



MNPS Middle College High School

Mr. Roderick Manuel
Executive Principal

120 White Bridge Road
Nashville, TN 37209

Main Office: 615-353-3742

Parent and Student Handbook 2016-2017

<http://mchs.mnps.org/pages/MiddleCollegeHigh>



MCHS Bell Schedule 2016-2017

MCHS Bell Schedule
Monday & Wednesday

Period	Time
1st Period	8:00-8:53
2nd Period	9:00-10:33
4th Period	10:40-11:33
Lunch	11:33-12:27
5th Period	12:27-1:20
6th Period	1:27-3:00

MCHS Bell Schedule
Tuesday & Thursday

Period	Time
1st Period	8:00-8:53
3rd Period	9:00-10:33
4th Period	10:40-11:33
Lunch	11:33-12:27
5th Period	12:27-1:20
7th Period	1:27-3:00

Friday Schedule

Period	Time
1st Period	8:00-8:48
2nd Period	8:55-9:43
3rd Period	9:50-10:38
4th Period	10:45-11:33
Lunch	11:33-12:22
5th Period	12:22-1:10
6th Period	1:17-2:05
7th Period	2:12-3:00

MCHS Instructional Calendar 2016-2017

<u>Date</u>	<u>Definition</u>
August 4-8, 2016	Teacher In-service
August 9, 2016	First day for all MCHS students
August 22, 2016	First full day for NSCC students
September 5, 2016	Labor Day (NO SCHOOL)
September 6, 2016	Teacher Planning (No Students)
September 7, 2016	Progress Reports Issued
September 30, 2016	End of 1 st quarter
October 7, 2016	Teacher Planning (No Students)
October 10-11, 2016	MCHS/NSCC Fall Break
October 12, 2016	MCHS 2 nd Quarter Begins
October 17, 2016	1 st Report Cards Issued
November 8, 2016	Parent Conference Day (No School)
November 16, 2016	Progress reports issued
November 23-25, 2016	Thanksgiving Holidays
December 1, 2016	NSCC Regular Classes End
December 2, 2016	NSCC Study Day
December 13-16, 2016	Half day for exams
Dec. 19-Jan. 4, 2017	Winter Break (NO SCHOOL)

<u>Date</u>	<u>Definition</u>
January 3, 2017	Teacher Planning
January 4, 2017	Teacher PD Day
January 10, 2017	2 nd Report Cards Issued
January 16, 2017	MLK Holiday (NO SCHOOL)
February 8, 2017	Progress Reports Issued
February 20, 2017	PD Day (NO STUDENTS)
March 6-10, 2017	MCHS Spring Break
March 13, 2017	Teacher Planning
March 15, 2017	End of 3 rd Quarter
April 3, 2017	Report Cards Issued
April 14, 2017	Spring Holiday
April 26, 2017	Progress Report Issued
April 28, 2017	NSCC last day of classes
May 1-5, 2017	NSCC Final Exams
May 18-23, 2017	Half day for exams
May 24, 2017	Teacher In-service
May 29, 2017	Memorial Day

METRO NASHVILLE PUBLIC SCHOOLS

VISION

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life.

We embrace and value a diverse student population and community. Different perspectives and backgrounds form the cornerstone of our strong public education system.

TO SUCCEED WE MUST

- Provide an excellent teacher in every class, for every student, every year;
- Ensure that school leadership is focused on high student achievement and cultivates an environment that produces excellence for a diverse student body;
- Build and sustain effective and efficient systems to support finances, operations and the academic and personal growth of students;
- Engage all families, recognizing the power and responsibility of parents and caregivers to drive success for students; and
- Strengthen connections with the entire community to support all areas of student growth.

WE BELIEVE

- All students bring unique cultural backgrounds, learning styles, abilities, interests, and social and health needs.
- Each student can achieve at high levels, exceeding national standards.
- Quality school staff is essential to academic excellence.
- Consistent and sustained leadership ensures results are achieved and proven strategies can take hold.
- Professional development must be sustained, clear and consistently focused on quality instruction.
- Families and community organizations must be partners in meeting our goals.
- Each person in the school system is responsible for working toward this vision.
- Effective, two-way communication with parents and other stakeholders is essential.
- Transparency and accountability must be valued and practiced.

MIDDLE COLLEGE HIGH SCHOOL'S MISSION STATEMENT

The mission of Middle College High School is to provide all students with the academic skills through integrated and project-based instruction, using a program of studies and personal support to graduate on time and to earn early college credit hours while bridging the gap between secondary and higher education.

OUR BELIEFS

1. Every student can learn.
2. Every student is a unique learner.
3. To meet the needs of unique and diverse learners, teachers must plan, instruct, and assess in a variety of ways.
4. An essential part of learning involves self-reflection and goal setting.
5. Teachers must be lifelong learners.
6. A safe and secure environment is essential to an effective high school.
7. Students and teachers perform at a higher level in a caring, respectful climate.
8. All stakeholders must be data-driven and results-oriented so that data analysis guides their path for continuous improvement.
9. Mutual respect and dignity for all stakeholders is expected in our learning community.
10. Parental involvement is essential to an effective high school.

