

Sumner County Middle College High School at Volunteer State Community College

2025-2026

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

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

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

Student Name (please print) _____

Student Signature _____ **Date** _____

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

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ **Date** _____

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

Handbook and Policies

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

Administration

Principal: Beth Dorris
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Registrar: Alicia Hunter
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Location: Sumner County Middle College High School
VSCC
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Gallatin, Tennessee 37066

Middle College Main Number: (615) 230-3470
Middle College Fax Number: (615) 230-4818

Middle College e-mail: middle.college@sumnerschools.org

SCMCHS Office --Hours of Operation

The SCMCHS office will be open Monday thru Friday each week 7:30-3:00.

VSCC Handbook access: www.volstate.edu/studenthandbook

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

Schedule

SCMCHS students will follow VSCC calendar for all classes and breaks. Students will be required to attend Seminar once or twice a week with the SCMCHS staff – this may be via Zoom. The entire school day (8:00-3:00) is considered academic, and work obligations, performances, rehearsals, and practices must be rescheduled if a study hall, detention, study group, Seminar or a guest speaker is scheduled.

<https://www.volstate.edu/academic-calendar>

https://www.sumnerschools.org/images/calendar/2024-2025/Calendar_2024-2025.pdf

Expenses

Tuition and required textbooks will be paid by Sumner County Schools. Students will be responsible for parking-related fees, expendable workbooks, supplemental materials, VSCC fees, lab fees and extracurricular fees. There is no free/reduced lunch available. Sumner County Schools use the state Dual Enrollment Grant money for tuition along with funds from Sumner County Schools. Reimbursement fees if iPad is lost or broken: lost charger \$15.00; lost iPad \$250.00; Replacement cost iPad alone: \$300.00, iPad and case: \$495.00, Case alone: \$100; Third incident of damage: Repair fee set by Apple.

Inclement Weather

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

Lunch

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

Technology Use

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

Textbooks

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

Laptops/iPads

It is strongly recommended but not required that students have access to a laptop or desktop computer that has a camera and microphone capabilities in case of virtual meetings. Sumner County will provide each student with and iPad. (see expenses for lost/broken fees)

Transportation

There is no transportation service to VSCC. All students must provide their own transportation to the college. Calling to tell us that your car is not running is not an excuse for missing class. **Students must have a backup plan for transportation to Vol State.** The Middle College program is not responsible for students who ride with other students. All SCMCHS field trips will require parent/guardian signatures before trip.

Dress

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

Cell Phones/Electronic Devices

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

Tardiness

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

Discipline/ Code of Conduct

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

Attendance

All students must attend school 180 days. If a class meets virtually and the student does not appear for the virtual session, this is the same as being absent for a physical class and the same procedures and consequences apply. All Sumner County Schools are required by law to maintain accurate attendance records on each student enrolled and to notify the student, parent(s) or legal guardian of absences that may cause the student to be removed from this program due to truancy. **Due to the 180-day requirement**, SCMCHS students must attend SCMCHS class days prior to the first day of VSCC classes and after VSCC exams. Students who miss any of the SCMCHS class days will have an extended dismissal date to complete the 180-day requirement. During the VSCC semester, students may not go on vacation or miss class for family responsibilities so please plan accordingly.

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

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

Attendance Cont.

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

To meet requirements for receiving course credit and/or graduation, students in high school must attend each class every day, regardless of the habits of other students in the class. If a class must be missed, it is the student's responsibility to contact the teacher to get missing work and submit that work in a timely manner. Students must also contact Mrs. Dorris and Mrs. Hunter ANY TIME they are absent. *This includes virtually (Zoom) classes. * College teachers may have a system for missed work, and students will be responsible to adhere to that system. The only excused absences will be those covered by a written doctor's excuse or related to extreme weather. The student **must** submit the doctor's excuse no later than **three** school days following the absence. After two unexcused absences in a semester, students will be **required** to do "time for time" on Fridays. Students will be subject to returning to their zoned high school if they miss three class periods (excused or not) in any individual class or five overall absences (excused or not). At that time, parents, students, and the principal will meet to consider consequences.

