

# Middle College High School Student Handbook

2025-2026

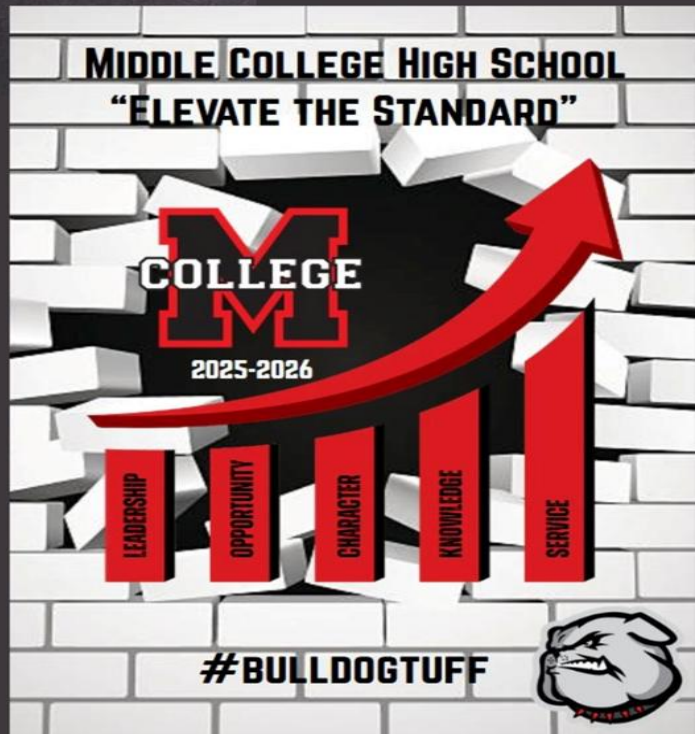


"We are Middle College"





LET'S GET  
BACK-TO-SCHOOL





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## MIDDLE COLLEGE ALMA MATER

*By Ray McGarity and E. L. Pender*

Proudly point us to our records, high in deeds and thoughts.  
And we thank you Middle College, for the things you've taught.  
Always do your best, at all times; hear the lesson's call.  
Use life's standards that we've learned here;  
And you will stand tall.  
Achieve your goals; learn from your hardships;  
Never be denied,  
So here's to thee our ALMA MATER,  
MIDDLE COLLEGE HIGH.

Years of work have made this moment, so for all you do,  
We proudly thank our staff and teachers, and even CBU.  
Now life's challenge lies before us; each must pass the test;  
Using knowledge and compassion, strive to be your best.  
Achieve your goal; learn from your hardships; never be denied.  
So, here's to thee our  
ALMA MATER, MIDDLE COLLEGE HIGH.



## **MIDDLE COLLEGE HIGH SCHOOL MISSION**

Our mission is to immerse students in a safe collegiate and academically challenging learning environment that prepare them to communicate effectively, think and reason critically, value diversity, and engage in service to others on and beyond high school.



## **MIDDLE COLLEGE HIGH SCHOOL VISION**

Middle College High School will foster a safe and nurturing atmosphere of academic innovation. Enthusiastic teachers, supportive parents, and involved community partners will unite as the driving force to prepare students to become self-motivated, self-disciplined, and socially responsible individuals.



## MIDDLE COLLEGE FIVE PILLARS

### Character

Character is the force within each individual, which distinguishes that person from others. It gives each one individuality. It is that without which no one can respect oneself, nor hope to attain the respect of others. It is this force of character, which guides one through life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action, daily striving to make the right choice. The problem of character is the problem of self-control. We must be in reality what we wish to appear to others. By demonstrating such qualities as respect, responsibility, trustworthiness, fairness, caring, and citizenship, we may hope to prove by example that we value character. Attitude---Respect---Effort

### Leadership

Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice - the willingness to yield one's personal interests for the interest of others. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist, they are ineffectual without the guidance of a wise leader. Leadership is always needed; thus, to lead is a substantive charge to everyone in our community.

### Knowledge

Knowledge is one great element in life, which leads to the highest success, and it can be acquired in only one way - through diligence and effort. Learning furnishes the lamp by which we read the past, and the light, which illuminates the future. Our community members have the charge to continually expand their world through the opportunities inherent in scholarship.

Scholarship means a commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a cultivated mind. We should continue to learn even when formal education has ended, for education ends only with the end of life.

### Service

Service can be described in various ways. In the routine of the day's work, many opportunities arise to help others. Willingness to work for the benefit of those in need, without monetary compensation or without recognition, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities to the creation of a better tomorrow.

We demonstrate service by helping those inside and outside of our school. Our community invests in us and we invest in it through our community service commitment.

### Opportunity

Being prepared to take advantage of and seeking out a set of circumstances that makes it possible to succeed. Opportunities exist inside and outside of an effective school. Successful schools create opportunities for all students to take advantage of their individual gifts, as well as master a rigorous set of academic and social standards. We prepare for opportunities through our demonstration of Knowledge, Service, Character, and Leadership.



# 2025-26 Student Calendar



2025

AUGUST	
4	First Day for Students   Beginning of Q1
SEPTEMBER	
1	Labor Day (Students Out)
4	Parent/Teacher Conferences (High) (4-7 p.m.)
9	Parent/Teacher Conferences (Middle) (4-7 p.m.)
11	Parent/Teacher Conferences (Elementary) (4-7 p.m.)
OCTOBER	
3	End of Q1
6	Beginning of Q2
13-17	Fall Break (Students Out)
20	Students Return
NOVEMBER	
10	Inservice (Students Out)
11	Veterans Day (Students Out)
24-28	Thanksgiving Break (Students Out)
DECEMBER	
1	Students Return
17-19	Semester Exams
19	End of Q2/S1
22-31	Winter Break (Students Out)

JULY 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	Th	W	Th	F
				3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

Second Semester - 88 days

JANUARY	
1-5	Winter Break (Students Out)
6	Students Return   Beginning of Q3/S2
19	Dr. Martin Luther King Jr. Day (Students Out)
22	Parent/Teacher Conferences (High) (4-7 p.m.)
27	Parent/Teacher Conferences (Middle) (4-7 p.m.)
29	Parent/Teacher Conferences (Elementary) (4-7 p.m.)
FEBRUARY	
13	Stockpiled PD (Students Out)
16	Presidents Day (Students Out)
MARCH	
13	End of Q3
16-20	Spring Break (Students Out)
23	Students Return   Beginning of Q4
APRIL	
3-6	Spring Break II (Students Out)
MAY	
19-21	Semester Exams
21	Last Day for Students   End of Q4/S2

JANUARY 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

LEGEND:   1st Day of School/Students   Students Out (Full Day)   Parent/Teacher Conferences   End of Quarter   End of Quarter   Semester Exams



## MSCS Assessment Calendar 2025-2026

District, State, Federal Mandated Assessment	Test Administration Window	Assessment	Participants/Brief Description	Parents/Students Informed of Results
State Mandated	Within 30 days of enrollment at the beginning of the year and within 14 days of enrollment for students who enroll after the beginning of the year	ELPA21 Dynamic Screener	Students new to the district who have a Non-English Language Background (NELB), as determined by the Home Language Survey required during the registration process	Parent Notification Letters (PNLs) must be provided within 30 days for students screened at the beginning of the year and within 14 days for students screened anytime after the beginning of the year.
State Mandated	Within 30 days of enrollment at the beginning of the year and within 14 days of enrollment for students who enroll after the beginning of the year	Alt ELPA Screener	Students with significant cognitive disabilities who are new to the district and have a Non-English Language Background (NELB), as determined by the Home Language Survey required during the registration process	Parent Notification Letters (PNLs) must be provided within 30 days for students screened at the beginning of the year and within 14 days for students screened anytime after the beginning of the year.
Not Required	August - December 2025	ASVAB	Reading, math, and science are assessed in 11th grade.	Schools will receive the scores 2-3 weeks after testing and will share with students. Results are shared during parent conferences.
Federal Requirement	TBD	Brigance III	3 and 4 year old Pre-K students	
State Mandated (RTI2): Universal Screener*	Aug. 11 - 29, 2025 (Grade K literacy tasks and Written Expression begin Aug. 4)	i-Ready Diagnostic Characteristics of Dyslexia Screening Written Expression	Grades K-6 participate in the iReady Reading and Math diagnostics, including the additional skills-based reading, writing, and math assessments. Students in grades 7-8 complete the iReady Reading and Math diagnostics.	Results will be available immediately after the assessment is completed and will be shared with parents.
District	Aug. 25-29, 2025	Vantage Learning Writing Formative Assessment #1	Students in grades 6-10 will participate in a writing formative assessment.	Teachers can share results with parents at any point after the test is completed.
State Mandated	Sept. 8 - Dec. 19, 2025	DLM: TCAP Alternate Assessments ELA and Math: Fall Window	Some students in grades 3-11 with significant cognitive disabilities take the alternate assessments in ELA and math (TCAP ALT) instead of the regular TCAP assessments.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tn.gov/login">https://familyreport.tn.gov/login</a>
District	Sept. 29 - Oct. 10, 2025	Performance Matters Formative Assessment #1 and Vantage Learning Writing Formative Assessment #2	Grades 3-8 and HS students enrolled in EOC tested courses will take standards-based formative assessments. Students in grades 6-10 will participate in a writing formative assessment.	Teachers can share results with parents at any point after the test is completed.
State Mandated	Sept. 30, Oct. 1-3 & 6-10 OR Oct. 20-24 OR Oct. 28-31 & Nov. 3-7, 2025	ACT- Grade 12	Seniors will take the ACT at their high school during the regular school day.	Students receive ACT results 3-8 weeks after testing at MyACT.org.