Belief Statement:

At Middle College High School we believe that every student can learn and be successful. We recognize that each student is unique in their abilities and learning styles. We believe that educational success requires collaboration between the students, faculty, parents, and all stakeholders.

Principal's Message

Welcome to Middle College High School,

It is our hope that this handbook will provide you with practical and interesting information about Middle College High School. The staff, parents, and students have set a standard that expects all students to perform at their personal best. This not only applies to academic achievement, but behavioral expectations as well.

Middle College High School is an inclusive school community including students, teachers, parents and community members who support our students in the pursuit of their academic endeavors. The staff at MCHS and Nashville State Community College are a great group of dedicated individuals who are committed to providing quality education and maintaining high expectations for all students.

The staff at MCHS is committed to helping each student learn to be intricate thinkers, self-directed learners, collaborative workers and effective communicators. We hope your students find MCHS to be a place where he/she develops intellectually; learns interpersonal skills and establishes personal connections to their world in pursuit of their post-secondary goals.

Our website is a resource for additional information about our school. Please check it regularly to stay up-to-date with the events on campus. You will also want to log in to Gradespeed to check your student's academic progress throughout the year. This will be an exciting year! We look forward to working with you as a contributor to the success of Middle College High School.

Sincerely,

Roderick Manuel, Principal

P.T.O. INFORMATION

P.T.O. meets the first Tuesday of each month in room A-11 @ 6:30 p.m.

ACADEMICS

GRADE POLICY

The Middle College grading legend is aligned to the MNPS and State Board of Education Tennessee Grading Scale

Grade	Scale	Percent
A	4.0	93-100
B	3.0	85-92
C	2.0	75-84
D	1.0	70-74
F	0.0	0-69

FINAL EXAM POLICY & SENIOR EXEMPTION

Examinations and Exemptions from Semester Exams

Final semester examinations are to be given in all 9-12 courses during the regular school year. The Chief Academic Officer or his/her designee must approve exceptions to this rule. Exams may not be given more than one time. Students may not type, grade, or handle other students' exams. Students may not be dismissed from class during exams. Cheating on an exam will result in the lowest possible grade, according to the grading policy, being given for the final exam grade (see IM 4.144). Students may not take exams early. If a student must miss an exam, the principal may give permission for the student to make up the exam at a later time.

Exemption from Semester Examinations

Seniors: Seniors may be exempt from semester examinations if they meet the following criteria:

- Senior exam exemptions are determined by individual class attendance by semester. Students must not miss more than three (3) classes on a block schedule or six (6) classes on a traditional schedule. All absences (excused and unexcused) count toward exam exemption unless they fall within an exception. Absences due to college visits or recognized religious holidays (regularly observed by persons of the child's faith), will not be counted against the student, as long as proper documentation is provided. Students on school related field trips are not counted as absent from school.
- The student must have a minimum average of a 90 in the course (prior to extra points being awarded for honors courses) for the semester average.
- The student must not have been suspended out of school or expelled during the semester.
- Seniors **MAY NOT** be exempt from exams that require End of Course testing.

Seniors who are eligible for exemption cannot be required to take an exam; however, if the senior elects to take the exam, the grade must count and be recorded. Under no circumstances should a senior be required to come on exam day to find out if he/she is exempt. If a senior is exempt from his/her final exam, the two nine-week grades will be averaged together to make up the semester grade, and an E (Exempt) will be placed in the gradebook for the final exam grade.

Any student in grades 9-12 enrolled in an Advanced Academic Course may be exempt from the final examination (not first semester) if they take the associated examination in the following courses:

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Cambridge International (AICE)
- College dual enrollment or dual credit

AND

- Students must not miss more than three (3) classes on a block schedule or six (6) classes on a traditional schedule. All absences (excused and unexcused) count toward exam exemption unless they fall within an exception. Absences due to college visits or recognized religious holidays (regularly observed by persons of the child's faith), will not be counted against the student, as long as proper documentation is provided. Students on school related field trips are not counted as absent from school.
- The student must have a minimum average of a 90 in the course prior to extra points being awarded

- The student must not have been suspended out of school or expelled during the semester.
- If a student signs up to take the Advanced Course exam, but is absent from it, or does not take it, then they must take their teacher's final exam for the course.

Students who are not eligible for exemption and who do not take the semester exam for their course, will be given the lowest possible grade according to the grading policy (see IM 4.144). Incomplete semester exam grades must be removed no later than the first 9 weeks of the following regular school semester and the exam grade will remain the lowest possible grade according to the grading policy (see IM 4.144). The final grade will be computed (40%, 40%, 20%) with the two 9 weeks grades to determine the semester grade.

