HIGH SCHOOL
STUDENT HANDBOOK
2018-2019

CAREER AND TECHNICAL EDUCATION PROGRAMS
Welcome to
Colorado Mesa University, Montrose

The Montrose campus of Colorado Mesa University (CMU) partners with its community college, Western Colorado Community College, and Montrose School District to offer career and technical education for junior and senior high school students. All of our three programs provide elective credit toward high school graduation, and if a student chooses, college credit towards a certificate, associate, or bachelor degree.

Please read this handbook and hold on to it. It contains important information about campus policies, including the attendance policy, services available to students, and the contact information of instructors and CMU Montrose staff.

Sincerely,

Gary Ratcliff, Ph.D.
Director, Colorado Mesa University, Montrose
gratcliff@coloradomesa.edu
(970) 240-7604
CMU Montrose Main Office: 249-7009. Located in the Branscome Center at 245 S. Cascade Avenue. Office hours are Monday – Thursday from 8 a.m. from 7 p.m. and Friday from 8 a.m. to 5 p.m.

CMU Montrose staff include Donna Justin, Chris Wilcox, and CMU Montrose Director Gary Ratcliff, Ph.D.

STUDENT ABSENCES: Attendance is the responsibility of the student and parent. Please notify both CMU Montrose and the home high school in the event of an absence. Email and phone notification (249-7009) of absences to CMU Montrose instructors should be made as far in advance as reasonably possible and at least 30 minutes prior to the start of class. Notify your high school using the procedure specified by your high school.
ACADEMIC INFORMATION

High School Transcripts
All high school credits earned at CMU Montrose are issued through the student’s home high school. Transcripts may be obtained by contacting the student’s home high school records department.

Withdrawal
High school students who intend to withdraw from a CMU Montrose course must complete a Course Drop form available in the Branscome Center and the “forms” section on the high school page of the CMU Montrose website: http://www.coloradomesa.edu/montrose. The last day to submit a completed withdrawal form is October 16. The student will receive a grade of “W,” which does not affect the student’s GPA.

Students who withdraw after the October 16 deadline will automatically receive a grade of “F” except for substantial and unexpected non-academic circumstances outside of the student’s control. In those circumstances, the student must supply the instructor a written request explaining the situation along with supporting documentation. The student’s request will be reviewed for consideration by the university.

Suspension
Students who have been suspended from their high school may not attend class at CMU Montrose.

Change of Address
If your address changes, please email CMU Montrose in writing at: montrosecampus@coloradomesa.edu.

Graduation Requirements
High school students must meet all graduation requirements as outlined by their high schools. All students are encouraged to achieve the highest level of academic ability possible to have the benefit of a wide choice of career options. CMU Montrose staff are available to discuss credit requirements and options for graduation from CMU as well as coordinate and consult with high school counselors as requested and needed.

Student Course Fee
Your program may have a student course fee that covers the cost to replenish supplies (e.g., non-reusable medical supplies in nursing, raw materials to learn welding and machining) that are used in a course and to cover expenses for students to participate in training experiences (e.g., criminal background check, TB test required by Colorado for nursing students).

GRADES AND CREDITS

Grade and Credits
CMU Montrose uses the 4.0 grading system as follows:
- A (4.0) - excellent to superior
- B (3.0) - good to excellent
- C (2.0) - satisfactory
- D (1.0) - passing but not satisfactory
- F - (0.0) - failed
- NM - no mark
Grading criteria are established by instructors who have the authority to handle instances of academic dishonesty by assigning reduced grades for the work or a failing grade in the course. At the end of each semester, instructors at CMU Montrose will report each student's course grade.

Earning College Credits

Students have the option to earn college credits for the classes they take. Most students pursue this option. To earn college credit, students need to complete the Application for Technical Scholars Admission and Registration. The form is available in the Branscome Center and the form section of the high school page on the CMU Montrose website:

http://www.coloradomesa.edu/montrose/high-school/index.html

The tuition for the college credit is paid by the Montrose School District if a student receives a grade of C or higher. **Students are financially responsible for the tuition if they earn grades of D or F.**

College credit is earned and recorded on the student’s Colorado Mesa University college transcript at the time of course completion, provided the student has met the required course requirement. College credits can be transferred to other colleges to meet degree or elective credit requirements and is not dependent on future enrollment at Colorado Mesa University.
ATTENDANCE POLICY

Employers look for reliable employees who demonstrate good attendance habits. CMU Montrose has adopted this attendance policy to develop these habits. Parents are welcome to check on the status of their students’ absences at any time.

Class Schedules
Classes follow the academic calendar of the Montrose school district. In the academic year of 2017-18, most CMU classes for high school students meet Monday through Thursday and begin at 7:30 a.m. and conclude at 9:15 a.m.

