

# Sumner County Middle College High School at Volunteer State Community College

2017-2018

(Please sign and return this page to the MCHS office)

**The purpose of the student handbook is to inform students and parents of the rules and obligations associated with participating in the Middle College High School (MCHS) at Volunteer State Community College (VSCC). Please read the following handbook and the VSCC Handbook very carefully. Students are expected to abide by the prescribed rules contained in both handbooks.**

I understand and will abide by the rules and obligations in the both MCHS and VSCC handbooks. I further understand that any violation of the rules will be considered grounds for dismissal. Should I commit any violation, school disciplinary action will be taken either by the teacher, VSCC, and/or MCHS. Violation of rules may be considered grounds for dismissal from MCHS at VSCC.

**Student Name (please print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As the parent or guardian of this student, I have read the Middle College High School Handbook and the Volunteer State Community College Handbook. I will support and abide by the rules and obligations in both MCHS and VSCC handbooks. I understand that if my child violates any of the rules, school disciplinary action will be taken either by the teacher, VSCC and/or MCHS. Violation of rules may be considered grounds for dismissal from MCHS at VSCC.

**Parent/Guardian Name (please print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# ***Sumner County Middle College High School*** ***at*** ***Volunteer State Community College*** **Handbook and Policies**

The Middle College High School (MCHS) is a collaborative effort between Sumner County Schools (SCS) and Volunteer State Community College (VSCC) to provide a more independent learning environment with unique features separate from a traditional high school for qualifying students.

## **Administration**

Principals:	Betsy Hunter Betsy.hunter@sumnerschools.org Mary.hunter@volstate.edu (615)230-3426	Brad Schreiner Brad.schreiner@sumnerschools.org Brad.schreiner@volstate.edu (615) 230-3426
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Counselor: Kathy Freeman  
Kathy.freeman@sumnerschools.org  
(615)230-3436

Secretary: Kim Roberts  
Kimberly.roberts@volstate.edu  
(615)230-3470

Location: Middle College High School  
VSCC  
Wood Campus Center 217B  
1480 Nashville Pike  
Gallatin, Tennessee 37066

Middle College Main Number: (615)230-3470

Middle College e-mail: [middle.college@sumnerschools.org](mailto:middle.college@sumnerschools.org)

## **SCMC Office --Hours of Operation**

The MCHS office will be open Monday thru Friday each week 7:30-4:00. The MCHS counselor will be available each week to meet with students. Her schedule will be posted on the MCHS bulletin board.

## **VSCC Handbook access: [www.volstate.edu/studenthandbook](http://www.volstate.edu/studenthandbook)**

All MCHS students are expected to read and become familiar with the policies of VSCC stated in the VSCC handbook.

## **Schedule**

MCHS students will follow VSCC calendar for all classes and breaks. Students will be required to attend Seminar once a week with the MCHS staff. They will also be required to be present at school on days that Sumner County Schools meet and VSCC does not meet. The entire school day (8:00-3:00) is considered academic and work obligations, performances, rehearsals, and practices must be rescheduled if a study hall, detention, study group, Seminar or a guest speaker is scheduled.

<http://www.volstate.edu/events/academic-calendar.php>

<http://www.sumnerschools.org/index.php/calendar>

## **Expenses**

Tuition and required textbooks will be paid by Sumner County Schools. Students will be responsible for parking-related fees, expendable workbooks, supplemental materials, VSCC fees, lab fees and extracurricular fees. There will be no free/reduced lunch available.

## **Inclement Weather**

If there is inclement weather, students will follow closure or delays for Volunteer State Community College **not** Sumner County Schools. To get the most accurate information, students will be signed up for a free text alert through VSCC when they register. Be sure to use the student's correct cell number at registration. Closing or delays will also be posted on the VSCC website, [www.volstate.edu](http://www.volstate.edu). See the VSCC student handbook for other postings. If the weather conditions in the student's area prevent him/her from attending class on days the campus is open, it is the student's responsibility to contact Ms. Kim, Mrs. Hunter, Mrs. Schreiner and his/her teacher that morning and make up any missed work if the student is unable to attend class. It is the student's individual responsibility to contact the teacher to get that work. Please consider having a parent drive the student to Vol State on days when the weather is bad, instead of the student missing class altogether.