ACT Test Dates

Test Date	Registration Deadline <i>Cost = \$39.50</i> <i>(+\$17 for optional writing portion)</i>	Late Registration Deadline <i>Cost = \$64.50</i> <i>(+\$17 for optional writing portion)</i>
September 10, 2016	August 5, 2016	August 6-19, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016
February 11, 2017	January 13, 2017	January 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

SAT Test Dates

Test Date	Registration Deadline <i>Cost = \$54.50</i>	Late Registration Deadline <i>Cost = \$82.50</i>
October 1, 2016	September 2, 2016	September 16, 2016
November 5, 2016	October 7, 2016	October 21, 2016
December 3, 2016	November 4, 2016	November 18, 2016
January 21, 2017	December 30, 2016	January 10, 2017
March 11, 2017	February 10, 2017	February 28, 2017
May 6, 2017	April 7, 2016	April 25, 2017
June 3, 2017	May 9, 2017	May 24, 2017

ACT – www.act.org

SAT – www.collegeboard.com

MNPS Graduation Requirements for Class of 2013 and Beyond

All students have the option of pursuing two diplomas:

I. The **Regular Diploma** shall be awarded to students who:

- Earn the specified units of credit:

Core Courses	Credits Required
English (I, II, III, IV or their equivalent)	4
Math (including Algebra I or its equivalent)	4
Science (including both a biological and physical science)	3
Social Studies U.S. History (1 credit) - required Economics (1/2 credit) - required Government (1/2 credit) – required Personal Finance (1/2 credit) – required Choose one of the following for 1 credit (World History, Ancient History, World Geography, AP European History, AP World Geography, AP World History, AP Human Geography)	3.5
Physical Education	1
Lifetime Wellness	1
Foreign Language (in the same language)	2
Fine Arts	1
Elective Focus in Pathway	3
Additional Electives	5.5
TOTAL	28

Classification of Students:

- Freshman = 0 – 6.5 credits
- Sophomore = 7 – 13.5 credits
- Juniors = 14 – 20.5 credits
- Seniors = 21 or more credits

To Graduate = 28 credits + requirements

For questions please contact the counseling department.

- Take the required End of Course Exams

In order to graduate with a Regular Diploma with **Honors**, students must satisfy all requirements for a regular diploma AND score at or above all of the following ACT subject area readiness benchmarks (or equivalent SAT scores):

- ☐ English 18
- ☐ Math 22
- ☐ Science 24
- ☐ Social Studies 21

In order to graduate with a Regular Diploma with **Distinction**, students must satisfy all requirements for a regular diploma, earn a B average (85 or higher), AND complete one of the following:

- ☐ Earn a nationally recognized industry certification
- ☐ Participate in at least one of the Governor's Schools
- ☐ Participate in one of the All State musical organizations
- ☐ Be selected as a National Merit Finalist or Semi-Finalist
- ☐ Attain a composite score of 31 or higher on the ACT
- ☐ Attain a score of 3 or higher on at least two Advanced Placement exams
- ☐ Successfully complete the I.B. Diploma Programme
- ☐ Earn 12 or more semester hours of transcribed postsecondary credit

II. The **International Baccalaureate (IB) Diploma** shall be awarded to students who:

- Earn the specified units of credit required
- Take the required End of Course Exams
- Earn a minimum of 24 points on IB culminating examinations in six subject areas
- Complete three IB core components: Extended Essay, Theory of Knowledge class, and 150 hours of Creativity/Action/Service (CAS)

“SHARED RESPONSIBILITY, SHARED SUCCESS”

STUDENT RESPONSIBILITIES

YOU, as an individual student, bear the ultimate responsibility for your own education and learning. Your daily attendance, attitude and consistent effort are the foundation for your success and the success of others. NO student has the right to infringe on the learning of others by disrupting class, sleeping or not participating in class.

The following are basic daily expectations of you as a student at Middle College High School.

Students should:

1. Attend each day.
2. Have all necessary materials for each class (book, planner, notebook, pencil, etc.).
3. Be on time!!
4. Commit yourself to learn.
5. Be alert, positive, and attentive in class to understand the objective of each day’s lessons and to take notes as needed to reinforce good learning and to prepare homework assignments.
6. Develop consistent and sound study habits at home that reinforce each day’s learning.
7. Treat your fellow students, teachers, school staff, and school visitors with courtesy and respect.
8. Follow classroom and school policies

TEACHER CLASSROOM RESPONSIBILITIES

Teachers should:

1. Explain the course expectations, grading scale, and classroom discipline policies so that they are fully understood by students and parents.
2. Explain each day the objective of the lesson and the resultant homework so that they are fully understood.
3. Provide students at various levels of achievement with a reasonable chance of completing assignments successfully.
4. Inform students and parents of student progress (academic and conduct).
5. Inform parents of their responsibilities.
6. Treat students, parents, and colleagues with courtesy and respect.

