



2024-2025
Student Handbook

Content

About Middle College	3-5
Our Mission	3
Our Vision	3
Our Operating Principles	3
Our Beliefs	3
Faculty and Staff	4
Student Outcomes	4
Enrollment	5
Student Admission	5
Our Pathways	5
Transfers	5
School Policies	6-8
Calendar	6
Communication/Personal Responsibility	6
Expense	6
Hours of Operation	6
Inclement Weather	7
Lockers	7
Lunch	7
Schedule Changes	7
Technology Usage	7
Textbooks	8
Transportation	8
Student Policies	8-11
Discipline/Code of Conduct	8
Attendance	8-9
Campus Etiquette	9-10
Cell Phones/Electronic Devices	10
Dress Code	10
Tardiness	10-11
Academic Policies	11-13
Curriculum Expectations	11
Late Work/Zero Policy	11-12
Standard Mastery (Assessments)	12
Academic Dishonesty	12
Exam Exemptions	12
Advanced Placement Exams	12
Grades	12-13
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. The Middle College concept has been expanding nationwide. Yet, our school 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 set on a university campus. We were excited to be named as a 2023 National Blue Ribbon School.

Our Mission

The Middle College at Austin Peay State University's mission is to support 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: Demonstrate strong moral character through honest and ethical behavior

Accountability: Own our choices and our consequences

Commitment: Persevere in challenging circumstances always giving our best

Growth: Set measurable goals that reflect not only success but failure as a learning opportunity

EQUALS MIDDLE COLLEGE EXCELLENCE!

Our Beliefs

The Middle College at APSU has been successful due to a staff who holds 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 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

Dr. Phyllis Casebolt, Principal
phyllis.casebolt@cmcss.net

Heather Mendoza, Counselor
heather.mendoza@cmcss.net

Susan Minor, Bookkeeper/Attendance
susan.minor@cmcss.net

Sabrina Burleson, Math
sabrina.burleson@cmcss.net

Kellie Rodenhaber, Administrative Assistant
kellie.redenhaber@cmcss.net

Brandy Schnettler, Science
brandy.schnettler@cmcss.net

Jodi Carrier, Social Studies
jodi.carrier@cmcss.net

Cresta McGowan, English
cresta.mcgowan@cmcss.net

Mr. Greg Tinsley, Mr. Ed Clark, and Mr. Jose Jiminez Perez serve as our custodians.

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

A Middle College student 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 greatly value the co-curricular and extra-curricular activities of the traditional high school

Student Admission

Middle College will offer up to 120 CMCSS juniors and seniors the opportunity to earn their high school diploma on a university campus. 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, attend a CMCSS school, and live within the Clarksville-Montgomery County School System district are eligible to apply for admission. 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.cmcoss.net/>. Since sophomores have not taken the ACT, the Middle College will administer the 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 Associate's Degree upon high school graduation.
- **Fine Arts Pathway** - This pathway allows students to take up to 30 hours of dual enrollment classes focused on 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 should return to his/her zoned school. If a student wishes to transfer to Middle College, he/she must apply and be accepted.

School Policies

Calendar

Students will be following both the CMCSS and the APSU calendars simultaneously. For example, CMCSS has a full week for fall break. APSU only has scheduled a two-day fall break during the 2023-24 school year. Therefore, students will not attend high school classes that week but are expected to attend their college classes (es). Please contact a faculty member or counselor with any questions regarding this expectation.

Communication/Personal Responsibility

An Email is the primary tool used for Middle College students to receive information on campus. Students are required to check and respond to emails as needed regularly.

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 before 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. Additionally, if a student receives a ticket for parking in an unauthorized space on campus, he/she would be responsible for paying the fine.

Hours of Operation

Our Main Office hours of operation are 8:00-3:30

Since educators may be engaged in the facilitation of learning, please contact faculty members for office hours. Students are encouraged to explore campus. Students may go to the Study Center at 9:00 or earlier if a teacher offers tutoring.

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.