## **Lunch**

As stated above there is no free/reduced lunch available for SCMC students. Students may leave campus for lunch, bring his/her lunch, or buy lunch in the campus dining facility.

## **Technology Use**

Students will have access to the use of the Information Technology resources at VSCC. Students will be expected to follow all guidelines and limitations stated in the VSCC student handbook and will suffer the same consequences as regular VSCC students if found to be in violation. In order to have access, students may be required to present a valid student ID. Information Technology personnel reserve the right to monitor student user accounts at any time.

## **Textbooks**

Sumner County Schools through VSCC will provide textbooks for each course. Students are responsible to return textbooks in good condition. As in a regular SCS high school, students who return damaged books will be responsible to replace that book. Students should not mark in textbooks. Students will be responsible to pay for any expendable/consumable books or workbooks.

## **Transportation**

There is no transportation service to VSCC. All students must provide their own transportation to the college. Calling to tell us that your car is not running is not an excuse for missing class. Students must have a backup plan for transportation to Vol State.

## **Dress**

Appropriate dress is necessary for the health, safety and undisturbed operation of the school; therefore, students must wear shoes and clothing appropriate for school/work environment. College teachers expect students to be mature enough to dress appropriately for class. Any attire distracting or inappropriate will warrant the student being asked to remove/add appropriate clothing, or change the distracting/inappropriate attire. Clothing with alcohol, tobacco, drug, or drug paraphernalia (pictured or alluded to) is not appropriate attire. Spaghetti straps and muscle shirts are inappropriate attire. Students will see others on campus with the above dress but this is not appropriate dress for the Middle College students.

## **Cell Phones/Electronic Devices**

All cell phones should be turned off and in a backpack or purse during instructional time. Students cannot maintain the attention needed for a college class if they are distracted by texting and cell phone use.

## **Tardiness**

Promptness to class is very important. Students are expected to sign-in to the MCHS office no later than five minutes prior to the starting of their class. Tardiness not only involves the student who is late but interrupts the entire class. Repeated offences that disturb the teacher or class may lead to disciplinary actions or an earlier arrival time for the student, as determined by the principals. Students are considered tardy if they do not sign-in even if they call. They will also be considered an early dismissal if they do not sign-out. After five tardies and/or early dismissals, students will be required to attend a detention on Friday, 11:00 to 12:00.

## **Discipline/ Code of Conduct**

MCHS students must adhere to the same code of conduct that is required of VSCC students. The Code of Conduct is clearly outlined in the VSCC Handbook, and all students are required to read that document. Signature to this document is an acknowledgement that the student understands and has read the VSCC Handbook as well as the MCHS Handbook. Discipline procedures will also follow the VSCC Handbook. If a student is found to be in violation of VSCC policies, he/she will be dealt with by the VSCC faculty in addition to the SCMC principal and possible local law enforcement.

## Attendance

All students must attend school 180 days. All Sumner County schools are required by law to maintain accurate attendance records on each student enrolled and to notify the student, parent(s) or legal guardian of absences that may cause the student to be removed from this program due to truancy. Due to the 180 day requirement, MCHS students must attend MCHS class days prior to the first day of VSCC classes and after VSCC exams. Students who miss any of the MCHS class days will have an extended dismissal date in order to complete the 180 day requirement. As during the VSCC semester students may not go on vacation or miss for family responsibilities during MCHS class days so please plan accordingly.

All MCHS students must sign-in at the MCHS office each and every day they have a class. This is verification that the student is on campus but may not reflect the student's attendance in individual classes. If students forget to sign in, they must get an Attendance Verification (AV) Form signed by all teachers of classes attended that day. Students have two school days to return the AV form to the MCHS office. Otherwise, the day will be considered an absence. Students are only allowed five AV forms per semester.