PARENT RESPONSIBILITIES

Parents should:

1. Read and sign all documents related to your child’s status/progress as a student at Middle College High School.
2. Continually monitor student progress through daily discussions, progress reports, six weeks’ report cards, parent-teacher conference opportunities, etc.
3. Communicate with teachers/school staff regarding academic or other concerns they might have.
4. Support the teacher and school staff with respect to behavioral and academic performance expectations for your child. No student has the right to infringe on the learning of other students through class disruption, disrespect, lack of effort, etc.
5. Provide time, encouragement, and a suitable environment for your child to do good schoolwork, including homework.
6. Help your child be prepared for school each day (necessary materials, proper attire, etc.).

ALL STAFF MEMBERS ARE RESPONSIBLE FOR ALL STUDENTS

Staff members have the responsibility to assist principals in the supervision of students. ANY STAFF MEMBER MAY CORRECT ANY STUDENT FOR MISBEHAVIOR. Students are expected to comply with the instructions of all staff members. This includes the following:

1. Give your name when requested.
2. Leave an area when instructed.
3. Report to the office when instructed.

Failure to follow the instructions of any staff member or substitute is insubordination. Students guilty of insubordination will be subject to suspension from school. Substitute teachers have the same authority as teachers and should be treated with the same respect.

ATTENDANCE

Students are expected to report to class on time and perform to the best of their ability. Good daily attendance and a positive attitude are among the primary reasons for student success.

Students taking college courses to begin their school day must sign-in with the Middle College main office before attending their college classes. This is a requirement in order to accurately document and report attendance.

METROPOLITAN BOARD OF EDUCATION'S ATTENDANCE POLICY

The School Board's Attendance Policy states that a student must attend each class 93% or more of the school days per semester. School-sponsored events do not constitute absences. Students who do not meet the attendance requirement will receive the grade earned in the class but will not be awarded the credit (Carnegie Unit).

TYPES OF ABSENCES AND CONSEQUENCES

Unexcused Absences

Failure to bring a note within 3 days of the absence will result in an automatic unexcused absence. Unexcused absences will have a detrimental effect on grades. An accumulation of absences may result in a failing grade.

Excused Absences

1. Personal illness
2. Illness in the family requiring student's temporary help
3. Death in the immediate family (not more than 3 days)
5. Recognized religious holidays regularly observed by persons of the child's faith
6. Court appearance or legal mandates
7. Documented college visitations (juniors/seniors only, for no more than 3 days per year)
8. Upon written request of the parent/guardian, a student's absence may be excused for the following reasons:
 - Unforeseeable emergencies such as car problems
 - Employment interview or conference
 - Doctor or dental appointments
 - Other reasons requested in writing by the parent/guardian and considered legitimate by the administration

School Events

1. On school approved field trips or activities
2. Serving on Board or staff appointed committees

Principal Authority

1. Excuse an absence, including, but not limited to JUSTIFIABLE PERSONAL ABSENCES, SCHOOL EVENTS/FIELD TRIPS OR EXCUSED ABCENCES.
2. Refuse to excuse an absence
3. Require an explanation (written or oral) from the parent or guardian explaining the reason for absence
4. Require other documentation they deem appropriate
5. Require physician's statement of consent to participate in the regular school program, extracurricular activities, or to validate an extended illness or excessive absences due to illness

WHEN YOU RETURN TO SCHOOL AFTER AN ABSENCE

If you must be absent make sure your absence is excused. To have your absence excused, a note from a parent must be presented within three (3) days to your principal. You should then present the excuse note to all of your teachers. This is required to be eligible to make up your work. If you are absent for multiple days, be sure to show the excuse note to all teachers.

Notes from parents should include all of the following information:

- Student Name
- Date of Note
- Date(s) Absent
- Reason for Absence
- Parent Name
- Parent Signature
- Parent Phone Number

MAKEUP WORK

When you have had an excused absence, it is YOUR responsibility to check with each teacher upon returning to classes about making up the work. All work must be made up within a reasonable time (3-5 days under normal circumstances). Teachers will confer with students about the work and time limits.

EARLY DISMISSALS

Early dismissals are discouraged. Teachers use every minute of the instructional day and early releases create disruption for students. If, however, dismissal is necessary students are to be excused through the office only and only with parental permission. When it is necessary to leave early, students should:

1. Bring a note from their parent requesting dismissal. The parents should sign notes with home and work telephone numbers for the office verification.
2. The note should be presented to the office by 7:55 a.m. The secretary will give the student a class dismissal note, which allows the student to leave class to come to the office and sign out.
3. When the student signs out, the secretary will give him/her an approved early dismissal note, which allows the student to leave campus.
4. This note is shown to teachers of classes that the student missed due to the dismissal.

