

2018-2019

Student Code of Conduct

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About Middle College

Middle College is a unique collaborative program between Clarksville-Montgomery County School System and Austin Peay State University that enables junior and senior high school students throughout the district to obtain a quality high school education while concurrently receiving direct and invaluable access to college courses. While Middle College is a new concept for Clarksville-Montgomery County students and parents, it is not unique nationwide. Yet, it is distinctive from other programs for students have the option of not only pursuing university credits but career technical credits as well. Middle College at Austin Peay State University is the integration of high school, college and career training all set on a university campus.

Our Common Mission

The mission of Middle College at Austin Peay State University is to engage students who find it difficult to embrace or become engaged in traditional high school programs. Working in collaboration with Austin Peay State University, Middle College students pursue post-secondary goals through an instructional program that is based on rigorous and relevant curriculum, while building strong relationships to foster the students' own resiliency.

Our Beliefs

The Middle College at APSU has been successful due to a staff who hold these beliefs:

- Our purpose is to guide children into their future.
- Every student is my student; all children can learn.
- Positive relationships between staff/students are in direct correlation with achievement.
- Fairness means doing the right thing, not the same thing, for each individual student.
- Everyone deserves a safe learning environment.
- Students with a strong sense of belonging function at higher levels.
- Students will attempt to reach high standards set forth for them.
- Educational practices extend beyond academics to include accountability and responsibility.

Student Outcomes

Upon completion of the program, students are expected to have achieved the following:

- High School graduation
- Accumulation of college credits and early preparation for college
- Increased maturity and independence
- Identification with a community of learners
- Enhanced academic achievement

Faculty and Staff

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Enrollment

Middle College students may be characterized by any of the following

- Seeks intellectual stimulation found in a rigorous curriculum
- Desires a more mature learning environment
- Demonstrates the maturity to cope with the challenges and relative freedom of a college environment
- Holds a sincere conviction in the importance of education, but does not value the co-curricular and extra-curricular activities of the traditional high school
- Middle College will offer 120 CMCSS juniors and seniors the opportunity to earn their high school diploma on a university campus

Student Admission

In order to effectively address student performance/needs and determine which students could most benefit from the program, candidates must complete an Application for Admission. All students who have completed the 10th grade and live within the Clarksville-Montgomery County School System district are eligible to apply for admission. In order to be considered for regular admission, students should have an ACT score of 20 or higher and/ or a GPA of 2.85. Students seeking a conditional admittance should have a GPA of 2.75 and/or an ACT score of 19. Applications are available from the guidance office at all high schools across the district. Since sophomores have not taken the ACT, the Middle College will administer the ASSET test directly to students with a qualifying GPA.

Transfers

If a student wishes to transfer from the Middle College, he/she may only be permitted to do so at the end of a semester. The principal must approve the transfer, and the student must return to his/her zoned school. If a student wishes to transfer to Middle College, he/she must submit an application and be accepted. This transfer can only occur at the end of each semester as space permits.

School Policies

Calendar

Students will be following both the CMCSS and the APSU calendars simultaneously. For example, CMCSS has a week for fall break. APSU only has two days. Therefore, students will not attend high school classes that week, but are expected to attend their college class(es). Please see a faculty member or counselor should you have any questions regarding this policy.

Communication/Personal Responsibility

Email is the primary way Middle College students receive information on campus. Students are required to check and respond to emails as needed on a regular basis.

Responses may include, but are not limited to, the following:

- Replying to an email
- Meeting with faculty/staff
- Submitting paperwork/assignments
- Attending a meeting or event

Failure to respond appropriately will result in disciplinary consequences and may have an academic impact.

Expense

Through the utilization of grants and scholarships, Middle College students will not be required to pay tuition nor will they incur the expense of textbooks. Students will be apprised regarding any fees that may be assessed. Please be aware that tuition reimbursement will be required if a student post a grade lower than a "C" in any college class. If a student posts a grade lower than a "C" in any college class, the tuition paid by CMCSS must be paid in full prior to the end of the semester. Students will not be enrolled in any additional college courses. In addition, he/she will be returned to his/her zoned school. If the debt is owed at the time of graduation, he/she will not be permitted to participate in the graduation ceremony nor will high school transcripts/diplomas be released.

Hours of Operation

Our Main Office hours of operation are 7:30 a.m. – 3:00 p.m. Contact all faculty members for office hours of availability.