If students miss class because the instructor cancelled the class, verification of the cancellation must be sent to Ms. Kim, Mrs. Hunter, and Mrs. Schreiner.

Attendance from the MCHS sign-in sheets will appear on the student's report card. This attendance does not reflect the attendance of your student's actual class attendance. It only reflects the process of signing in and out in the Middle College High School office.

In order to meet requirements for receiving course credit and/or graduation, students in high school must attend each class every day, regardless of the habits of other students in the class. If a class must be missed, it is the student's responsibility to contact the teacher to get missing work and submit that work in a timely manner. Students must also contact Ms. Kim, Mrs. Hunter, and Mrs. Schreiner ANY TIME they are absent. College teachers may have a system for missed work, and students will be responsible to adhere to that system. The only excused absences will be those covered by a written doctor's excuse or related to extreme weather. After two unexcused absences in a semester, students will be **required** to do "time for time" on Fridays. Students will be subject to returning to their zoned high school if they miss three class periods (excused or not) in any individual class or five overall absences (excused or not). At that time, parents, students and the principal will meet to consider consequences.

Students may have a class that has a field trip option such as a psychology trip to the women's prison or a Chinese trip to a Chinese restaurant. If the field trip occurs during another class the student must check with the instructor(s) of the class(es) to be missed. A student should not attend the field trip if there is a test in a class that will be missed due to the fieldtrip. All field trips must be cleared by the principals.

## Academic Policies

The first priority is to have the MCHS student graduate from high school. Secondary to that is the acquisition of an associate's degree. MCHS students will take all courses mandated by the state of Tennessee for high school graduation. All of these required courses will be dual enrollment classes which will give the student college credit. The only exception will be Personal Finance and Geometry.

- **ACADEMIC DISHONESTY**

Academic dishonesty is governed by both MCHS and VSCC policies. Cheating on a test or assignment, plagiarizing or committing other acts of academic dishonesty may result in the removal from the class and the MCHS program.

**VSCC Policy: Academic Misconduct**

Plagiarism, cheating, and other forms of dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. Academic misconduct, in whatever form, will result in an F or a zero for the exercise or the examination. Please Note: Someone else logging into the course as you is academic misconduct and will result in the same responses as traditional classroom academic misconduct—failure for an assignment or failure for the course.

- **EXAM EXEMPTION**

There will be no exam exemption policy for college classes except those described in the individual teacher's syllabus for each class.

- **GRADES**

- Grades reported to the MCHS by teachers will be posted on your high school transcript as follows:
  - A – 97
  - B – 90
  - C – 80
  - D – 72
  - F – 60
- Students will receive a number grade (above) on his/her high school report card equivalent to the letter grade on their VSCC report card.
- All classes will be listed as honors, but there will be **no** internal weighting (addition of 3 points).
- **A student will reimburse Sumner County Schools for any class in which he/she earns a D or F on his/her VSCC report. After the second D or first F on the VSCC report, the student will be dropped from the MCHS roll, returned to the zoned high school, and will submit payment for those courses in which he/she scored a D or F on the VSCC report, as well as any book costs and technology fees. Payment for D's and F's must be made before the student will be allowed to participate in graduation at another school. This is for the entire time the student is enrolled in Middle College High School.**

## Academic Policy cont.

- **Study Hall** - Students who have a D or F average reported to the MCHS office at any time during the semester will be required to attend mandatory study hall, time and day to be determined by the principals. Students may be required to attend office hours of 7:30 – 3:00 if they are not turning in work, attending class and/or have any class average drops below a C.
- **REPORT CARDS**
  - Students will receive an academic report each 4.5 weeks.
  - The first three reports will be progress reports with the fourth report giving the final grade for the class.
  - Parents and students will have access to a SCS Portal as they have in the past, but the VSCC teachers will not post grades. The only grades posted will be the 4.5 week reports and final grade.
  - Students will have access to the VSCC portal where instructors will post grades on an on-going basis. Your student always has access and can provide you with his/her password. This is the site where your student will have access to the VSCC report card.
  - FERPA (Family Educational Rights and Privacy Act) prevents parents from contacting teachers and seeing student records on the college side. Parents will receive information from the MCHS staff, as we will work as a liaison between parents and VSCC.