## MSCS Assessment Calendar 2025-2026

District, State, Federal Mandated Assessment	Test Administration Window	Assessment	Participants/Brief Description	Parents/Students Informed of Results
District	Oct. 1 - 31, 2025	PreACT	All 8th, 9th, and 10th grade students will participate in a PreACT test.	PreACT scores will be available approximately one month after testing.
Not Required	Oct. 1 - 31, 2025	PSAT 11th Grade	11th grade students may participate in this assessment. Pre-registration is necessary.	Students should receive scores via mail in December.
District	Nov. 3-7, 2025	Vantage Learning Writing Formative Assessment #3	Students in grades 6-10 will participate in a writing formative assessment.	Teachers can share results with parents at any point after the test is completed.
State Mandated (High School Block Schedule Only)	Dec. 1 - 18, 2025	TCAP End of Course: Fall II Block Only	Only students scheduled to complete English I or Algebra I or II, Geometry, Biology, or U.S. History in December will take these assessments. EOC tests are online.	Individual Student Reports are expected to be available in February.
District	Dec. 8 - 19, 2025	Performance Matters Formative Assessment #2 and Vantage Learning Writing Formative Assessment #4	Grades 3-8 and HS students enrolled in EOC-tested courses will take standards-based formative assessments. Students in grades 6-10 will participate in a writing formative assessment.	Teachers can share results with parents at any point after the test is completed.
State Mandated (RTI2): Universal Screener*	Dec. 15, 2025 - Jan. 23, 2026	i-Ready Diagnostic Characteristics of Dyslexia Screening Written Expression	Grades K-6 participate in the iReady Reading and Math diagnostics, including the additional skills-based reading, writing, and math assessments. Students in grades 7-8 complete the iReady Reading and Math diagnostics.	Results will be available immediately after the assessment is completed and will be shared with parents.
Federal Requirement	TBD	Brigance III	3 and 4 year old Pre-K students	Results are shared during parent conferences.
State Mandated	Jan. 27 - Mar. 7, 2026	NAEP	A sample of schools will assess students with NAEP assessments.	Student level results are not available for this assessment.
District	Feb. 2 - 6, 2026	Vantage Learning Writing Formative Assessment #5	Students in grades 6-10 will participate in a writing formative assessment.	Teachers can share results with parents at any point after the test is completed.
State Mandated	Feb. 2 - Mar. 27, 2026	ELPA21 Summative Assessment	K-12 English Learners receiving direct or indirect ESL services are required to take this English Language Proficiency Assessment annually.	Printed reports are expected to be available in June and will be distributed to parents at the beginning of the next school year.

MSCS Assessment Calendar 2025-2026 07\_15\_25

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### MSCS Assessment Calendar 2025-2026

District, State, Federal Mandated Assessment	Test Administration Window	Assessment	Participants/Brief Description	Parents/Students Informed of Results
State Mandated	Feb. 2 - Mar. 27, 2026	Alt ELPA Summative Assessment	K-12 English Learners receiving direct or indirect ESL services who qualify for alternate state assessment per their IEP are required to take this English Language Proficiency Assessment annually instead of the ELPA21 Summative Assessment.	Online reports available at the end of May. Printed reports available in June and will be distributed to parents at the beginning of the next school year.
State Mandated	Feb. 2 - May 15, 2026	DLM: TCAP Alternate Assessments Math: Spring Window	Some students in grades 3-11 with significant cognitive disabilities take the alternate assessments in ELA and math (TCAP ALT) instead of the regular TCAP assessments.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a>
District	Mar. 2-13, 2026	Performance Matters Formative Assessment #3 and Vantage Learning Writing Formative Assessment #6	Grades 3-8 and HS students enrolled in EOC- tested courses will take standards-based formative assessments. Students in grades 6-10 will participate in a writing formative assessment.	Teachers can share results with parents at any point after the test is completed.
State Mandated	Mar. 9 - Apr. 24, 2026	TCAP Alternate Assessments Science and Social Studies	Some students in grades 3-11 with significant cognitive disabilities take the alternate assessments in science and social studies (TCAP ALT) instead of the regular TCAP assessments.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a>
District	Mar. 9 - Apr. 24, 2026	Grade 2 TCAP ALT Assessment	The Tennessee Department of Education provides a 2nd grade alternate test for students with significant cognitive disabilities.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a>
State Mandated	Mar. 10-13 OR Mar. 24-27 & 30-31 & Apr. 1-3 OR Apr. 7-10 & Apr 13-17, 2026	ACT	ACT for 11th grade students	Students receive results 3-8 weeks after testing at MyACT.org.
State Mandated (RTI2): Universal Screener*	Mar. 30 - Apr. 10 (Gr 9-12) Apr. 28 - May 13 (Gr K-8)	i-Ready Diagnostic Characteristics of Dyslexia Screening Written Expression	Grades K-8 will participate in skills-based reading, writing, and math Diagnostic screening assessments. Students in grades 9-12 identified by the Early Warning System will participate in reading, writing, and math Diagnostic screening assessments.	Results will be available immediately after the assessment is completed and will be shared with parents by teachers.

MSCS Assessment Calendar 2025-2026 07\_15\_25



## MSCS Assessment Calendar 2025-2026

District, State, Federal Mandated Assessment	Test Administration Window	Assessment	Participants/Brief Description	Parents/Students Informed of Results
<b>State-Mandated Universal Screener for Third Grade</b>	Mar. 30 - Apr. 10, 2026	aimswebPlus	Third grade students will be assessed with aimswebPlus.	aimswebPlus results will be available to schools immediately after testing. Parents may be able to use aimsweb plus scores to appeal students' promotional status.
<b>Federal Requirement</b>	TBD	Brigance III	3 and 4 year old Pre-K students	Results are shared during parent conferences.
<b>District</b>	Apr. 13 - May 1, 2026	TCAP Grade 2 Assessment	The Tennessee Department of Education provides a 2nd grade TCAP test that assesses English language arts and math.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a>
<b>State Mandated</b>	Apr. 13- May 1, 2026 Note: This window could be shortened depending on state deadlines for return of answer documents.	TCAP Grades 3-5	Students in grades 3-5 will take state-mandated assessments in English language arts, math, and science.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a>
<b>State Mandated</b>	Apr. 13 - May 5, 2026	TCAP Grades 6-8	Students in grades 6-8 will take state-mandated assessments in English language arts, math, science, and social studies. Grades 6-8 tests are online.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a>
<b>State Mandated</b>	Apr. 13 - May 5, 2026	TCAP End of Course	Students scheduled to complete English I or II, Algebra I or II, Geometry, Biology, or U.S. History will take these assessments. EOC tests will be online.	Parents should be able to access scores by July in the TDOE Family Portal: <a href="https://familyreport.tnedu.gov/login">https://familyreport.tnedu.gov/login</a> Student scores will be in our local student information system and can be shared with students and placed on students' transcripts in late May or June.
<b>State Mandated</b>	Apr. - May, 2026	State-Wide Dual Credit Challenge Exams	Challenge exams are required for students participating in state-wide dual credit courses.	Results can be accessed by students on the College Board student site in July.
<b>District</b>	May 4 - 15, 2026	Advanced Placement	Students enrolled in AP classes will take AP exams.	
<b>State Mandated</b>	May, 2026	Grade 3 TCAP ELA Retake	Third grade students who did not score proficient or do not have a score for TCAP ELA participate in the third grade retake.	Results are used to determine promotional track.

\*Charter schools must participate in state mandated assessments. In the case of state mandated RTI2 assessments, although charter schools must participate in the RTI2 process, they are not required to use the same RTI2 assessments as the district. Charters are not required to participate in assessments that are mandated by the district but not the state.

MSCS Assessment Calendar 2025-2026 07\_15\_25



Memphis-Shelby County Schools  
**2025-2026**  
 Attendance and Report Card Periods  
 For Schools Following the District Calendar

Twenty-Day Attendance Periods

20-Day Period	Begins	Ends
1	Monday, August 4	Friday, August 29
2	Tuesday, September 2	Monday, September 29
3	Tuesday, September 30	Monday, November 3
4	Tuesday, November 4	Wednesday, December 10
5	Thursday, December 11	Friday, January 23
6	Monday, January 26	Tuesday, February 24
7	Wednesday, February 25	Tuesday, March 31
8	Wednesday, April 1	Thursday, April 30
9*	Friday, May 1	Thursday, May 21

\*15 days

Report Card and Progress Report Periods

Report Card Period	Report Card Period Begins	Progress Report Period Ends	Progress Reports Distributed & Available via PowerSchool Parent Portal	Report Card Period Ends	Report Cards Distributed & Available after 3 PM via PowerSchool Parent Portal	Days in Period
Q1	Monday, August 4	Wednesday, September 3	Wednesday, September 3	Friday, October 3	Wednesday, October 22	44
(1st 9 Weeks)	Monday, October 6	Wednesday, November 12	Wednesday, November 12	Friday, December 19	Wednesday, January 14	43
Q2						87
(2nd 9 Weeks)	Tuesday, January 6	Wednesday, February 11	Wednesday, February 11	Friday, March 13	Wednesday, April 1	46
Semester 1	Monday, March 23	Wednesday, April 22	Wednesday, April 22	Thursday, May 21	Thursday, May 27	42
Q3						88
(3rd 9 Weeks)						175

Q4

(4th 9 Weeks)

Semester 2  
 Year



## Middle College 2025-2026 Enrollment Contract

Middle College High School is committed to academic excellence. The board, faculty, staff, parents and students are also committed to our mission to prepare each student for success in college, a career, and life through a challenging curriculum in a student-centered environment. Therefore, we ask that before you enroll at MCHS, you read this behavior and academic contract. Continued violations of our college readiness expectations will lead to detention and/or administrative actions including dismissal from the Middle College High School program.

