



2021-2022
Student Handbook

Contents

About Middle College	3
Our Mission	3
Our Vision	3
Our Operating Principles	3
Our Beliefs	4
Faculty and Staff	4
Student Outcomes	5
Enrollment	5
Student Admission	5
Our Pathways	5
Transfers	6
School Policies	6
Calendar	6
Communication/Personal	6
Responsibility	6
Expense	6
Hours of Operation	7
Inclement Weather	7
Lunch	7
Schedule Changes	7
Technology Usage	7
Textbooks	8
Transportation	8
Student Policies	8
Discipline/Code of Conduct	8
Attendance	8
Campus Etiquette	10
Cell Phones/Electronic Devices	10
Dress Code	10
Tardiness	10
Academic Policies	11
Curriculum Expectations	11
Late Work/Zero Policy	11
Standard Mastery (Assessments)	12
Academic Dishonesty	12
Exam Exemptions	12
Advanced Placement Exams	12
Grades	12
Honors Course Grades	13
Tutoring	13
Student Clubs and Activities	13

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 as students are fully immersed in the college environment while earning their university credits. Middle College at Austin Peay State University is the integration of high school, college and career training all set on a university campus.

Our Mission

The Middle College at Austin Peay State University's mission is to assist students in pursuing post-secondary goals through the immersive college environment.

Our Vision

The Middle College at Austin Peay State University's vision is for all students to graduate with an attainable, well-structured plan for their post-secondary goals.

Our Operating Principles

INTEGRITY

Requires that we:

- Demonstrate strong moral character
- Operate with truth and honesty
- Behave ethically towards others

ACCOUNTABILITY

Requires that we:

- Own our choices and any consequences as a result
- Model the behavior we want to see our school
- Transparently encourage accountability in one another

GROWTH

Requires that we:

- Set measurable goals and adjust as necessary
- Reflect on both failures and successes as learning opportunities
- Have a collective efficacy to produce a desired result

COMMITMENT

Requires that we:

- Persevere in difficult circumstances
- Are dedicated to giving our best in all that we do

EQUALS MIDDLE COLLEGE EXCELLENCE!

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.

Faculty and Staff

Theresa Muckleroy, Principal theresa.muckleroy@cmcss.net	MX 212	931-221-1351
Heather Mendoza, Counselor heather.mendoza@cmcss.net	MX 216	931-221-1352
Susan Minor, Bookkeeper/Attendance susan.minor@cmcss.net	MX 101	931-221-1350
Sabrina Burleson, Math sabrina.burleson@cmcss.net	MX 103	931-221-1354
Brandy Schnettler, Science brandy.schnettler@cmcss.net	MX 106	931-221-1353
Jodi Carrier, Social Studies jodi.carrier@cmcss.net	MX 208	931-221-1364
Cresta McGowan, English cresta.mcgowan@cmcss.net	MX 210	931-221-1355

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

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. Applications are available online on the Middle College at APSU website <https://middlecollege.cmcss.net/> . Since sophomores have not taken the ACT, the Middle College will administer the ASSET or ACCUPLACER test directly to students.

Our Pathways

The Middle College at APSU has three post-secondary option programs for our students:

- **Transitional Pathway** - This pathway allows students to take up to 30 hours of dual enrollment classes in conjunction with the high school curriculum building their college GPA.
- **Associates Pathway** - This pathway is a specialized program in which students work to obtain their Associates Degree upon high school graduation.
- **Fine Arts Pathway** - This pathway allows students to take up to 30 hours of dual enrollment classes focused in a fine arts area in conjunction with the high school curriculum building their college 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 does not have a fall break during the 21-22 school year. 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 could 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 posts 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. 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. – 4:00 p.m.

- Contact all faculty members for office hours of availability.

Inclement Weather

Cancellation or delay of the school day for inclement weather is broadcast 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. Students are required to bring a charged laptop with them to class at all times.

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). Upon request, APSU will provide students a city transit pass.

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.

- **COVID - 19**
 - STAY HOME, IF YOU HAVE ANY COVID SYMPTOMS OR ILLNESS.
 - Stay home, if you have had a positive COVID-19 test and haven't completed quarantine
 - STAY HOME, IF YOU HAVE BEEN TESTED, HAVE SYMPTOMS, AND ARE AWAITING RESULTS
 - STAY HOME, IF YOU HAVE HAD CLOSE CONTACT OR LIVE WITH SOMEONE WHO TESTED POSITIVE.
 - Everyone affects everyone else during this time.

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 removed 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.

You must wear a mask and practice physical distancing at all times.

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 the 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 (At a minimum per semester: 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. Students may not drop a course once enrolled.

Curriculum Expectations

In addition to standard academic curriculum all students participate in developmental curriculum to benefit their college and career readiness. Programs in place for Middle College Students:

- Senior Seminar - curriculum is designed to benefit students college and career readiness (Carrier and Mendoza)
- Junior Workshops - curriculum is designed to understand and apply next steps for college and career readiness (Mendoza)
- Study Skills for College and Career Readiness - curriculum is designed to help students acclimate to proper study skills and application of knowledge for college and career readiness (All teachers)
- Hybrid Learning - curriculum is developed to help student acclimated to the online learning environment and expectations of student-led application of instruction

Late Work/Zero Policy

Work is due upon assigned due date. If an assignment is not submitted at the required time, the following steps will be taken:

1. Failure to submit an assignment on the required due date will result in an automatic zero in PowerSchool.

2. Student will be permitted to submit the assignment PRIOR to the next class for standard 20% deduction of the grade earned.
3. Failure to submit PRIOR to the next class will result in a collected grade only. This neither enhances nor detracts from a student's average; however the student MUST submit the work.

This policy applies to students absent from class as well per the district's policy for make-up work. Students are required to contact their teacher in the event of an absence to obtain work. Students should return to school caught up on applicable assignments with the rest of their peers.

Standard Mastery and Assessments

It is the expectation of Middle College for students to excel in standard mastery on unit assessments. When a student falls short of this expectation, they will be provided a singular opportunity to grow as a learner. This redevelopment of mastery will be acquired through tutoring either as direct instruction or hybrid learning and students will retest during our RTI (Response to Intervention) time for mastery of material. The new assessment grade will be averaged with the original assessment in order to record accurate learning and development of skills.

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 second 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.

Advanced Placement Exams

The Middle College does not offer Advanced Placement courses; thus, Advanced 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.

Austin Peay State University Grades are on a 10-point scale through the university:

A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

All Middle College students must post a "C" or better in their college classes to receive credit. Failure to post a "C" will result in a financial obligation of repayment for the cost of the course.

Honors Course Grades

In honors courses, three points are added to the 9-weeks grading periods.

Tutoring

Free tutoring is available through APSU's Academic Support Center located in the Marks Building. Call 931-221-7477 for hours and availability.

Student Clubs and Activities

The Middle College offers the following student clubs:

- Key Club
- Student to Student (S2S)
- Science Olympiad
- Math Club/Math Team
- Quarterly Classics Book Club

Students may also join clubs and activities through Austin Peay State University that are not sanctioned by TSSAA ruling or Greek Organizations such as: intramural sports through the Foy Center or cultural clubs.

(<https://www.apsu.edu/student-life/organizations/>)
(<https://www.apsu.edu/recreation/im/index.php>)

Questions

If you have any further questions or need help, please email any faculty member.