## High School Graduation Requirements

English.....	4 credits
Mathematics.....	4 credits
<b>(Algebra I, Algebra II, Geometry, additional credit beyond Algebra II)</b>	
Science.....	3 credits
<b>(Biology I, Chemistry or Physics, additional laboratory science)</b>	
Social Studies.....	3 credits
<b>( U.S. History, World History or World Geography, Economics and Government)</b>	
Wellness/PE.....	1 1/2 credits
Personal Finance.....	1/2 credit
Foreign Language.....	2 credits
<b>(2 units of same language)</b>	
Fine Art.....	1 credit
Program of Study.....	3 credits
<b>TOTAL.....</b>	<b>22 credits</b>

Students will have the opportunity in the fall to meet with the MCHS counselor to plan a course of study. The MCHS counselor will work with VSCC advisors to help students meet graduation and career goals.

## **Summer Classes, Evening Classes, Online Classes**

Students may attend summer classes, but Sumner County Schools will not pay for summer classes, Maymester, online, or evening classes. The MCHS counselor will assist students in registering for appropriate summer classes. High School classes may NOT be taken in the summer.

## **Campus Etiquette**

Students are reminded to act in a mature manner at all times while on VSCC campus. Our goal is for the MCHS students to be fully integrated on campus and participate in all available activities except those prohibited by VSCC's policy on minors. Excessive display of affection is inappropriate in public places on the VSCC campus.

## **Traffic and Parking**

All students who bring a car on VSCC campus must follow all regulations in the VSCC Handbook. Students must buy and display a parking decal, observe the maximum speed limit of 15 miles per hour, and respect the parking arrangements. Citations will be issued if students do not follow the VSCC guidelines, and some citations may involve county violations and include a trip to General Sessions Court. Signing this MCHS Handbook acknowledges that the student has read and understands all policies in the VSCC Handbook. If a Driver's License form is needed to obtain a driver's license, students should request this form three days prior to the date needed. If needed in the summer months, students should make the request before the last day of school.

## **Testing**

All MCHS students will take all state tests required by the Tennessee Department of Education.

## **For Students with Disabilities – VSCC Policy**

Students who have an IEP or 504 will need to visit the VSCC Office of Disability Services if they wish to continue services. It is the student's responsibility to self-identify with the Office of Disability Services at VSCC to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act/Amendments Act (ADA/AA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting <http://www.volstate.edu/disability>, or visit the office which is located in Room 108, Wood Campus Center.

The MCHS staff will be glad to work with students who have disabilities but students must seek the services of the Office of Disabilities to receive accommodations in the classroom.

## **Medicine Policy**

Sumner County Medication Guidelines do not allow students to carry medication on school property. Due to the fact that students are now fulltime students at Volunteer State Community College, as well as a Sumner County student, these guidelines will not apply. The Middle College High School Staff will not administer medication to students. Each student will be responsible for his/her own medication. It is highly recommended that students who must carry prescription medication while on the Volunteer State Community College campus only carry the dosage of medicine that is needed while on campus and that all medication is in the original pharmacy-labeled bottle with the student's name and dosing instructions. Emergency medication such as epi-pens, inhalers, glucagon, etc., should have emergency instructions attached.



## **Smoking, Drugs and any other Illegal Activity**

According to SCS Board Policy, MCHS students will not be allowed to smoke or participate in any illegal activity on the VSCC campus. Any infraction will be turned over to local law enforcement. Students will also face a disciplinary hearing through Sumner County Schools and possibly lose their place in the MCHS program. VSCC is a smoke-free, vape-free campus.