### **ACADEMIC STANDARDS: (Student should initial by each line)**

- ☐ I have read, and I agree with our mission statement. MCHS will offer me a rigorous and challenging curriculum to prepare me for success out of high school.
- ☐ I recognize that the faculty at Middle College High School will challenge me academically.
- ☐ I understand that MCHS staff will have the final approval for all scheduling decisions, and I will not be able to drop or opt out of courses due to rigor or difficulty.
- ☐ **I agree to fulfill ALL academic requirements at Middle College High School including afterschool and Saturday intervention and supports as requested by MCHS.**
- ☐ **I agree to turn in ALL homework and classwork assignments on time and of high quality and participate fully in all classes.**
- ☐ **I understand and agree that no late work will be accepted by any of my teachers.**
- ☐ **I agree to abstain from cheating and plagiarism in all classes.**

### **DISCIPLINARY EXPECTATIONS: (Student should initial by each line)**

- ☐ I agree to conduct myself in an appropriate manner and follow the code of conduct, be in uniform every day, and abide by all MCHS, SCS and CBU policies and procedures.
- ☐ I will attend school daily (Monday-Friday) and will be on time for school and each of my classes every day.
- ☐ I will remain in each class the full duration of scheduled time, and I will not be absent from any of my classes without permission.
- ☐ I will treat staff and students in a respectful manner, and I will follow staff directives respectfully at all times.
- ☐ I will not interfere with other students' right to learn.
- ☐ I will demonstrate appropriate behavior and language at school, away from school, **online**, or any school function.
- ☐ I will only eat, chew gum, or drink in the designated areas of the school. (Cafeteria only)
- ☐ I will adhere to lounge and vending machine expectations.
- ☐ I will adhere to the dress code and understand the consequences.
- ☐ I will accept all disciplinary actions as spelled out in the code of conduct and determined by MCHS administration.
- ☐ I understand that I must participate in community service annually and agree to do so.

### **PARENT EXPECTATIONS (Parent should initial by each line)**

- ☐ I will support my child's learning by providing a study area at home to complete assignments and study.
- ☐ I understand that MCHS staff will have the final approval for all scheduling decisions.
- ☐ I agree for my child to participate in the program at MCHS, and I will support all the MCHS and SCS policy guidelines and all administrative decisions.
- ☐ I will attend all requested meetings by MCHS staff and administration.
- ☐ I understand that it is my responsibility to provide transportation by 3:30 and/or 15 minutes after any event, including tutoring, games, and other school events.
- ☐ I understand I am expected to participate in 15 hours of parent service to MCHS yearly. This includes volunteering at games, chaperoning, parking duty, etc.
- ☐ **I understand that written notifications will be sent home and it is my child's responsibility to communicate these notifications to parents and return them signed to designated locations.**
- ☐ **I understand and agree that no late work will be accepted by my child's teachers, and that it is my responsibility to contact my child's teachers whenever he/she scores less than a 70% on an assignment or assessment in order for a reassessment or makeup to be provided.**

**Failure to comply with the terms on this contract may result in a discipline hearing and possible dismissal from MCHS.**

### **Sign all below**

I, \_\_\_\_\_ (Student) and \_\_\_\_\_ (Parent) freely agree to the above expectations and guidelines as explained and will work hard to meet all expectations and enforce those expectations daily.

I \_\_\_\_\_ (Student) and \_\_\_\_\_ (Parent) have visited and reviewed the MCHS uniform guidelines, college readiness expectations and discipline policy at [www.middlecollegeatcbu.org](http://www.middlecollegeatcbu.org) and understand that I must abide by and uphold all rules and expectations set forth at Middle College High School.

**ALL STUDENTS AND PARENTS WILL SIGN AN UPDATED CONTRACT PRIOR TO ENROLLMENT**



## Middle College Discipline Policy

### I. Purpose:

To ensure a safe and academically rich environment allowing positive interaction between peers, teachers, and staff during academic hours of school operations.

### II. Scope

This policy applies to all students registered and enrolled at Middle College High School. Exceptions are allowed for Individual Education Plans and specific behavior intervention plans for those students qualifying for these services.

### III. Policy Statement

MCHS School staff and faculty will provide an environment rich with academic instruction and student success. Every student attending school will follow the school rules and meet the high expectations set for a free and appropriate public education. If violations of our college readiness expectations occur, students are reprimanded and responsible for completing assigned consequences. It is the responsibility of the student to bring back all parent notifications and communications related to our discipline policies. All rules and behaviors not mentioned or violated in excess are addressed in the Shelby County Schools **Student Code of Conduct Policy 6022**.

Rewards and recognition will be given for students with no infractions and to those who have demonstrated a good attitude, respect for others and self, and academic effort.

#### MCHS Level I College Readiness Expectations

- All students are expected to keep a positive attitude, always be respectful, and put forth 100% effort in all tasks, assignments, and duties.
- Violations of MCHS College Readiness Expectations include:
  - Being unprepared or not having materials ready for class daily (i.e., device, books, paper, pens, etc...).
  - Tardiness to school or to any class during the school day (unexcused).
  - Late or missing class work or homework.
  - Missing assigned interventions after school, before school, or on Saturdays.
  - Uniform violations such as shirttail, sagging, no belt, ill-fitting apparel, (too loose or too tight), hats, headphones, etc.
  - Excessive noise in frequency, duration, or severity. These include any noises created that interrupt academic or respectful social interaction in classrooms, hallways, auditorium, or lunchroom.
  - Unauthorized access and/or use of DE and AP lounges.
  - Unauthorized use of vending machines.
  - On campus unsupervised 30 minutes after school or school event.
  - Trespassing after school hours or in unauthorized areas before or after school. All students who leave campus and return will be considered trespassing. This includes parking lots adjacent to the school.
  - Visible cell phones throughout the school day (classroom, hallways, stairwells, cafeteria and restrooms). This includes after school activities inside the school (tutorial sessions, practice, etc.). This does not include sporting events in the gym (basketball, volleyball, etc.) or performances in the auditorium (plays, orchestra, etc.).
  - Unauthorized use of student/school devices (websites, games, social media, and recording during school hours).
  - Food, candy, drinks, or gum in hallways, classrooms, or any areas not designated for eating.
  - Chain or fast-food containers in the cafeteria and in classrooms.
  - Unauthorized sale and distribution of food, candy, and beverages.

All expectations include on and off campus behaviors and any digital representation of self and the school community.



**MCHS Level II-Violations** See: SCS STUDENT CODE OF CONDUCT

**Responsibilities**

- Teachers must document all infractions in the designated system.
- Administrators/PBIS TEAM must monitor and ensure that students and teachers are fulfilling their responsibilities.
- Parents must attend requested meetings and ensure rules, values, and expectations are being met at all times.



## Middle College Behavior Support and Discipline Measures

Middle College is a rigorous, accelerated college readiness program. Our students do a great job in exercising self-discipline, behaving responsibly, and obeying the rules. These rules apply on school property, at school-sponsored events, on district-issued technological devices, and on buses. However, some students are not always considerate of others or the school's rules. When this happens the school district must take action to fulfill one of its major responsibilities – keeping the school environment safe and productive for all students and individualizing supports and interventions for students. To do this, SCS and MCHS advocate student behavior programs that teach, model, encourage and reward positive behaviors in students. Most of the students' misbehavior is handled individually through classroom and school-wide intervention strategies. Disciplinary measures designed to correct negative behaviors are used when these strategies, used alone are not effective. For every five (5) level one violations, students will be assigned ISS and a parent conference will be scheduled to review and diagnose causes of misbehavior and discuss steps to avoid further disciplinary action. Additional consequences include, but are not limited to:

- Confiscation of items and/or loss of privileges
- After-school detention
- Overnight suspensions or mandatory parent conferences in lieu of suspensions
- Home suspensions
- Reassignment to home school (transfer revoked- See guidelines for a transfer to home school)
- School expulsion and assignment to an alternative school

### Middle College High School Progressive Discipline Protocols

Level I Violations	Consequences
1 Infraction	Verbal Warning
2 Infractions	Parent Phone Call and Referral to Administration
3 Infractions	Before-School Detention/Letter (Notification Letter 1)
5 Infractions	In-School Suspension /Letter (Notification 2) + Mandatory Parent Conference
>10 Infractions	Mandatory Parent Conference/Letter (Notification 3) +In-School Suspension +Probationary Status
>15 Infractions	Transfer Revocation Meeting with administrators, faculty, parents, and student (Notification 5)
Any excessive or repeated Level 1 offences and ALL level 2, 3, 4, and 5 offenses will be written up as an office referral and will be handled on an individual basis by MCHS administration and are subject to all disciplinary actions including immediate transfer revocation and referral to the Transfer Renewal Committee.	
Unexcused absences from detention will result in parent conference and automatically assigned to two detentions. Detention must be served in lieu of participation in any extracurricular activity (Sports, afterschool academy, clubs, etc.).	