NO STUDENT IS TO LEAVE CAMPUS WITHOUT BEING EXCUSED FROM THE OFFICE.

STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION FROM THE OFFICE WILL BE GIVEN (1) DAY OF OSS FOR THE FIRST OFFENSE AND (3) DAYS OF OSS FOR THE SECOND OFFENSE. ANY FURTHER OFFENSE WILL RESULT IN A PARENT CONFERENCE AND ADDITIONAL DAYS OF OSS.

TEACHERS MAY NOT GRANT STUDENTS PERMISSION TO LEAVE CAMPUS WITHOUT BEING EXCUSED THROUGH THE OFFICE.

TARDIES

Students are EXPECTED to be at school and in class ON TIME by 8:00 a.m. Persistent lateness disrupts classes and interferes with other students' right to learn. STUDENTS WHO ARE LATE FOR SCHOOL AFTER 8:05 am MUST REPORT TO THE OFFICE FOR A TARDY NOTE.

Students will be given seven minutes between classes and should be in their classroom at the required start time for class. All students should be ready to work upon arrival to class. *Tardies are accumulated each semester.* A student who is tardy to class (during a semester) will receive progressive consequences according to the school's published tardy policy. Excessive tardies may result in parent conference, ISS or OSS.

SKIPPING

Skipping is defined as being out of class without the teacher or principal's permission. Students who skip class will be given one or more days of ISS, or, in repeated offenses, OSS. Students who leave campus without permission from the office will be suspended up to three days with possible loss of driving privileges.

DRIVERS LICENSE REQUIREMENTS

Any student, 15 years or older, who becomes deficient in academics and attendance shall be reported to the Department of Safety for drivers license revocation. A student shall be deemed deficient in attendance when he/she drops out of school, has 10 consecutive unexcused absences or 15 unexcused absences during a single semester. (Suspensions are unexcused absences.) A student shall be deemed deficient in academics when he/she fails to pass 3 or more subjects.

HOW WE DO IT: Student Support

ACADEMIC COACH/ADVISOR SYSTEM

Every Middle College student receives a faculty advisor. Each student will spend time with his/her advisor and receive tutoring or academic advice for classes. The academic coach will help the student to become oriented to the Middle College environment. There is a weekly class scheduled called “**Academic Coach**” where students meet with their advisor. Advisors can however be contacted anytime.

MIDDLE COLLEGE HIGH SCHOOL TEST RETAKE POLICY

Summative retake policy for students making a grade of a 79 and below.....

- Discuss effort and preparation for the first test/assessment.
- Student must demonstrate or provide evidence of proficiency preparation.
- Test corrections must be made on the original test and shared with the teacher.
- All your previous homework assignments must be complete and turned in to your teacher prior to taking a retake test (Show your teacher that you have no missing assignments).
- If plagiarism is determined, students will not qualify for a retake.
- Students must schedule a retake date with the teacher.

Retakes will be administered once per summative assessment.

Teachers reserve the right to refuse retake option for the following reasons:

- Cheating
- Inadequate preparation for original and/or retake

CARE OF SCHOOL AND PERSONAL PROPERTY

Pupils shall be held responsible for school and personal property. Any pupil, who intentionally steals, defaces, damages, or destroys school or personal property (lockers, textbooks, desks, etc.) will be suspended and liable for the cost of restoring the property. Parents shall be liable for the property stolen/damaged by their minor children. Students should not bring valuables (jewelry, etc.) to school. Students should not carry large sums of money at any time.

LIBRARY SERVICES

The collection and program of the Nashville State Community College library are designed to promote reading, encourage intellectual pursuits, and fully support both the Middle College curriculum and the development of student research skills.

The physical library contains a computer/research lab; circulating materials’ and software supplies, and equipment to facilitate the design and production of student projects and presentations. Students have electronic access to online references and periodical databases and to a fully functional online catalog. Trained library staff at Nashville State Community College will help patrons identify and effectively use any available or unknown resources.

The library’s resources are available to students before and after school, and during the lunch period to students. During scheduled class time, all students in the library must be accompanied by a teacher or have a signed, visible pass indicating the purpose of their visit.

STUDENT IDENTIFICATION (STUDENT ID BADGES) GUIDELINES

The following guidelines apply to students in grades 5-12. It is mandatory for all students to have a picture ID badge made at the beginning of each school year, students are required to have ID’s in their possession at all times while on school grounds, during the school day, and at other school activities. Students who do not have their picture ID badges made at the beginning of the school year are subject to disciplinary action. Students who do not display a school picture ID may be denied admission to school activities. Students must present their picture ID badge to a school official upon request. Students who display their ID

badges during school hours may be eligible for random incentives at the schools discretion. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.

