-2273 (TTY 301-739-5813) for more information regarding specific accommodations.

 *The services provided at HCC may be different than those available in the public school system. All ECDP students with disabilities will be accommodated according to HCC guidelines.

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(ECDP)
Behavioral Guidelines Signature Page

By signing below, you acknowledge that you have read and understand the ECDP Behavioral Guidelines and agree to abide by the guidelines while attending the Early College Degree Program.

_____   _____

Student Name   **Student Signature**

_____   _____

Parent Name   **Parent Signature**

_____

Date