Discipline Guidelines outlined and revised by SCS

## Conduct Categories

### Category A STATE ZERO TOLERANCE OFFENSES – T.C.A. § 49-6-4216

- Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
- Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
- Unauthorized possession of a firearm on school property or at a school-sponsored activity;
- Explosive device.

**PENALTY:** STUDENTS FOUND GUILTY OF A CATEGORY A OFFENSE SHALL BE SUSPENDED FOR 180 DAYS. NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES. ANY MODIFICATION OF THIS PENALTY CAN ONLY BE MADE BY THE SUPERINTENDENT.

### CATEGORY B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school-sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
6. Possession use or distribution of counterfeit money on school property or at any school-sponsored activity.
7. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee.
8. Continuous and/or severe Category C Offenses

#### PENALTY for Category B Offenses:

- Out-of-School Suspension (1-10 day)
- Expulsion (11-180 day)

*When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.*

### CATEGORY C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. False accusations against school personnel
3. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
4. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
5. Gang activities - any gang related activity not specified in Category B;
6. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;
7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
8. Stealing or misappropriation of school or personal property (regardless of intent to return);
9. Immoral or disreputable conduct
10. Continuous and/or severe Category D Offenses

#### PENALTY for Category C Offenses:

- In-School Suspension
- Out-of-School Suspension

*When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.*



## Conduct Categories

### CATEGORY D

1. Open or continued **defiant attitude** or **willful disobedience** toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or **rude remarks** or **non-verbal action** to staff member or fellow student;
3. Physical or verbal **intimidation** or **threats to other students**, including hazing;
4. **Threatening bodily harm to another student**, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. **Fighting** in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. **Possession of mace or disabling sprays**;
7. **Inappropriate use of electronic media**, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, video/audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. **Bullying/cyberbullying, intimidation, and harassment**;
10. **Refusal to produce an object** identified by metal detectors;
11. **Inciting, advising or counseling of others to engage in any acts in Categories A, B or C** using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication;
12. **Continuous and/or severe Category E Offenses\* Penalty for Category D Offenses**

- Parent-Principal Conference; or
- Before/After School Detention/Saturday School; or
- In-School Suspension; or
- Out-of-School Suspension

### CATEGORY E

1. Habitual and/or excessive tardiness
  2. Class cutting;
  3. Intentional disturbance of class;
  4. Leaving school grounds without permission;
  5. Being in an unauthorized area without permission;
  6. Tampering with grades or report cards;
  7. Possession of lighters or matches;
  8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without permission of the principal;
  9. Inciting, advising or counseling others to engage in any acts in Category D using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication;
10. Dress code violation, including

#### Penalty for Category E Offenses:

- Parent-Principal Conference; or
- Before/After School Detention/Saturday School; or
- In-School Suspension

NO OSS



## **SCS Criteria for Rescinding a General Choice Transfer**

- **The student has accumulated any combination of 10 or more unexcused tardies and/or unexcused absences to school or class, early dismissals from school or class, or late pickups.**
- **The student has been referred to the District Attorney's Office for Truancy (SARB).**
- **Student is not maintaining acceptable academic progress (2 or more D's and/or at least one F at the end of a grading period).**
- **The student has received any combination of:**
  - **3 office referrals and In-School Suspensions (ISS), or Short Term Out-Of-School Suspensions (OSS)(1-3 days)**
  - **2 (or more) Short Term Out-Of-School Suspensions (OSS) of 4-10 days for any reason**
  - **Any Long-Term Out-Of-School Suspension/Expulsion**
- **A statement from Student Services that the student is being returned to the school on probation and has not met the terms of the probation.**
- **Evidence that the parent/guardian has falsified or provided fraudulent supporting documents when applying for the transfer; not being forthcoming with any change in address; or other status pertinent to the transfer after receiving it.**



- The school location has become overcrowded or exceeded the State's maximum class-size (extreme cases).

**When a student is at risk of violating any of the aforementioned criteria (other than the student committing an offense that results in a long-term suspension/expulsion or the parent falsifying documents to obtain the transfer), an administrator must meet with the parent/guardian to warn them that their child's transfer is in jeopardy of being rescinded, reason why, and what they must do to keep the rescission from happening.**

**This must be given to the parent in writing during the meeting.**

**\*\*\*REASON (S) FOR RESCINDS MUST BE VERIFIABLE IN POWERSCHOOL\*\*\***



## Uniforms????



**Uniforms are always preferred. However, this year we are allowing students the option to dress college smart Tuesday - Friday. Mondays will be "Bulldog days" and we are asking students to wear MC uniform, spirit wear or appropriate black, white and red apparel. However, the district protocol MUST be followed at ALL times. Students who are in inappropriate attire will have to change clothes or will be assigned a 1hr afternoon reflection the SAME day of their offense. Repetitive offenses will cause students to be ineligible for school activities, events and opportunities. Please review the guidelines below with your student. Uniform information supplier is on next page.**

### MIDDLE AND HIGH SCHOOL MSCS DRESS CODE

- Pants must be worn at the waist, be appropriately sized, and of a safe length.
- Shirts, blouses, and dresses must have sleeves and must completely cover the abdomen, back, shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
- Head apparel (such as hoods, hats, etc.) must not be worn inside the school building, except for religious or medical reasons (see Individual Exemptions from Certain Dress Code Requirements or from Standardized Dress/Uniforms).
- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity.
- Clothing and accessories such as backpacks, patches, jewelry, and notebooks may not display (1) racial or ethnic slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, or sexually suggestive language or images; nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses, and shorts must be no shorter than four (4) inches above the knee.
- Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.
- Prohibited items include: (1) large, long and/or heavy chains; (2) studded or chained accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas, and/or blankets; (5) skin-tight outer materials such as spandex; (6) facial jewelry (including tongue piercing).



## Uniform Information

EMBROIDERED POLO

All prices listed are for youth regular sizes....husky, half & adult sizes are more

EMBROIDERED POLO

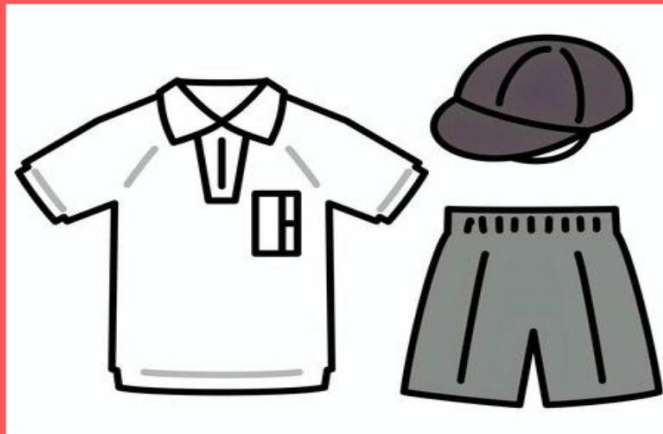
Prices listed: \$24, \$27, \$19, \$40, \$45, \$50, \$60, \$80, \$24, \$27, \$22

**theapparel.store**  
**901-624-9366**  
[customer@theapparel.store](mailto:customer@theapparel.store)  
[www.theapparelstorememphis.com](http://www.theapparelstorememphis.com)  
**3427 Park Avenue**  
(West of Highland)

**Back-2-School Operating Hours:**  
**Tues. - Fri.....12-7pm**  
**\*Sat.-Sun.....CLOSED**  
from July 8 thru Aug. 15, 2025  
\*Open Saturdays...July 26th & Aug 2nd only for B-T-S from 10-3

**Operating Hours:**  
9-5 Tuesday - Friday  
after Labor Day thru June

**Shop Here**



750 East Parkway South

Phone (901) 416-4550

Memphis, TN 38104

Fax (901) 416-4555



**Uniform Policy Violations:** Students who violate the uniform policy will be given an MCHS-appropriate attire to wear to class. Their parents will be called to pay for this attire and to inform them of additional consequences of the violation, including after-school reflection with an assigned teacher.

## **Middle College Attendance Policy**

### **Purpose:**

To ensure all students and families are held to high standards of attendance, timeliness, and honor MCHS college readiness expectations.

### **Scope**

This policy applies to all students registered and enrolled at Middle College High School.

### **Policy Statement**

It is vital for students to be on time, at school, and meet all attendance requirements in order to be college and career ready. **All district Attendance and Excuses Policies stated in SCS Policy 6014 will be enforced.**

All students are expected to attend school all day. All students are also expected to be on time for school and on time for every class, every day. All attendance violations will be documented in our school level College Readiness Tracking system and in our district's student information management system. **All attendance violations, including excused and unexcused tardiness and absenteeism will be monitored and documented.** Excessive tardiness and absenteeism will lead to School Attendance and Review Team (SART) and/or Transfer Renewal Meetings (TRM). Students who accumulate 3 excused or unexcused absences will receive a warning letter, while those with 5 absences will be sent a notification for a School Attendance and Review Team (SART) meeting. For students who accumulate 10 excused or unexcused absences, a Transfer Renewal Meeting (TRM) will take place and the student's transfer may be revoked. When a student is absent, in order to excuse the absence, a written statement within two (2) school days of the student's return to school explaining the reason for the absence is required from the parent or guardian. A written statement from the parent or guardian will be accepted and may excuse up to ten (10) absences or tardies. **After ten excused absences or tardies, all future absenteeism and tardiness (excused or unexcused) will be marked as violations of our College Readiness Expectations.**

**Unexcused Tardiness:** Middle College values timeliness and attendance. **All unexcused tardiness will be marked as a violation of our College Readiness Expectations and can lead to disciplinary action.** All other SCS policies addressing tardiness and attendance will be upheld in our student management systems.