## **Seminar Time**

All MCHS students will attend Seminar once a week as scheduled by the MCHS staff. Seminar schedules will be given out at the beginning of each semester. Work should not be scheduled before 12:00 as attendance for Seminar activities is mandatory.

## **Dismissal from the MCHS Program**

Dismissal from the MCHS program has been discussed in several areas of this handbook. Dismissal may result from disciplinary action due to rule infractions, unsatisfactory attendance, and/or poor grades. Parents and students should become familiar with the MCHS handbook as well as the VSCC handbook.

## **Family Educational Rights and Privacy Act (FERPA)**

This statute governs the access of educational records and the release of such records. VSCC strictly follows this statute; therefore, parents do not have access through the college to student records or teachers. Parents will have access to high school records through the MCHS staff. Acting as a liaison between teachers and parents/students, the MCHS staff will work to solve conflicts that arise during the school year. For more information on FERPA see the VSCC handbook.

## **Non-Discrimination Policy**

It is the policy of the Sumner County School System not to discriminate on the basis of sex, race, national origin, or handicap in its educational programs or activities. The following individuals are responsible for coordinating and monitoring activities necessary for compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Selena Elmore  
Section 504 Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5200

Norma Dam  
ADA Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5423

Katie Brown  
Title VI and IX Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5200

## **ADDITIONAL RULES DISCLAIMER**

The items outlined in this handbook and the VSCC handbook represents most of the important rules and regulations for students participating in MCHS at VSCC. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner that the principals/SCS and VSCC administration/Campus Police deem appropriate or necessary. New or revised VSCC or Sumner County School Board policies may override rules and regulations stated in this handbook.

## MCHS Calendar for 2017-2018

<b>MCHS Begins</b>	<b>Monday, August 7 8:00</b> <b>Lobby of Thigpen Library</b>
<b>MCHS Class Days</b>	<b>August 7 – 17</b>
<b>VSCC Convocation, No Class</b>	<b>Friday, August 18</b>
<b>MCHS Class Days</b>	<b>August 21-25</b>
<b>First Day of VSCC Fall Classes</b>	<b>Monday, August 28</b>
<b>Labor Day Holiday</b>	<b>Monday, September 4</b>
<b>No Seminar</b>	<b>Friday, October 13</b>
<b>Fall Break</b>	<b>Monday, October 16 – Tuesday, October 17</b>
<b>Return to Class</b>	<b>Wednesday, October 18</b>
<b>Thanksgiving Holiday</b>	<b>Wednesday, November 22 – Sunday, November 26</b>
<b>Exams for Fall Semester</b>	<b>Monday, December 11 – Thursday, December 14</b>
<b>MCHS Class Days</b>	<b>Friday, December 15 – Wednesday, December 19*</b>
<b>Christmas Holidays</b>	<b>Wednesday, December 20 – Wednesday, January 3</b>
<b>MCHS Class Days</b>	<b>Thursday, January 4 – Friday, January 12</b>
<b>MLK Day Holiday, No Class</b>	<b>Monday, January 15</b>
<b>VSCC Spring Classes Start</b>	<b>Tuesday, January 16</b>
<b>No Seminar</b>	<b>Friday, March 2</b>
<b>Spring Break</b>	<b>Monday, March 5 – Sunday, March 11</b>
<b>Good Friday Holiday</b>	<b>Friday, March 30</b>
<b>Exams for Spring Semester</b>	<b>Monday, April 30 – Thursday, May 3</b>
<b>VSCC Graduation</b>	<b>Saturday, May 5</b>
<b>MCHS Class Days</b>	<b>Friday, May 4 – Friday, May 18*</b>
<b>Graduation date will be announced in March</b>	

*\*There may be adjustments made on these class days as needed so students may complete the State of Tennessee required 180 days of instruction.*