Inclement Weather

Cancellation or delay of the school day for inclement weather is broadcasted on all major television and radio stations in Clarksville. You may also check the CMCSS website, www.cmcss.net. Students enrolled in college classes must also check the media for APSU cancellations. On days when CMCSS cancels school, students must still attend their college classes, if held. If the decision is to remain at home, the student should notify the professor that he/she will not be in class and ask for the assignment. Students may also sign up for APSU text messenger for cancellation notification.

Lunch

Middle College maintains an “open campus” setting for student lunch. Students have three options for lunch:

1. Students may leave campus and purchase lunch.
2. Students may bring their lunch and eat either on or off campus.
3. Students may choose to purchase a “Meal Plan” to eat in the campus dining facility.
4. Students may use their current CMCSS lunch accounts and eat at Burt Elementary. Students receiving free/reduced breakfast and lunch program may eat at Burt Elementary.

Schedule Changes

All Schedule changes must be approved by the principal.

Schedule changes to college classes will not be permitted once college classes have started for the semester.

Technology Usage

Technology will be available to all students enrolled in Middle College. Students are responsible for following the CMCSS District policy on acceptable use of technology. A signed Technology Use Agreement Form must be submitted from all students. The rules/policy for student laptops can be found on the Middle College website under School links for more information.

Textbooks

College textbooks are purchased for all students enrolled in the Middle College by CMCSS. College textbooks are the property of CMCSS and face the same fines outlined above. The process for obtaining college textbooks will be clearly communicated with all students once college classes begin.

Transportation

CMCSS does not provide transportation to APSU. The student may drive, be dropped off by a parent, or choose to ride the public bus (<http://www.cityofclarksville.com/transit/index.asp>). Students who drive and intend to park on campus will need a parking permit from APSU, and are expected to follow campus parking and driving regulations (http://www.apsu.edu/student_affairs/judicial1.htm). Bus transportation from the APSU campus will be provided for students attending classes on the Fort Campbell campus.

Student Policies

Students enrolled in the Middle College are dually enrolled in APSU; therefore, they must abide by all regulations and policies set forth by each institution. Students will be required to read both policies and sign a letter of agreement to follow them. They will also be required to have a Middle College/Austin Peay ID with them at all times.

Discipline/Code of Conduct

Middle College students must adhere to the same code of conduct of all CMCSS students. All students and parents must sign an acknowledgement agreement for the CMCSS Code of Conduct as well as the Middle College Student Handbook.

Attendance

Student Attendance The Compulsory School Attendance Law in Tennessee (TCA-49-6-3001) requires children (ages 6-17 inclusive) to attend school each day. Students who accumulate five (5) days of unexcused absences will be required to attend a conference at the school with their parent/legal guardian and may be referred to Juvenile Court according to the CMCSS Progressive Truancy Intervention Plan (STS-P010). The following are official or adequate excuses that should be turned in to the Attendance Secretary in the school office:

- Medical note (doctor, dentist, hospital, etc.) for which the student was a patient
- Court note for which the student was required to be in court
- Funeral notice (obituary/funeral program of a family member)
- Military deployment paperwork-for military dependents, TN Law (TCA 49-6-3019) allows the following for out of country deployments:
 - 1 excused absence when the parent leaves for deployment
 - 1 excused absence when the parent returns at the end of deployment
 - Up to ten (10) days excused absences when the parent is home from the deployment for Rest and Recuperation
 - In addition, local policy allows up to five (5) consecutive days of excused absences (either before or after the deployment) when the parent deployment is less than twelve (12) months
 - Military paperwork/documentation MUST be provided to the school for these to be excused.
- Parents or legal guardians may submit notes for students to be excused up to five (5) days per school year, for any reason. To be excused, notes must be provided by the parent or legal guardian, and received by the school within five (5) school days of the absence.

In order to meet the requirements for receiving course credits, and/or graduation, students in high school must attend each class 90% of the school days per semester. Attendance for credits earned in each class will be determined at the end of each semester (school sponsored events do not constitute absences for this purpose). Middle College operates on a block schedule, so students missing more than nine hours of instruction will not receive credit.

Any work assigned prior to an absence is due the following day. Work assigned during the missed class must be obtained from the teacher the following day and is due at the beginning of the next class. Any papers and/or projects due on the day of the absence must be delivered to the teacher or emailed to the teacher prior to the missed class. Test must be taken on the day you return. Please be aware that the “following day” means the next time you are on campus.