**Make-up Work:** In the event of an excused absence, students are expected to make up work missed within a reasonable time (e.g., at least one or more days or makeup for each day of excused absence).

In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence, if the following conditions are met. The parent of a student or a student with an unexcused absence must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher). For absences due to long-term suspension (over 10 days)/expulsion, the program of making up work shall be in accordance with state law.



**Before and After School:** School begins at 8:15 and the cafeteria will be open starting at 7:30 for breakfast. Exceptions will be made for library access. Students are to be picked up by 3:30 daily. ***Students who are unsupervised after 3:30 are in violation of our attendance policy subject to disciplinary action.***

Rewards and recognition will be given for students with no infractions and to those who have demonstrated a good attitude, respect for others and self, and academic efforts.

#### **MCHS Attendance Expectations:**

- All students will be at school on time every day.
- All students will be on time for all classes daily.
- SCS Policy 6014 will be adhered to by all Students.

#### **Stakeholder and student Responsibilities:**

- Teachers must document all attendance violations including excused and unexcused tardiness and absenteeism in the district's student information management system.
- Attendance Designee will document all attendance violations in MCHS's local College Readiness system.
- Administrators/PBIS TEAM must monitor and ensure that students and teachers are fulfilling their responsibilities.
- Parents must ensure students are at school daily and on time.
- Students must be on time to every class, every day.



## Middle College Community Service Requirement

Middle College at Christian Brothers University **requires** each student to complete a **minimum of 25 hours each year**. The community service hours consist of the following: **ten hours** that are specific to Middle College (House activities), **ten hours** of school service (Open House, Date with Data, peer tutoring, etc.), and **five hours** of elective service that is the student's choice. ***A minimum of 12.5 hours MUST BE completed by the end of the first semester.***

To receive credit for volunteer hours, students must submit hours for approval using the documents located in the main office or create an account with United Way of the Mid-South which not only tracks service hours but also lists current community service opportunities in and around Memphis. To receive credit for the current month, the hours must be submitted by the **fifth of the following month**. The form must be filled out completely, including all the highlighted areas, to receive credit. If using a United Way account, simply print out a transcript and turn in to the main office. Volunteer opportunities are sometimes provided by Middle College, but students should utilize community agencies to fulfill the community service requirement.

Failure to complete the community service requirement will result in a student being ineligible to participate in dual credit or dual enrolment courses and could result in revoke of Middle College transfer.

*"The best way to find yourself, is to lose yourself in the service of others." - Gandhi*





## Middle College ACT Information

### 2026 National Test Dates Schedule

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline
September 6, 2025	August 1	August 19
October 18, 2025	September 12	September 30
December 13, 2025	November 7	November 24
February 14, 2026	January 9	January 23
April 11, 2026	March 6	March 24
June 13, 2026	May 8	May 29
July 11, 2026*	June 5	June 24



## **ACT Test Registration Information**

### **How to register for the ACT**

- Visit [www.studentact.org](http://www.studentact.org)
- Create an ACT Web account. Email yourself the username and password for your records. The same information will be used throughout your high school career. All of your ACT scores will be listed under your account.
- During your first registration, you will be asked questions about your high school, your high school classes, your background, and your family, and your interests. In addition, you will also be asked for identifying information such as your name, address, phone number, email, and social security number. Upon completing this information, you can proceed to register for the ACT itself.
- The registration process will ask you to select your preferred test date, select whether you will take the ACT (No Writing) or the ACT Plus Writing, and will apprise you of any applicable fees. You will also have the opportunity to order items such as ACT Test Information Release and official ACT test preparation materials. During the registration process, you will also be able to designate schools which you would like to receive your ACT test scores (although you do not have to select any schools if you prefer not to). You will choose where you'd like to take the ACT (but be sure to sign up early, since testing centers can fill up fast!), and then you will be asked to confirm all the information you have provided and then provide a method of payment (credit cards are the only payment method accepted when registering online).
- **Note:** As per the ACT website, once you register for the ACT, your order cannot be cancelled, and most fees are non-refundable. Students registering online will have the ability to print out their ACT score report from their ACT Web Account as soon as scores are available, and the report is ready. If you are unable to test on Saturdays (the usual day the ACT is administered) due to religious beliefs, if you are homebound or confined, or if you need to receive testing accommodations due to a disability, you will have to complete additional documentation outside of your ACT Web Account in order to have the test administered to you.

### **ACT Fees**

#### **ACT (no writing): \$68.00**

Includes reports for you, your high school, and up to four colleges (if codes are provided when you register).

#### **Writing Add-on: \$25.00**

#### **Science Add-on: \$4.00**



## **Fee Waivers**

If you are testing on a national test date and can't afford the registration fee for the ACT or ACT with writing, you may be eligible for an ACT Fee Waiver. Fee Waivers must be requested by Ms. Jones or Mrs. McDowell-Brown.

### **You must meet all of the following requirements:**

- Currently enrolled in high school in the 11th or 12th grade.
- Either a United States citizen or testing in the US, US territories, or Puerto Rico.
- Qualify for free or reduced lunch or meet one or more indicators of economic need listed on the ACT Fee Waiver form.

If you are eligible, you may use a maximum of two separate fee waivers total. The waiver is used once you register, even if you do not test on the requested test date. **IMPORTANT:** To take full advantage of the waiver, you must follow through and test on your registered test date.

Fee waivers cover only the basic registration fee for your test option on a national test date, including up to four college choices (if you provide valid codes when you register). Waivers do not cover the late registration fee, test date or test center changes, standby fee, additional score reports, or any other services.

You cannot request a fee waiver directly from ACT; you must contact your high school counselor. If you receive an ACT Fee Waiver Form, follow the "Student Directions" on it for your registration method (or if requesting Special Testing). Note: If you register online, and register during the late period or request any additional services, you must enter a credit card to pay those fees before submitting your registration.

## **Test Day**

- Take a printed copy of your ticket to the test center. You will not be admitted to test if you do not have a printed copy of your ticket. If you have lost your ticket, you can print another through your ACT web account.

- 
- Take acceptable photo identification. You will not be admitted to test if your ID does not meet ACT requirements.
    - State ID or Drivers License
    - ACT Identification Form (Must be requested and completed by Counselor-Ms. Jones. All requests must be made within 3 days before the test day.
  - Take sharpened, soft lead No. 2 pencils with good erasers (no mechanical pencils or ink pens). Do not bring any other writing instruments; you will not be allowed to use them. If you are registered for the ACT with writing, your essay must also be completed in pencil.
  - Take a permitted calculator to be used on the mathematics test only. It is your responsibility to know whether your calculator is permitted. Please refer to the ACT Calculator Policy (PDF).



## **2025 – 2026 SAT Test Information**

### **SAT Score Structure**

- Total score: 400–1600
- Evidence-Based Reading and Writing Section: 200–800
- Math Section: 200–800

### **How to register for the SAT**

Students can register online at the **College Board** website or my postal mail. To register by mail, ask your guidance counselor for the *SAT Paper Registration Guide*.

When registering online, registration fees must be paid via credit card. If you prefer to write a check, you must register by postal mail.

Regular registration deadlines are typically about three to four weeks before a test date. Late registration deadlines are typically about two to three weeks before a test date.

### **SAT Fees**

**SAT (no essay): \$46.00**

**SAT with Essay: \$57**

**Late registration fee: Additional \$28**

SAT registration fee includes up to four score reports (if selected during the registration period). You can visit the SAT website to find out why StudyPoint recommends sending score reports after viewing your SAT scores.

### **Fee Waivers**

If you are testing on a national test date and can't afford the registration fee for the SAT or SAT with Essay, you may be eligible for an ACT Fee Waiver. Fee Waivers must be requested by Ms. Jones or Mrs. McDowell.

### **You must meet all of the following requirements:**

- Currently enrolled in high school in the 11th or 12th grade.
- Either a United States citizen or testing in the US, US territories, or Puerto Rico.



- Qualify for free or reduced lunch or meet one or more indicators of economic need listed on the SAT Fee Waiver form.

If you are eligible, you may use a maximum of two separate fee waivers total. The waiver is used once you register, even if you do not test on the requested test date. **IMPORTANT:** To take full advantage of the waiver, you must follow through and test on your registered test date.

## **Dual Enrollment Requirements**

Middle College High School is a program that offers students the opportunity to attend and earn college and high school credits simultaneously. By collaborating with Christian Brothers University, we are able to offer high school students the opportunity to earn college credits by taking courses on the CBU and Middle College campuses. By engaging students in rigorous instruction and challenging life tasks, we prepare all students to be successful in life, college, and their careers. Our goal is for every student to graduate high school with over 60 hours of college credit.