Student/Parent Responsibility
Attendance is the responsibility of the student and parent. Notify both CMU Montrose and your high school about any anticipated absence. Call (249-7009) and email the instructor as far in advance as reasonably possible and at least 30 minutes prior to class. Notify your high school following its attendance notification procedures.

Inform instructors about upcoming school assemblies, class meetings, sports events, field trips, or any other programs that result in daily schedule changes, before the day of the activity. Notify instructors of any required suspension and/or expulsion information as soon as possible.

Student Status
Students must be enrolled in a Montrose School District high school, or other approved affiliated school system, in order to attend classes at CMU Montrose. Students who have dropped out or who have been expelled from their high school may no longer attend CMU Montrose classes.

Absence Policy

Thresholds for missing class and policies for responding to absences are the following:

5 “EXCUSED” ABSENCES ARE ALLOWED PER SEMESTER. At 3 “excused” absences, the student’s parent or guardian will be notified. At 5 “excused” absences, an attendance contract will be developed with the student, instructor, school administrator, and parent or guardian outlining required attendance and conditions to continue in the program. At 6 absences, the student may be withdrawn. The student, parent or guardian, and high school will be notified and the student will lose credit for the course. Parents/guardians will be contacted by the instructor, if necessary, for verification of an “excused” absence and/or class status.

THREE (3) TARDIES WILL EQUAL ONE (1) ABSENCE and will count toward the total absences allowed. Tardies are recorded daily. Arriving to class more than 15 minutes late is recorded as an absence.

“UNEXCUSED” ABSENCES MAY NOT EXCEED 2 during any semester or students may be withdrawn from the course. An “unexcused” absence is one or both of the following:

• Student and/or parent/guardian failed to contact the school on the day of the absence.

• Justification for an “excused” absence is insufficient as determined by the instructor and/or administrator.

MAKE UP OF STUDENT WORK

Students may be allowed to make up class work for days missed within 48 hours following their return. However, make up of class work is not possible when students miss experiences such as laboratory assignments, clinical training sessions, or group projects that are not repeatable and loss of credit for these assignments may result.
STUDENT CONDUCT

As a learning community, CMU has developed a student code of conduct intended to foster academic integrity, responsible citizenship and a healthy and safe learning environment. The conduct code pertains to both academic misconduct, such as cheating and plagiarism, and non-academic misconduct such as use of illegal drugs and alcohol. Violations of the conduct code will result in sanctions ranging from warning notices and educational sanctions in minor cases to suspension or dismissal in more serious cases. Students are encouraged to familiarize themselves with the conduct code. To read the conduct code, visit this website:

http://www.coloradomesa.edu/student-services/maverick-guide.html

STUDENT SERVICES

The offices of student services staff members Donna Justin and Chris Wilcox are located on the first floor of the Branscome Center. Office hours are Monday – Thursday from 8 a.m. from 7 p.m. and Friday from 8 a.m. to 5 p.m.

Students who experience problems or need assistance should contact the staff. Students can visit them in the Branscome Center, call 249-7009, or email them at djustin@coloradomesa.edu or chwilcox@coloradomesa.edu.

Services available to students include the following:

**Assistance to Students with Disabilities**
Support services to assist students with physical or learning disabilities are available. Students who have a documented disability or believe they may a disability that requires an accommodation should notify their instructor or visit with the CMU staff in the Branscome Center. For more information, visit http://www.coloradomesa.edu/educational-access/

The Buell Center has a lift to access to the second floor. Students who are unable to use stairs should contact the CMU staff in the Branscome Center before using the lift in order to receive instructions on how to use it.

**Textbooks**
Students are responsible for purchasing their textbooks. Textbooks are available from the CMU bookstore and on-line providers such as Amazon and Barnes and Noble. In many cases, textbooks are available for rent and used textbooks are available for purchase.

**Computer Lab Access**
Students will be provided a log-in access code to use the desktop computers on the Montrose campus. The campus has two labs, one of the first floor of the Buell Higher Education with six stations and another on the second floor with 18 stations. The lab on the first floor also had a keypad lock. Students will provided the key code to lock to enter the lab. Sharing of log-in and passwords with other people is a violation of the student conduct code. Use of computers should be limited to academic pursuits. Food and drinks are not allowed in computer labs.
Academic Advising, Registration and Enrollment
CMU Montrose offers assistance to prospective and current students in the areas of academic advising, registration, and enrollment in college programs for high school students and enrollment at CMU after graduating from high school.

Career Education
Career planning and guidance services are available. Assistance is available in identifying career interests and goals and developing plans for achieving those goals. Students have access to computerized career information systems, basic employability skills such as résumé writing, interviewing, and basic job search skills.

STUDENT RIGHTS

Academic Due Process
If students have concerns with some aspect of their academic experience, they should seek to resolve the matter informally with their instructor. If students are uncomfortable approaching their instructor or if they met with their instructor and do not believe the matter was resolved to their satisfaction, they should discuss the matter with the Director of CMU Montrose.