Lockers

Students have access to an assigned locker in our school. They are responsible for bringing a combination lock to secure items. Students are responsible for items stored in their lockers.

Lunch

Middle College maintains an “open campus” setting for student lunch. Students have options available 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 APSU campus dining facility. They may also purchase lunch from the various vendors on campus.
4. Students may use their current CMCSS lunch accounts to have a sack lunch. Students may apply for the free/reduced lunch program through CMCSS.

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 the acceptable use of technology. A signed Technology Use Agreement Form must be submitted by all students. The rules/policy for student laptops can be found on the Middle College website under School Links. Students are required to bring a charged laptop with them to class at all times. If the laptop fails to function, the student should submit a CMCSS technology work order

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 communicated to all students once college classes begin.

Transportation

CMCSS does not provide transportation to APSU. The student may drive, be dropped off, 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 with a free 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 as all CMCSS students. All students and parents must sign an acknowledgment agreement for the CMCSS Code of Conduct as well as the Middle College Student Handbook.

Attendance

The Compulsory School Attendance Law in Tennessee (TCA-49-6-3001) requires children 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 the deployment
 - Up to ten (10) days of excused absences when the parent is home from the deployment for Rest and Recuperation
 - In addition, the 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.

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 before 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 before the missed class. The test must be taken on the day you return. Please be aware that the “following day” means the next time you are on campus.

To leave campus and be absent from a scheduled class, students must provide a dismissal note before departure and complete the hard copy request to leave campus. Requests must be verified via parent contact through Mrs. Minor before leaving. Students should also inform the impacted teacher that he/she will not be present. 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 maturely 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, return to their zoned school, and reimburse 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., will not be tolerated. Some forms of harassment can escalate to a violation of the law. Students committing harassment infractions will be referred to the principal and law enforcement as necessary. Students in violation of APSU policies will be dealt with by the APSU faculty and 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 managed following the CMCSS code of conduct.

Dress Code

Appropriate dress is necessary for the school's health, safety, and undisturbed operation; 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 violates 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. To avoid disciplinary action, the student should be in class and ready to work when class begins.

1. Teachers will manage 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. Before 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 in the referral to the principal.

3. Tardiness to college classes will be handled by the professor (see the syllabus you receive at the beginning of the semester regarding tardies and/or absences)

Academic Policies

Middle College students are expected to enroll in APSU classes (At a minimum per semester: Juniors-1 class, Seniors-3 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 the standard academic curriculum, all students participate in a developmental curriculum to benefit their college and career readiness. Programs in place for Middle College Students:

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

Late Work/Zero Policy

Work is due upon the 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. Students will be permitted to submit the assignment before the next class for a standard letter grade deduction of the grade earned.
3. The impact of failure to submit the assignment before the next class will be determined by the classroom teacher.

This policy applies to students absent from class as well as 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 to catch 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 students fall short of this expectation, they will be provided a singular opportunity to grow as learners. 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 the material. The new assessment grade will be averaged with the original assessment 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. Failure to abide by academic dishonesty codes for both CMCSS and APSU can result in removal from the Middle College program as students not attending APSU are not permitted on campus.

Exam Exemptions

Students who maintain an “A” average throughout the 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 & Go event.

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

Grades

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

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

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 also on a 10-point scale:

A	100-90
B	89-80
C	79-70
D	69-60
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 and Dual Enrollment Grades

In honors courses, three points are added to the 9-week grading period. In the DE courses, four points are added to the 9-week grading period.

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)
- Partners Engaged with Emerging Researchers (PEER)
- Math Club/Math Team
- Ink and Pages (Book Club)
- Veritas Verba (National English Honor Society)
- The Quill Collective (Writing Club)
- Science, Technology, Engineering, Art, and Mathematics (STEAM)
- National English Honor Society

Students may also join clubs and activities through Austin Peay State University that are not sanctioned by the 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/student-life/organizations/)

<https://www.apsu.edu/recreation/im/index.php>

Questions

Please email any faculty or staff member if you have questions or need assistance.