### **Requirements to have access to dual credit classes for MCHS Campus:**

- A cumulative GPA of 2.75 or higher
- A minimum score of 19 on the ACT or 990 on the SAT
- Satisfactory conduct
- Satisfactory completion of the MCHS community service requirement
- Administrative approval

### **Requirements to have access to dual enrollments classes for CBU Campus:**

- 11<sup>th</sup> or 12<sup>th</sup> Grade
- A cumulative GPA of 3.0 or higher in high school course work
- A minimum score of 21 on the ACT or 990 on the SAT
- Satisfactory conduct
- Satisfactory completion of the MCHS community service requirement
- Administrative approval

### **Specific ACT sub scores required to take dual enrollment courses at CBU:**

- English – 20
- Math Finite – 23
- Pre-Calculus – 26



- Calculus- 27
- Science
  - Intro to College Chemistry – ACT math sub-score 20
  - Principles of Chemistry – ACT math sub-score 25 and ACT composite 25
  - Biology – ACT math sub-score 20 and ACT composite 22

**For continuation in the program, a student must:**

- Maintain a cumulative GPA of 3.0 in all dual enrollment coursework.
- Have no outstanding debts to the university.

### **Dual Enrollment Courses: Student Expectations**

- Must attend DE New Student Orientation
- Enrollment in a DE course is final. Students may not ask to be dropped after the course has started.
- Must attend classes daily and punctually. **Must attend CBU classes even when SCS is not in session.**
- Must have required materials for each class.
- Must read all materials distributed. Prepare all class assignments and submit ALL homework **on or before** the deadline.
- Must always exhibit the behavior of a collegiate student.
- Must dress according to the uniform policy established by Middle College.
- Must walk with a peer instead of driving to CBU.
- Must avoid stopping at Dollar General, Subway, etc. (These areas are considered off campus without permission). Only travel to CBU & MCHS campuses.
- Do NOT go into any dormitories on CBU campus
- Be sure to study in an open area in the library. You are NOT to go on the 3<sup>rd</sup> floor.
- **Must avoid PLAIGARISM**
- Bullying/Cyber bullying is prohibited
- Must take full advantage of opportunities to develop and implement career plans.
- Must be a self-advocate and learn how to locate and utilize available campus resources and student support services, including IT center, writing lab, math lab, etc.
- Must learn how to log on to Banner Web, Moodle, etc. as it is a necessity.
- Must maintain an A or B average in ALL classes. **A student will be placed on probation for obtaining a grade of “D” or “F” on their college transcripts or falling below a 2.75 GPA.**



- **If a student is removed from CBU courses or considered ineligible to enroll in courses on the CBU campus, he/she is no longer considered eligible to attend MCHS.**
- **Special Note:** Parents are **NOT** to contact CBU professors or Administration Staff

### **AP Courses: Student Expectations**

Middle College High School is pleased to offer students the opportunity to take Advanced Placement (AP) courses that are equivalent in rigor to college-level courses. These demanding courses require higher levels of effort, time, and commitment than honors-level classes and are recommended for highly motivated and determined students. Students enrolled in these courses take National AP Exams offered by The College Board in May of each year. The AP Exams dates are established by the College Board. College credit is often awarded for passing scores on AP Exams; however, students must research individual institutions on policies regarding the issuance of college credit.

Advanced Placement courses are taught at a college-level and students are expected to be responsible for their educational experiences. If concerns arise, parents are welcome to confer with AP teachers, but it is recommended that students use this opportunity to foster the independence needed for future educational success. The goal of all AP courses is to give students the opportunity to develop the academic and personal skills that are integral parts of postsecondary education.

- Students will remain in the AP course(s) for the duration of the year.
- Student will complete independent work outside of class and know that the pace of learning will be faster than in Non-Honors and Honors classes. Students understand a high level of independent study is required on their part.
- Students will meet deadlines for assignments.
- Students will complete summer assignments.
- Students will seek extra help when needed.
- All students enrolled in AP classes will take the AP Exam (no exceptions)
- Students will prepare diligently for the AP exam by participating in AP Saturday Study Sessions sponsored by SCS.
- Students will be assessed frequently with AP release test items and timed tests.
- Students will approach coursework with open minds and positive attitude.
- Students enrolled in AP Courses will receive five extra points added to their quarter grade.



- Students earning a final grade lower than a C may not be considered for another AP course.
- Students will maintain a A/B in all AP Courses.
- Enrollment in an AP course is final. Students and parents may not ask to be dropped after the course has started.

## **Virtual School (Online) Courses: Student Expectations**

Students enrolled in a Virtual School (Online) course will be scheduled to a study hall class. During study hall, students will actively complete their online assignments. Although Virtual School allows students to work at their own pace, MCHS' Virtual School Monitor, along with other Study Hall Teachers, will provide students with benchmarks (time frame) for assignments to be completed. All students are required to meet these benchmarks. Students who do not meet the benchmarks will be assigned to after school lab and will receive an infraction.

All Virtual School courses will be listed on students' report cards and calculated into their grade point averages. All courses should be taken seriously and completed by the benchmark deadlines. At the beginning of the year, all students and parents will be required to participate in Virtual School's mandatory orientation. Orientation dates will be shared with students and parents. During the orientation, parents will receive information on how to monitor their child's online progress.

Students may not take more than two online courses per semester without Administration approval. All courses are broken into modules that include ongoing online discussions, research, project work, readings, collaboration activities, and multi-mode assessments. Online instructors are available to assist students during their posted office hours. However, students can progress throughout the course without being online simultaneous as their instructor. Within the Blackboard Learn system, a student has the ability to send messages or inquires to the online instructor. All correspondence is answered within a 24-hour window. If student experiences difficulties with their online course, he/she should inform the MCHS Virtual School Monitor immediately. Students should contact their Online Instructor regarding assignments and grades.



## Graduation Requirements

To earn a regular high school diploma, students must earn the specified 22 units of credit, complete a capstone experience, and have satisfactory records of attendance and conduct.

### **CURRICULUM REQUIREMENTS:**

The following **22** units are required for graduation:

- English .....4 units
- Mathematics.....4 units  
*(4 units of high school Math)*
- Science.....3 units  
*(3 units of high school Science)*
- Social Studies.....3 units
- Wellness.....1 unit
- Physical Education.....0.5 unit
- Personal Finance .....0.5 unit
- Electives.....3 units
- Foreign Language..... 2 units  
*(2 units of high school Foreign Language)*
- Fine Arts .....1 unit

22 Total Units

*(with an elective focus, three credits in the same content area such as Career and Technical Education, science, fine arts, etc.)*

### **SELECTION OF VALEDICTORIAN AND SALUTATORIAN:**

The selection of valedictorian and salutatorian at each school is based on the following criteria:

- Candidates must have completed all graduation requirements at the scheduled time of graduation for the class.
- Candidates must be designated as seniors at the beginning of the fall term of the year of intended graduation.
- Candidates must have completed four (4) units of credit at the school of intended graduation by the end of the seventh (7th) semester in their high school program.
- The student with the highest grade point average will be designated valedictorian for the graduating class. The student with the next highest grade point average will be designated salutatorian. Grade point average will be determined at the end of the first semester of the senior year. (See Computing Grade Point Average and Class Rank.)



### **GRADUATION WITH HONORS OR DISTINCTION:**

1. **Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.**
2. **Students will be recognized as graduating with “distinction” by attaining a B average and completing at least 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 state’s All State musical organizations
  - be selected as a National Merit Finalist of Semi-Finalist
  - attain a score of 31 or higher composite score on the ACT
  - attain a score of 3 or higher on at least two advanced placement exams
  - Successfully complete the International Baccalaureate Diploma Program
  - Earn 12 or more semester hours of transcript postsecondary credits.

### **COMMUNITY SERVICE GRADUATION RECOGNITION:**

Any student who accumulates 25 or more community service hours each year of their enrollment at Middle College (9<sup>th</sup>-12<sup>th</sup>) will receive a special designation in the graduation program and a medallion to be worn on their robe during the graduation ceremony.

### **CAREER READY GRADUATION RECOGNITION:**

Any student who completes three or more courses within a single CTE (career and technical education) program of study will receive a special designation in the graduation program for being a CTE concentrator.

### **EARLY GRADUATION REQUIREMENTS:**

A public school student may complete an early high school graduation program and be eligible for unconditional entry into a public two-year institution of higher education or conditional entry into a public four-year institution of higher education, if the student meets the requirements below:

- Each student desiring to complete an early graduation program shall indicate to the high school principal the student's intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known. The intent shall be indicated on a form provided by the department of education and signed by the parent.
- For early graduation and unconditional entry into a public two-year institution or conditional entry into a public four-year institution, a student shall:

(1) Achieve a benchmark score as determined by the state board of education for each subject area in which end-of-course examinations are administered;



- (2) Successfully complete eighteen (18) credits to include: (A) English I, II, III, and IV; (B) Algebra I and II; (C) Geometry; (D) United States history; (E) Two (2) courses in the same foreign language; (F) One (1) course selected from the following: (i) Economics; (ii) Government; (iii) World Civilization; or (iv) World geography; (G) One (1) course selected from the following: (i) History and appreciation of visual and performing arts; or (ii) A standards-based arts course, which may include studio art, band, chorus, dance, or other performing arts; (H) Health; (I) Physical Education; (J) Biology; (K) Chemistry;
- (3) Have a cumulative grade point average of at least 3.2 on a 4-point scale;
- (4) Score on either the ACT or the SAT at or above benchmarks set by the Tennessee higher education commission for mathematics and English;
- (5) Obtain a qualifying benchmark score as determined by the state board of education on a world language proficiency assessment approved by the board; and
- (6) Complete at least two (2) courses from the following types of courses:  
(A) AP, (B) IB, (C) Dual Enrollment, (D) Dual Credit.