Students may have a class that has a field trip option such as a psychology trip to the women's prison or a Chinese trip to a Chinese restaurant. If the field trip occurs during another class, the student must check with the instructor(s) of the class(es) to be missed. A student should not attend the field trip if there is a test in a class that will be missed due to the field trip. If a student decides to not attend a field trip or it is a field trip that requires the student to be 18, he or she **must** spend that class time in the Middle College office. All field trips must be cleared by the principal or SCMCHS staff.

Academic Policies

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

- **ACADEMIC DISHONESTY**

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

VSCC Policy: Academic Misconduct

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

- **EXAM EXEMPTION**

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

Academic Policy cont.

- **GRADES**

- Grades reported to the SCMCHS by teachers will be posted on your high school transcript as follows:
 - A – 90-100
 - B – 80-89
 - C – 70-79
 - D – 60-69
 - F – 0-59
- Students will receive a number grade (above) on his/her final high school report card equivalent to the letter grade on their VSCC report card with the additional five percentage points added for Dual Enrollment. VSCC will report the actual grade from professor on the VSCC transcript.
- **A student will reimburse Sumner County Schools for any class in which he/she earns a D or F on his/her VSCC transcript. After the second D or first F on the VSCC transcript, the student will be dropped from the SCMCHS roll, returned to the zoned high school, and will submit payment for those courses in which he/she scored a D or F on the VSCC transcript, as well as any book costs and technology and/or lab fees. Payment for D's and F's must be made before the student will be allowed to participate in graduation at another school. This is for the entire time the student is enrolled in Sumner County Middle College High School.**

- **Academic Intervention-** Students who have a D or F average reported to the SCMCHS office at any time during the semester will be required to attend mandatory Academic Intervention from 8:00am – 2:15pm. Students can also be required to attend Academic Intervention if they are not turning in work, attending class and/or have any class average that drops below a C or a grade that warrants intervention.

- **REPORT CARDS**

- Students will receive an academic progress report each 4.5 weeks.
- The first three reports will be progress reports with the fourth report giving the final grade for the class (with the five percentage points added for Dual Enrollment courses).
- Parents and students will have access to a SCS Portal as they have in the past, but the VSCC teachers will not post grades. The only grades posted will be final grade (with the five percentage points added for Dual Enrollment courses).
- Students will have access to the VSCC portal where instructors will post grades on an on-going basis. Your student always has access and can provide you with his/her password. This is the site where your student will have access to the VSCC transcript.

- **REPORT CARDS (Continued)**

- FERPA (Family Educational Rights and Privacy Act) prevents parents from contacting teachers and seeing student records on the college side. Parents will receive information from the SCMCHS staff, as we will work as a liaison between parents and VSCC.

High School Graduation Requirements

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

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

Summer Classes, Evening Classes, Online Classes

Students may attend summer classes, but Sumner County Schools will not pay for summer classes, Maymester, online, or evening classes unless online is the only option to fulfill a requirement. The SCMCHS staff will assist students in registering for appropriate summer classes. High School classes may **NOT** be taken in the summer for High School graduation credit. All college courses taken during the summer will not appear on student's high school transcript.

Campus Etiquette

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

Traffic and Parking

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

Testing

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

For Students with Disabilities – VSCC Policy

Students who have an IEP or 504 will need to visit the VSCC Access Center if they wish to continue services. It is the student's responsibility to self-identify with the Access Center at VSCC to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act/Amendments Act (ADA/AA). Only those students with appropriate documentation and who are registered with the Access Center will receive accommodations. For further information, contact the Access Center at (615) 230-3472, online by visiting <http://www.volstate.edu/access>, or visit the office, which is located in Room 143, Ramer Building.

The SCMCHS staff will be glad to work with students who have disabilities, but students must seek the services of the Access Center to receive accommodations in the classroom.

Medicine Policy

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

Smoking, Drugs, and any other Illegal Activity

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

Friday Seminar Time

All SCMCHS students will attend Seminar once or twice a week as scheduled by the SCMCHS staff. Seminar schedules will be given out at the beginning of each semester. Work should not be scheduled before 1:00 PM as attendance for Seminar activities is **mandatory**.

Dismissal from the SCMCHS Program

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

Family Educational Rights and Privacy Act (FERPA)

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

Non-Discrimination Policy

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

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ADDITIONAL RULES DISCLAIMER

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