ID badges are not hall passes. However, students may be required by any school staff member to show their ID in addition to the school's hall pass. School may require ID badges to be used to access school programs such as the library, food service, and other functions as technology-based applications increase. Schools may charge a \$5.00 fee for replacement of lost ID badges.

Individual middle and high schools may have additional requirements for the display and use of student ID badges.

Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.

TEXTBOOKS

Textbooks are EXPENSIVE, costing \$20.00 - \$90.00 per book. Students are responsible for all textbooks issued to them. A student who damages, destroys, writes in or loses a textbook/library book will be required to pay for it. No report cards, diplomas, or other school documents will be issued until the debt is cleared.

MEDICATIONS

A student may not take medication at school without WRITTEN PERMISSION THE PARENT AND A DOCTOR. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER. Medication forms are in the office. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and the immediately after getting home in the afternoon.

TECHNOLOGY

Middle College is a fully networked building with Internet access in all classrooms and workspaces. The computer labs are provided for student academic use. Students using computers are expected to abide by Federal copyright laws and the Internet Use policy approved by the School Board.

Personal Login Account Information for All Middle College Students

Dear Student,

This year all students that are registered to attend Middle College High School will have a personal user login. This means you will no longer have to use the generic 'student' account found on all student computers throughout the school classrooms, library, and CTE labs. This still excludes student use of any and all teacher and office computers and laptops. **You may only use designated student computers!**

Since the generic student account still exists, you are not required to enable and use your personal account now but eventually some of your teachers might start requiring you to submit work digitally using our new system which will require your account to be activated and used.

Student Login Info to MNPS Computers

Enabling your personal login

Since your personal account is available on all student computers (except the Photo Mac Lab, Media Arts Mac Lab, and A+ Lab) your documents will follow you if you save to your My Documents folder. For example, if you create a document on a MCHS lab computer and save it to your My Documents folder, you will be able to access that same document in the My Documents folder if you login to any other student computer.

To enable your personal account you will need to login to any student computer at Middle College using the generic student account mentioned above. Type this URL in the web browser - <http://aup.mnps.org/aup>. You will need to know your student ID # to verify who you are. Follow the instruction and be sure to memorize both your user name and password. Log off the computer and login with your account credentials.

VERY IMPORTANT – ALWAYS log off the computer when you are done. If you sit down at a computer that has not been logged off, do so and then login with your credentials. Otherwise you might save your work to another student's account and not yours which will make finding the work you did impossible. To log off click the log off button in the Start menu or by pressing the Ctrl – Alt – Delete buttons on the keyboard then the log off button on the next pop up window. If you need help, ask your teacher for help or to contact the school computer technician to get your issue resolved. We hope you enjoy this great new tool and resource.

VISITORS

Students are not to bring guests or small children to school. Because of health and safety reasons, babies and small children are not allowed in the hallways or classrooms during a school day.

TELEPHONES

Students will not use the office phones for personal calls except in an emergency and with staff permission. **STUDENTS WILL BE CALLED OUT OF CLASS TO RECEIVE PHONE CALLS ONLY IN AN EMERGENCY.** Student calls should be limited to three minutes.

CELL PHONES AND OTHER ELECTRONIC DEVICES

A student may possess a cellular telephone or other personal technology on school property and may use such technology during lunch and transition times. Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and building administrator.

Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators, and portable gaming devices. Headphones must be used for personal technology used to play music or video.

Phones will be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action against the student. The consequences may result in confiscation of the cellular phone and/or other disciplinary consequences pursuant to Rule 1 of the Student Code of Conduct. Phones will immediately be confiscated on the first offense if the phone is used for inappropriate activities, including but not limited to:

- Text messaging that contains inappropriate content, profanity, or threats to others
- Cheating on tests
- Taking or showing inappropriate photographs
- Calling outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or at school events.

Students who use their phone for any inappropriate activities or refuse to relinquish their phone upon request to any person in authority in a school will have phone immediately confiscated and lose privilege of having a phone for the balance of the school year and will be subject to suspension.

Parents may pick up confiscated phones AFTER 3:00 pm.

The student who possesses a cellular phone shall assume responsibility for its care. At no time shall Metropolitan Nashville Public Schools be responsible for preventing theft, loss or damage to cell phones brought onto its property.

STUDENT DRIVING AND PARKING

Student driving should be considered a privilege for those students who adhere closely to proper safety regulations. Student driving privileges may be revoked if the following guidelines are not followed:

1. There is a 10 mph speed limit on campus.
2. Upon arrival or dismissal or after an event on campus, students are not to loiter or sit in cars. Cars in the parking lot are off limits during the school day unless special permission is obtained in your principal's office.
3. Any student who plans to drive to school must register his/her vehicle with NSCC and pay a fee for a parking permit. Students who receive a parking permit should place it in the rear windshield of their vehicle.
4. Spaces behind the S-building are reserved for students with parking permits only. Spaces designated for staff members at NSCC are clearly identifiable. Do not park in those spaces. At the time of registration, each student must bring a driver's license, vehicle registration and proof of insurance.
5. Cars parked in unauthorized areas (fire lanes, loading zones, handicapped spaces, etc.) will be issued a parking citation and will be towed and stored at the owner's expense.
6. There will be no reserved student parking. All student parking is on a first come, first serve basis.