The courses specified in the 18 credits may be dual enrollment or dual credit courses, AP or IB courses, or standard courses for which high school credit is granted. Selected courses, as determined by the state board of education, may be completed at the middle school level.

A student in the early graduation program may take two (2) high school English courses in an academic year. A student who completes the early graduation program in accordance with these requirements qualifies for unconditional admittance to all public two-year institutions of higher education.

A public four-year institution may accept a student who completes the early graduation program. A student pursuing early graduation in accordance with these requirements is exempt from additional graduation requirements established by the state board of education.

A student who completes the early graduation program shall be awarded a high school diploma.

The state board of education and the Tennessee higher education commission shall set the required benchmarks at scores that demonstrate exemplary high school performance and are indicative of an ability to perform college-level work.

The state board of education or a local board of education shall not impose graduation requirements that would prohibit a student who is pursuing an early graduation program as outlined above from completing high school in less than four (4) years.

Any fees incurred to satisfy early graduation requirements will be the responsibility of the students and parents.



## **SECONDARY HONOR ROLLS:**

It is the policy of Shelby County Schools to recognize student academic excellence through uniform honor rolls for all schools in the district. Students will be selected for honor rolls based on grades earned during each reporting period with the following criteria using the Quality Point Scale.

### **Principal's List**

The numerical equivalent of all A's in all courses (A = 93-100)  
Conduct - All "E's in conduct

### **Distinguished Honor Roll**

Grade point average of 3.6 or above with no grade below 75 (C)  
Conduct - E (Excellent) or S (Satisfactory)

### **Honor Roll**

Grade point average of at least 3.0 but less than 3.6 with no grade below 75 (C)  
Conduct - E (Excellent) or (Satisfactory)

### **Citizenship Honors**

All "E's" in conduct



## **GRADING AND ASSESSMENT:**

### **Academic Grading Legend**



## **GRADING SCALES**

### **FORMER MSCS SCALE**

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

### **NEW SCALE**

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

### **Conduct Grading Legend**

Excellent	E
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U



## **PLAGIARISM POLICY:**

Plagiarism is a ZERO TOLERANCE offense (turning another's homework as your own, failing to punctuate direct quotes, copying words/ideas from someone without giving credit, giving incorrect information about the source of a quotation, changing words but copying the sentence structure of a source without giving credit). Assignments that are copied will be given a zero for the first offense. A second instance of plagiarism will result in a zero plus overnight suspension and a mandatory parent meeting with an administrator. If this happens a 3<sup>rd</sup> time, the student will receive a zero, an overnight suspension, and the student will be placed on probationary status at Middle College High School for the rest of the school year. Additionally, if the student is a senior, he or she may lose access to ALL Senior Week activities and the privilege to walk at graduation.

**Cheating:** Students caught cheating for the first time during assessments (talking; mouthing words to another student; sign language to another student; looking at another student's paper; looking into a backpack, book, or notebook/folder; looking at notes; writing answers on cheat sheets, body parts, or clothing; wandering eyes) will be given a grade of zero. 2<sup>nd</sup> and 3<sup>rd</sup> instances of cheating will result in the above-mentioned consequences respectively.

As it relates to out-of-class essays, students are prohibited from using Google Classroom, Microsoft Online, or any software with built-in sharing capabilities. Since all student-issued devices are equipped with Microsoft Office, students must use Microsoft Word. Students are allowed to save drafts on their devices and/or on a flash drive. Students must follow their instructor's submission guidelines, e.g., e-mailing, printing, submitting in an online drop box, etc.

**Cheating on Culminating Exams:** Per MSCS grading policy, students may not fail a course due to a failing grade on a culminating assessment. Consequently, cheating on a culminating assessment will be reviewed collaboratively by the teacher and the administrative team to determine the appropriate consequences.

**Falsification:** Falsification consists of deliberately changing results, statistics, or any other kind of factual information to make it suit your needs. It also consists of deliberately changing a source's intent by misquoting or taking out of context. Assignments that are falsified will be given a zero, and the student will be given an office referral.

**Multiple submission:** If you wish to turn in the same work, in whole or in part, for more than one course, you must obtain permission to do so from all instructors involved in the form of an email. Failure to obtain this permission constitutes academic dishonesty and will result in a zero for the assignment; the student will also receive an office referral.



**Assessment Security:** Students should place all their belongings in their lockers prior to testing. Only testing materials should be allowed in the classroom. Teachers are encouraged to practice this for weekly assessments.

## Parent Concern Process

The following procedure will be followed whenever a parent/guardian has a concern or complaint:

STEP 1: The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the complaint. The teacher and/or the parent/guardian may request that the principal or his/her designee be present.

STEP 2: If the issue is not resolved, the parent/guardian may complete a Parental Concern Form (located online and in the main office) to request a meeting with the Assistant Principal.

STEP 3: If the issue remains unresolved, the parent/guardian may call the main office or send an e-mail to the principal requesting a meeting with all parties involved in the concern.



*"Coming together is a beginning, staying together is progress, and working together is success." – Henry Ford*



## **Elementary and Secondary Education Act (ESEA) Parents' Right-To-Know**

### **All parents have the right to request the following:**

- A teacher's professional qualifications, which includes: state qualifications, licensure, grade/s certification, waivers
- A teacher's baccalaureate and /or graduate degree, fields of endorsement, previous teaching experience
- A paraprofessional's qualifications
- An assurance that their child's name, address, and telephone listing not be released to military recruiters

### **All parents will receive information on the following:**

- Their child's level of achievement in each of the state academic assessments
- Their option to request a transfer to another school within the district if their child is the victim of a violent crime at school
- Their right to timely notification that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

## **NINGUN NINO SE QUEDA ATRAS**

### **Derecho De los Padres de Familia a saber**

#### **Todos los padres tienen derecho a solicitar lo siguiente:**

- Las calificaciones profesionales de un maestro, que incluye: Calificaciones del Estado, Licenciatura, graos de la certificación, Renuncia a derecho
- El Bachillerato a Titulo de graduación del maestro, campos de especialidad, experiencia previa
- La calificaciones del profesional
- Garantía que los datos de su hijo como nombre, dirección, numero de teléfono, no se entregan a los reclutadores militares

#### **Todos los padres recibirán información sobre lo siguiente:**

- El nivel de rendimiento de su hijo en cada una de las evaluaciones académicas del estado



- Su opción de solicitar un traslado a otra escuela del distrito si su hijo/a es víctima de un crimen violento en la escuela
- Su derecho a aviso con tiempo anticipado que su hijo/a ha sido asignado o ha estado bajo la enseñanza durante cuatro semanas consecutivas o más, de un maestro que no está altamente cualificado



## It's Senior Year!!!!!! Important information




### Senior Photo Sessions - Senior Heads!

**Address:**  
3061 Millbranch Rd,  
Memphis, TN 38116

**Alford Studios**

**Phone:** (901)332-1512  
**Hours:** Tues - Sat  
9:30 am - 5:30 pm



Please arrive on time or a few minutes early and be as prepared as possible to begin your session. We understand that work or other obligations may interfere, but to ensure your place in your yearbook, you need to be photographed as soon as possible.

**Please call (901)332-1512 (9:30 am - 5:30 pm  
Tuesday - Saturday)  
to book your portrait session at our Millbranch  
location.**

We look forward to seeing you for your portrait session and helping you kick off your senior year! Are you an athlete, performer, avid reader, or gamer? We enjoy working with everyone. If there is anything that shows your individuality or personal interest, please feel free to bring some personal props. In order to provide you with our full attention, we limit visitor presence to **one observer** in the camera room. Cell phones and personal cameras **WILL NOT BE** permitted in the camera rooms. Every distraction takes away from what we can accomplish for you.

*Welcome, Senior!*



## **It's Senior Year!!!!!!**

**Important information**



- **July 21st - Senior Set-Up (Bridge Camp)**
  - **Make sure you are here and accounted for to choose parking spaces, locker assignments, have a class meeting, etc...**
- **August 15th/16th - Senior Retreat and Car Wash!**

**Tickets are available NOW for car wash. Pick up your tickets from MC, Mon - Fri 9:00 - 2:00pm. 100% of your sales go towards your estimated senior fees of \$530.**

**In order to attend the retreat, please make sure you have set up your college spreadsheet and completed a cohesive draft of your common app essay by August 4th. NO EXCEPTIONS!**
- **September 4th - Senior Parent Meeting @ 6:30pm**



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# WELCOME BACK



**It's Game Time!**

*The 2025-2026 School year is approaching!*



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**We are so excited about our return to school! Please take a few moments to review important information to prepare for the first day of school. For all of our new Bulldogs, welcome to the Bulldog house!**

## ***Arrival***

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**When students arrive to school, please enter through the yellow gate (near Early Maxwell) and proceed to the drive between the cafeteria and gym for drop off. Students should be dropped off by 8:00am, in order to arrive to class on time.**



**What about student drivers?**

If your student drives, they will enter through the front gate near Parkway and proceed to the front of the building. They must bring their driver's license, proof of insurance and license plate number with them the first day. She will be provided a parking decal, required for parking in the lot. Students must NOT park in the teacher parking area



**PLEASE READ:  
IMPORTANT  
MESSAGE**

# Additional Information

- School starts Day#1! Students do NOT need specific school supplies, but should bring a writing utensil, notebook, and be ready for engagement!
- All students will receive a locker by the end of the first week of school and laptops will be distributed as soon as they are reimaged.
- Please bring an empty water bottle to fill at the water stations throughout the building.
- Upon arrival, please proceed to the cafeteria; all students will be checked for security purposes.