Grievance Procedures
Formal grievances usually take the form of grade dispute; however, other areas under this procedure may be concerns with conditions of withdrawal from a class and unfair treatment and discrimination. Bear in mind, as a rule, a grade assigned by an instructor can by changed only by the instructor and is generally not open to appeal. However, students may receive a grade change in special circumstances and after careful review by CMU. The burden of proof to support a grade appeal rests upon the student. The student must demonstrate in writing that a grade was unfair based upon one or more of the following conditions the grading decision was based on:

1. Something other than course performance, (unless the grade was a result of penalty for academic dishonesty).
2. Standards that were unreasonably different from those applied to other students in the same section of that course.
3. Standards that differed substantially and unreasonably from those previously articulated by the instructor.

Students with grievances in any of the areas covered by this procedure should discuss and attempt to resolve the matter with their instructor or the CMU Director. If the student is uncomfortable raising the concern with their instructor or raised the matter to their instructor and believes the matter is not resolved satisfactorily, the student may appeal the decision to the Vice President of Community College Affairs, who serves as the final appeal. If the grievance applies directly to CMU Montrose or Montrose School District, the student has the right to utilize the appropriate grievance procedures as stated in official school policy.

Formal grievances should be submitted in writing to the instructor and/or the CMU Montrose Director within five working days of the occurrence of the problem. A student’s grievance notice should include an explanation of the relevant facts and efforts to resolve the grievance. Students who are not satisfied with the resolution provided in writing by the instructor and/or CMU Montrose Director should file their appeal with five business days to the Vice President of Community College Affairs.
Nondiscrimination Policy
It is the policy of CMU Montrose not to discriminate on the basis of race, color, creed, sex, sexual orientation, religion, national origin, age, marital status, ancestry, disability in admission, or access to, or treatment in its educational programs or activities.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504-Americans with Disabilities Act of the Vocational Rehabilitation Act of 1973, are statutes passed by the United States Congress to prohibit discrimination on the basis of age, race, color, national origin (Title VI), religion, sex (Title IX), or disability (Section 504), by agencies receiving federal financial assistance. The governing regulations cover all aspects of discrimination in schools with regard to admissions, treatment, access, and provisions for students, including selection and acquisition of textual materials. It also prohibits employment discrimination in hiring, promotion, compensation, job assignment, leave of absence, and fringe benefits.

GENERAL INFORMATION

Visitors
CMU Montrose welcomes visitors, including family members of students. Prior to visiting or observing a class, visitors should make prior arrangements with the instructor. High school students not enrolled at CMU Montrose, but who wish to visit a class, should secure written permission in advance from their high school as well as from CMU Montrose.

Guided tours of the campus are available upon request. Please call 249-7009.

Open Campus and Leaving the Building
CMU Montrose is an open campus. However, students who leave during class time must notify the instructor and sign out with the staff in the Branscome Center before leaving.

Suspicious Activity
Be alert to any vandalism, theft, or suspicious activity. Students are asked to report any such incident immediately to their instructor or staff member in the Branscome Center or call 249-7009.

Dress
Students are expected to wear clothing appropriate for the area of training in which they are enrolled. Clothing shall not be immodest or obscene. Each program of instruction may have specific guidelines for dress.

Smoking
Smoking, including vaping and e-cigarettes, is not permitted by any person inside building or within 40 feet outside a building.

Telephones and Messages
Office telephones are for official and emergency use only. A phone is provided. Personal phone messages will not be delivered to students unless it is an emergency or an urgent concern that the student must know about. Every effort will be made to contact the student in case of an extremely important matter or emergency.

Insurance
The Montrose School District and CMU do not carry any form of accident or medical insurance to pay medical costs should a student be injured at school or while traveling to and from school.
EMERGENCY PROCEDURES

Emergency Procedures on Campus

Each student is required to fill out an emergency contact card to be on file in the Branscome Center and the students’ instructor. It is very important that students notify the main office if contact or health information changes throughout the year.

CMU Montrose has emergency procedures in place for situations such as fire, bomb threat, medical emergency, weapons on campus, student in a crisis, etc. The Emergency Response Guidebook is located on this website:


See Something, Say Something

Students who are aware of suspicious behavior on campus or a fellow student who is in distress and poses a danger to his/herself or others should immediately notify the nearest staff or faculty member. Staff offices are in the Branscome Center (249-7009). If the matter is an emergency, call 911.

Accident Procedure

In the case of an accident, students must notify the staff or faculty member in charge; the staff/faculty member will complete an accident report.

Building Evacuation Procedures

In the event of a building evacuation (fire, bomb threat, hazardous spill, etc.) students are expected to follow the instructions given by their instructors. Each instructor will inform his/her students of emergency procedures at the beginning of the school year.

Weapons on Campus

If a weapon is sighted or suspected on campus, lockdown procedures may be implemented by instructors.