Students who drive are to park their vehicles and enter the building immediately. Once in the building, students will not return to the parking lot until it is time to leave school unless they have a note from one of the principals.

SPEED LIMIT ON NSCC CAMPUS IS 10 MILES PER HOUR

Driving on campus is a privilege. If rules regarding driving are violated the student will forfeit the right to drive on campus, be assigned to ISS/OSS and/or a traffic citation.

CONDUCT AND CODE OF HONOR

Middle College students are trust worthy and responsible. We expect behavior demonstrative of common standards of civility, decency, and cleanliness. Students and teachers alike value our positive climate of trust and freedom with responsibility. Middle College students are responsible for their behavior at school, during clubs, at athletic events, during assemblies, and on school trips.

MTA BUS CONDUCT

All school rules apply at the bus stops and while riding the bus (MTA). Any bus related discipline issues may result in the suspension of bus riding privileges.

MCHS & NSCC LUNCH CONDUCT AND POLICIES

1. All students will eat lunch during their designated time.
2. Students are not allowed to eat in the main office area.
3. Only students who have completed the appropriate permission forms are eligible for off-campus lunch.
4. Students are expected to be responsible for their own trash during the day. If students are not responsible in picking up their trash, they will be liable for appropriate consequences, including but not limited to clean-up duty, ISS, etc.
5. Students who do not behave appropriately during the lunch period are subject to the above disciplinary actions, as well as possible loss of open-lunch privileges.

EXPENSES

There are several FEES and various purchases that must be made during your student's high school career. These fees include:

PE Uniform (if needed)	Transportation fees for field trips
Science Lab Fees	Additional textbooks/workbooks
Library past due book fees	Admission fees to plays required for class
ID badges (\$5.00 for replacement)	Athletic fees for warm-ups or sport specific shoes
Field Trip fees	Calculators for certain math classes

*Textbooks are provided and are to be returned in good and usable condition. If the books are lost or stolen, they must be returned or paid for before the student will receive his/her grades for the year.

EXPENSES FOR SENIORS

Seniors have added expenses for graduation such as cap, gown, graduation invitations, and also senior graduation fees. In addition, there are several "extras" that are not required which include yearbook, class picture, senior video, graduation announcements, class rings, PROM, and T-shirts for various activities.

PERSONAL APPEARANCE AND DRESS CODE

Metro Nashville Public Schools is committed to providing a safe and secure school environment. In addition, a proper learning atmosphere is essential for the education of each student. MNPS Standard School Attire is an effective strategy to promote enhanced student appearance and behavior, which are key ingredients of a positive learning environment in which student safety and achievement are the highest priorities.

MIDDLE COLLEGE HIGH SCHOOL DRESS CODE

MCHS students will observe the following standards for attire while also respecting the original Metro Schools Dress Code. Students' dress and grooming shall be appropriate, clean and neat. Clothes and appearance must be safe and not disruptive to the educational process.

Dress Code rules apply during school hours and at all school events or school-sponsored activities. This means that if a student attends a college-level class after school hours or during a time when Metro Schools is out for break, the dress code does not apply.

Students may wear any style of clothing, any color, as long as the conditions below are met:

1. Students' dress and grooming shall be appropriate, clean and neat. Dress which is disturbing and distracting in school is inappropriate. Clothes and appearance must be safe and not disruptive to the educational process.
2. Skirts, skorts, and shorts must reach and extend below the fingertip. This includes articles of clothing worn over tights or leggings.
3. Topcoats and heavy jackets may not be worn in the classroom. No more than one lightweight outer garment with pockets may be worn. Hoodies are permitted when worn as they are intended by the manufacturer.
4. All pants must be worn at the waist. No sagging or low riding under any circumstances. A belt is required unless the garment is made with an elastic waistband which effectively keeps the pants at the waist.
5. No see-through type clothing is to be worn.
6. Appropriate footwear must be worn at all times. No house shoes permitted.
7. Inappropriate head coverings such as bandanas, scarves, sweatbands, caps, do-rags, or hairnets are not to be worn in classrooms or school office. (Religious head coverings will be allowed.)
8. Undershirts and tank tops, if worn, must be worn with another "cover-up" shirt. Shoulders, backs, chest, and midriffs must be covered.
9. Torn clothing is prohibited, whether tears are intentional or not.
10. Clothing that advertises substances that are illegal for teens, (drugs, alcohol, tobacco products) language or writing that is otherwise inappropriate or offensive, (sex, profanity, racial or ethnic slurs, gang related attire, etc.) may not be worn or otherwise displayed. This also includes spiked garments and accessories, long or large chains, inappropriate jewelry or inappropriate messages displayed on personal belongings.
11. Tattoos that display drugs, sex, alcohol, tobacco products must not be seen at anytime.
12. *Local school administration and the District reserve the right to modify this policy as necessary. The local school principal reserves the right to determine what might be inappropriate, disruptive or unsafe as it applies to the local school environment.*

Subsequent and Repeated Infractions

Repeated violations of the Attire policy will be treated as disruptive behavior. These violations may result in disciplinary action as prescribed in the District Student-Parent Handbook.