## School Hours

8:15am - 3:15pm

Doors open at 7:30am

Students should be picked up by 3:30pm



## Important Dates

- **August 4th** - First day of school! Any students not in attendance are dropped from the system.
- **August 6th - 5:30pm** - Parent meeting for all students enrolled in an Advanced Placement course for the 2025-2026 school year.
- **August 6th - 6:00pm** - Parent meeting for all students enrolled in a Dual Enrollment course for the 2025-2026 school year.



## FOR YOUR RECORDS ONLY

### Middle College High School 2024-2025 School Compact

Middle College High School has jointly developed with parents a school parent compact that will be reviewed during parent conferences. This compact has outlined how parents will share the responsibility for improving student academic achievement and how the school and parents will develop a partnership to help children achieve the State's high standards. The compact has described the Title I school's responsibility to provide high-quality curriculum and instruction in a supportive environment. It has also described how each parent will be responsible for supporting their children's learning. Middle College High School has given parents reasonable access to staff, to volunteer, participate, and observe their child's class. It also addresses the importance of communication between the teachers and parents on an ongoing basis. The school has given frequent progress reports to parents and has held parent and teacher conferences at the school.

#### Parent's Agreement

**It is important that I take a responsible role in helping my child. Therefore, I shall strive to do the following:**

- Get my child to school on time with his/her materials for learning and pick him/her up before 3:30 pm.
- Review and support Middle College High School's effort in adhering to
  - The Positive Behavior Intervention and Support (PBIS) Plan.
- Establish a quiet place and time for homework and monitor my child's homework regularly.
- Encourage and support my child's academic and extra-curricular efforts that teach social skills to promote positive interactions with all.
- Communicate with each of my child's teachers by phone or email, at least once per week, to assess his/her progress.
- Communicate with my child's teachers promptly if he or she receives less than 75% on any assignments/assessments for makeup or reassessment to be given.
- Attend quarterly conferences.
- Ensure my child has a library card and visits the library regularly.
- Check with my child for information sent home, promptly read and sign it. See communications sent home as opportunities to become involved in the child's school.
- Check e-mail for correspondence that may be sent to parents by teachers and administrators/ Ensure that teachers and administrators have a correct e-mail address.
- Volunteer for a minimum of three (3) hours per school year and support MCHS events, performances, and initiatives in any way that I am able, including physical appearance, financial support or community outreach.

**Parent's Signature** \_\_\_\_\_



### **Students' Agreement**

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Attend school and class daily and on time with all necessary materials for learning.
- Complete and return all class work and homework assignments on time.
- Conform to the rules of the students' code of conduct as prescribed in the student handbook.
- Strive for excellence and support other students to build a meaningful community.
- Take responsibility for my learning by taking advantage of school support activities (i.e. tutorials and Saturday Academy.) Ask for help; seek knowledge.
- Support school events that are designed to solidify MCHS culture, uplift the school and celebrate our successes.
- I will take advantage of opportunities when they arise as it pertains to college readiness, work skills, college exploration, culture exposure and opportunities to extend my current levels of performance.
- Make sure that all correspondence/communication that is sent home for parents is given to the parent.

**Student's Signature** \_\_\_\_\_



### **Teacher's Agreement**

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Provide necessary assistance to parents so they can help their children at school and at home with assignments via Parent portal, e-mail and written documents.
- Review Family Engagement Compacts
- Discuss the school-parent compact as it relates to student achievement.
- Increase students' and parents' awareness of student progress by providing frequent student progress reports to parents and updating grades and assessments in a timely fashion.
- Use a variety of engaging activities in the classroom to make learning enjoyable and conducive for all learners.
- Ensure a safe and respectful environment for all.
  - Inspire students to achieve and recognize their full potential and self-worth by assessing the students' educational needs and adjusting the instruction to accommodate those needs.
  - Understand the importance of communication between teachers and parents.
  - Update grades promptly and consistently.
  - Demonstrate to students how to study for their class.



### **Principal's Agreement**

As the administrator of Middle College High School, I support this form of parental involvement. Therefore, I shall strive to do the following:

- Provide a supportive and effective environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to provide academic and social activities that will promote learning for all learning types.
- Provide high-quality curriculum and instruction in a safe learning environment that enables children to exceed the State's student academic achievement standards (Gateway, TCAP Writing and End of Course Exams) and excel on PLAN, ACT and SAT tests.
- Encourage volunteers to assist in enhancing the educational process for students and promoting community involvement in education.
- Give parents reasonable access to staff; and allow them to volunteer, participate and observe in their child's class.
- Have high expectations of myself, teachers, students, and other staff.
- Hold parent teacher conferences throughout the year to keep parents informed of their child's progress.
- Provide a safe place for social and emotional support.
- Facilitate the utilization of our five pillars in order to build the capacity of all of our students academically, socially and emotionally.
- Encourage and orchestrate college readiness exercises and college readiness exploratory visits in order to prepare our students for post-secondary options.



## FOR YOUR RECORDS ONLY



### 2025-2026 CBU and KROC Field Trip Permission Form

Dear Parents,

Students at Middle College High School engage in many instructional activities, tasks and curriculum events at Kroc Memphis and Christian Brothers University. By completing the form below you are allowing you child to attend instructional events, curriculum tasks, and classes at the Kroc Center and Christian Bothers University as scheduled throughout the 2019-2020 school year.

Parent Name	Student Name
Parent Email	Student Email
Parent Phone	Student Phone
Emergency Contact	Emergency Contact Phone#

Date	Daily, Weekly, Monthly for the 2025-2026 School Year
Location	CBU and KROC Center
Method of Transportation	Walking
Notes	Ongoing permission to attend CBU and KROC Memphis Special Programs Curriculum.

I \_\_\_\_\_ give my child \_\_\_\_\_ permission to attend school curriculum events, classes, programs and activities at CBU and Kroc Memphis as they are scheduled and needed for academic, social, or college readiness purposes. I understand that these events will support my child in being prepared for college and all SCS and MCHS behavioral, academic, and social polies, expectation, and rules will be enforced. Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## FOR YOUR RECORDS ONLY

2025-2026

### CBU and KROC Hold Harmless Agreement

#### Hold Harmless Statement

Student \_\_\_\_\_

Students at Middle College High School engage in many instructional activities, tasks and curriculum events at Kroc Memphis and Christian Brothers University. By completing the form below, you are allowing you child to attend instructional events, curriculum tasks, and classes at the Kroc Center and Christian Bothers University as scheduled throughout the 2017-2018 school year.

**I consent** to this/these fieldtrips with the understanding that my child (the above-named student) can be relied on to follow instructions and that my child will not require continuous observation by any of the supervisors or chaperones.

**I further** understand that the Board of Education does not or may not carry insurance relative to this field trip for injuries to the students/ I maintain that my child has insurance, either through the Boards' Student Insurance or through my own insurance carrier.

**I fully recognize** that this field trip involved an element of risk and I assume all risks an hazards incidental to my child's participation. I do hereby release, absolve, indemnify and agree to hold harmless the Board of Education, its agents, employees and officers and the field supervisor/chaperones from any loss, liability, damage, or costs, including court costs and attorney's fees, resulting from my child's participation in this field trip.

**I consent** to the conditions stated above. I request that my child be allowed to participate in this field trip planned and I specifically consent to his or her participation. If any emergency medical procedures or treatment are required during this field trip, I consent to the field trip supervisors/chaperones taking, arranging for or consenting to the procedure or treatment at their discretion.

Parent:	Emergency Contact:
Address:	Address:
Cell Phone:	Cell Phone:
Other Phone	Other Phone

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## FOR YOUR RECORDS ONLY

### Student Handbook Agreement Page

Middle College High School at Christian Brothers University is a 9-12 high school in the heart of Shelby County. Our students come from all over our district and region. Students who apply to and attend Middle College must have the desire to attend college, work hard to reach their potential, and fully participate in a highly accelerated and rigorous program of study. Our college readiness values, high expectations, and support systems drive our mission for every student to graduate high school being college and career ready.

We believe that to be college and career ready all students must have a set of skills, values, and mindset that allows for success in any career or college. Basic institutional values like timeliness, meeting deadlines, being prepared, and dressing professionally are part of being college ready, but soft skills of body language, attending to details, collecting data/taking notes, questioning, and working in teams are just as important and must be learned and lived to be successful. We value humility, respect, service, leadership, teamwork, and work to instill these values in all students. Embodying these traits and practicing these skills continually creates adults who are ready to be independent and successful in their careers. All systems, policies, and protocols are designed to teach and uphold these values and skills.

I have reviewed and read all the documents, policies, and expectations included in the Middle College Student Handbook. I understand that my child is responsible for participating in an accelerated and rigorous program that requires time, effort, and dedication to improvement and growth. I understand and agree to abide by and to uphold the values and expectations of Middle College high school.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