In order to leave campus and be absent from a scheduled class, students must provide a dismissal note prior to departure and complete the hard copy request to leave campus. Requests must be verified via parent contact through Mrs. Minor before leaving. If a student is on campus at any point for any reason during any part of the day, he or she must adhere to the required policy. Failure to complete the attendance procedure will result in disciplinary action.

Students who report to campus after missing a scheduled class must check-in with Mrs. Minor to confirm parent authorization of absence through written documentation or verbal confirmation.

Campus Etiquette

Students are reminded to act in a mature manner at all times while on the campus of APSU. Our goal is for our students to be fully integrated on campus and participate in all activities, except those prohibited by APSU’s policy on minors (www.apsu.edu/policy/3index.htm) and by the Middle College policy that includes dormitories, fraternity houses, and sorority houses. Any student reported as being in these locations will be immediately expelled from Middle College, returning to their zoned school and reimbursing CMCSS for all tuition and books. Excessive displays of affection are inappropriate in public; students committing such infractions will be referred to the principal.

Harassment for any reason, be it sexual, racial, ethnic, etc., is illegal and will not be tolerated. Students committing such infractions will be referred to the principal. Students in violation of APSU policies will be dealt with by the APSU faculty in addition to the Middle College principal.

Cell Phones/Electronic Devices

The CMCSS policy for cell phones and other electronic devices is clearly outlined in the CMCSS Student Code of Conduct. As a general rule, these devices should be turned off and in a book bag or purse during instructional time. Infractions will be dealt with by the CMCSS code of conduct.

Dress Code

Appropriate dress is necessary for the health, safety, and undisturbed operation of the school; therefore, students should wear shoes and clothing appropriate for a school/work environment. Specific criteria are identified in the CMCSS Student Code of Conduct. If the student is in violation of this policy, they will be asked to change and will not be permitted to return to class until they conform to the guidelines. The time out of class will be counted as an unexcused absence.

Tardiness

Promptness to class is very important. Tardiness not only involves the student who is late, but also disrupts the entire class. In order to avoid disciplinary action, the student should be in class and ready to work when class begins.

1. Teachers will handle the first two tardies on an individual basis.
2. Students will be referred to principal for disciplinary measures when tardiness is a chronic behavior
 - a. Prior to referral, the teacher will conference with the student, and make contact with the parent and/or guardian for intervention.
 - b. The teacher will record actions taken and include them on the referral to the principal.
3. Tardiness to college classes will be dealt with by the professor (see the syllabus you receive at the beginning of the semester regarding tardiness and/or absences)

Academic Policies

Middle College students are expected to enroll in APSU classes (Juniors-1 class, Seniors-2 classes). Tuition is paid by CMCSS. Students who do not post a "C" or higher in their college class must reimburse CMCSS tuition and the cost of books for the course. Students may not drop a course once enrolled.

Students earning less than a "C" in any course, college or high school, will be placed on academic probation and must attend mandatory tutoring.

Academic Dishonesty

Academic dishonesty is governed by both CMCSS and APSU policies. Cheating on a test or assignment, plagiarizing, or committing other acts of academic dishonesty may result in the removal from class and/or loss of grade, credit, etc.

Exam Exemptions

Students who maintain an "A" average throughout the semester will be exempt from final exams in their high school classes. See the syllabus for the college course to determine the professor's policy on exams. Under NO CIRCUMSTANCES may a student be exempt from a benchmark or EOC exam.

Advance Placement Exams

The Middle College does not offer Advance Placement courses; thus, Advance Placement Exams are not administered on-site. If a student elects to take an AP exam, he/she may do so; however, Middle College students with passing AP scores do not qualify for the CMCSS Pass-N-Go event.

All students who opt to take AP exams must notify the principal prior to registering.

Grades

Students are graded on a letter basis of A, B, C, D, or F.

A	100-93
B	92-85
C	84-75
D	74-70
F	69-0

High school grades are available online via PowerSchool at any time, and college grades are available online through APSU's website at the end of each semester.

Honors Course Grades

In honors courses, three points are added to the final semester grade.

Tutoring

Free tutoring is available through APSU's Academic Support Center located in the Marks Building. Call 221-7477 for hours and availability.