Academic Consequences

In-school suspension for violation of the attire policy will not affect a student's academic standing.

Fresh Start

Violations of the attire policy will not carry over from the previous semester or school year.

Student Identification Guidelines

The following guidelines apply to student's grades 9-12:

1. Students must have an ID badge on them at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events.
2. Students must present their ID badges to a school official upon request.
3. Students who display their ID badges during school hours may be eligible for random incentives at school discretion.
4. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.
5. ID badges are not hall passes. However, students may be required to show their ID in addition to the school's hall pass policies.
6. Schools may require ID badges to be used to access school programs such as library, food service, and other functions as technology-based applications increase.
7. Schools may charge a \$5.00 fee for replacement of lost ID badges.

Individual middle and high schools may have additional requirements for the display and use of student ID badges.

Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.

STUDENT BEHAVIOR

Refer to the district student-parent handbook for discipline via Metro Nashville Public Schools. The complete text of all our policies is available on our website at www.mnps.org under Inside MNPS/Policies and Procedures.

IN-SCHOOL SUSPENSION (ISS)

It may be necessary to remove you from the classroom situation for all or part of the day. ISS allows you to make up all schoolwork and receive credit. In the event that you must report to ISS, remember to bring schoolbooks, writing and reading materials.

OUT OF SCHOOL SUSPENSION (OSS)

OSS will be assigned for more serious or repeated infractions. These days at home are considered unexcused absences. Teachers are not required to give makeup work for unexcused absences. It is suggested that you take all of your books home and keep up with your work. All students shall be given the opportunity to make up any class assignments missed during a short-term suspension. Students are responsible for requesting all makeup assignments within two (2) days after returning from suspension.

ALL RULES LISTED IN THE “STUDENT-PARENT HANDBOOK” SHALL APPLY OFF SCHOOL GROUNDS, AT A SCHOOL ACTIVITY, FUNCTION, EVENT OR SCHOOL RELATED CIRCUMSTANCE...EVEN IF THE ALLEGED VIOLATION DID NOT OCCUR ON A SCHOOL DAY

CLUBS AND ACTIVITIES

Student Government Association (SGA)

The SGA at Middle College High School provides activities, serves as a training experience for tomorrow's leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, and seeks to interest students in school affairs. Contact the school counselor Mr. Brian Stewart at brian.stewart@mnps.org if you are interested in the MCHS Student Government Association.

ATHLETICS

There are eleven sports represented in MNPS for men and/or women. There are gate fees for athletic events. Some are TSSAA required; others help that sport itself. Metro does NOT give funds to assist athletics. Middle College High School coops with Hillwood High School in all sports except football. If we have any student interested in playing football you must contact the head football coach at Glencliff High School.

MIDDLE COLLEGE FACULTY

Main School Phone Number: 615-353-3742
Dial the main number and enter the extension as needed.
Email addresses are in the FirstName.LastName@mnps.org format

Mr. Roderick Manuel, Executive Principal
Roderick.Manuel@mnps.org

Mrs. Kimberley Presnell, Executive Secretary/Bookkeeper – 353-3742
Kimberley.Presnell@mnps.org

Chanta Hobson, Counselor – 353-3683
Chanta.Hobson@mnps.org

Dr. Inam Munjal, Science – 353- 3679
Inam.Munjal@mnps.org

Nicole.Giapoutzis, English – 353- 3075
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Richard Alcantar, Spanish – 353-3684
Richard.Alcantar@mnps.org

Karen Mowery, RTI/ACT Prep 353-4204
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Director of Schools
TBA

www.mnps.org



1. Request for alternate format

To request this information in an alternate format, please contact your building principal or department head.



2. Request for auxiliary aids at a school building statement

Individuals who need auxiliary aids and services are to make their request known to the building principal or department head prior to the date it is needed. (Interpreters for the deaf or hard of hearing must be requested forty-eight [48] hours prior to the event.)

The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services or activities. Las escuelas Públicas Metropolitanas de Nashville (MNPS, por sus siglas en inglés) no discriminan por la raza, religión, credo, género, identidad de género, orientación sexual, origen nacional, color, edad y/o discapacidad en la admisión, acceso u operación de sus programas, servicios o actividades.

