

**Draft Form: This resource is pending final updates from the ICC team expected on Monday, June 10 and Kelly Stimpson for final review after her initial review provided on Friday, June 7. Items highlighted in yellow need explicit review and finalization. Additionally, this resource will have to be added into the official handbook format.**

### **Middle College Handbook DRAFT**

Students who participate in the Middle College partnership between the Tupelo Public School District (TPSD) and Itawamba Community College (ICC) are expected to hold themselves to a higher standard of learning excellence as they work to simultaneously earn a high school diploma and an associate degree. Based on the level of rigor and heightened requirements for these students, this resource strives to set clear expectations related to participation in the middle college and potential scenarios that could arise. At the heart of this resource is an expectation that students follow all guidelines set by the educational entity where the student is taking a particular course of study.

#### **Guiding Resources**

- **Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs [Fall 2018] -**  
[https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/SEC/Course%20Codes/Procedures-Manual-for-the-State-of-Mississippi-Dual-Enrollment-Accelerated-Programs-Fall-2018\\_0.pdf](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/SEC/Course%20Codes/Procedures-Manual-for-the-State-of-Mississippi-Dual-Enrollment-Accelerated-Programs-Fall-2018_0.pdf)
- **Itawamba Community College Student Guide 2018-2019 -**  
<https://www.iccms.edu/Portals/0/Docs/Information/Publications/StudentGuide.pdf>
- **TPSD Tupelo High School Handbook 2018-2019 -**  
[https://www.tupeloschools.com/uploaded/District/18-19\\_Handbooks/2019\\_THS\\_Final\\_Student\\_HB\\_.pdf](https://www.tupeloschools.com/uploaded/District/18-19_Handbooks/2019_THS_Final_Student_HB_.pdf)

#### **Calendar**

- Middle College students will follow the Tupelo Public School District calendar. Please see below for the discrepancies in scheduling between the TPSD and ICC calendars and the clearly articulated expectation for Middle College students:
  - **August 7, 2019** – TPSD Students Report
    - **Expectation** – Middle College students report to ICC for orientation followed by U.S. History in 4<sup>th</sup> block at THS
  - **August 12, 2019** – ICC Students Report
  - **August 26, 2019** – ICC eLearning Classes Begin
  - **October 11, 2019** – TPSD Professional Development Day [Middle College Counselor will not attend PD]
    - **Expectation** - Middle College students must attend ICC classes.

- **October 15, 2019** – ICC Fall Break
  - **Expectation** - Middle College students do not report to ICC, but they will report to THS for U.S. History during 4<sup>th</sup> block
- **October 17, 2019** – TPSD 60% Day for Secondary Professional Development /
  - **Expectation** - Middle College students will report to ICC and not THS. They will receive an excused absence from U.S. History in the 4<sup>th</sup> block.
- **October 21, 2019** – ICC Student Advising Begins for Spring 2020
- **December 2-6, 2019** – Finals for eLearning Full-term Classes
- **December 3-5, 2019 or 10-12, 2019** – U.S. History EOC [Exact dates set in the fall of 2019]
  - **Expectation** – Middle College students will take the U.S. History EOC before the testing window ends, ideally after the completion of all ICC exams.
- **December 5-10, 2019** – Finals for Full-term Classes
- **Reminder** – The official ICC spring 2020 calendar will be posted in September 2019, so the information below is based off of the Spring 2019 calendar and might have updates in the Spring 2020.
  - **January 7, 2020** – TPSD Students Report
  - **January 9, 2020** – ICC Students Report\*
  - **March 9-13, 2020** – Spring Break Holiday for ICC and TPSD
  - **March 19, 2020** – TPSD 60% Day for Secondary Professional Development [Middle College Counselor will not attend PD]
    - **Expectation** - Middle College students must attend ICC classes.
  - **April 13, 2020** – TPSD Break / ICC Students in Session
    - **Expectation** – Middle College students must attend ICC classes, but they will have no THS classes on this date.
  - **Mid to Late April** – ICC Orientation for the 20-21 school year
  - **April 29-May 3** – Finals for eLearning Full-term Classes
  - **May 1-6** – Finals for Traditional Full-term Day Classes
  - **May 10** – ICC Graduation
  - **May 22, 2020** – TPSD End of School Year / Graduation

### **Orientation**

- The Itawamba Community College (ICC) team is committed to including the Middle College students in their orientation. It is an expectation that all students who participate in the middle college prioritize attending this orientation. This orientation will cover all relevant information about the ICC campus, and the students will be provided with an orientation manual as a reference point for these resources.

## Class Expectations

- **Overview** - Students participating in the Middle College should be on time, prepared for class, and turn in all required assignments on the day they are due. Additionally, students will be responsible for keeping up with all course materials, technology, etc. to make sure they are prepared for activities, discussions and assessments. Students should be respectful of the teacher and other classmates at all times.
- **ICC vs. THS Expectations** - When taking classes on ICC's campus, Middle College students are required to comply with all outlined expectations for all enrolled courses. ICC instructors will go over all class expectations on the first day of class. The same is true for when a Middle College student is taking classes at the Tupelo High School campus. Please see below for a clear articulation of attendance, discipline, and dress code requirements.

## Attendance

- All students participating in the Middle College will be marked for attendance at Tupelo High School and ICC. Students are expected to comply with the outlined expectations when on each respective campus.
  - **THS** – The THS Student Handbook shares expectations related to attendance and absences on page 6 in accordance with JBD TPSD board policy.
    - **Excused Absences** - Students are allowed a maximum of three (3) excused parental absences per semester, and the written substantiation of this request must be received within 2 school days of the absence.
    - **Medical Absences** - Additionally, students are allowed excused medical absences when the absences result from illness or injury which prevents the student from being physically able to attend school; a medical or dental appointment; isolation ordered by the county health officer, and State Board of Health or appropriate school official.
    - **Unexcused Absences** - Excuses from the doctor or dentist must be substantiated in writing within 2 school days of the absence. Any absence, tardy or dismissal, which does not meet the above criteria shall be considered unexcused.
    - **Tardies** – Each student will be allowed five (5) tardies per semester across all classes not per class. The consequences related to tardies after receiving 5 are outlined on page 7 of the THS Student Handbook.
  - **ICC** – The ICC Student Guide clearly outlines attendance expectations on page 30-31.
    - **Absences** - If a student is absent more than 15 percent of the class time, then he/she will be dropped from the class.

Students who miss class more than 5 classes are automatically dropped from this course on the ICC campus.

- **Tardy Policy** - Each tardy in excess of three will be counted as one absence. A tardy is recorded if a student enters the classroom after instruction begins or leaves during class time.
- **Process** – It is the student’s responsibility to monitor his/her class attendance. It is the student’s responsibility to notify the instructor when an absence is necessary and to make arrangements for missed notes, assignments and/or tests. These arrangements should be made prior to the absence when possible. If arrangements are not made prior to the absence, the student is responsible for meeting with the instructor upon returning to class.
- **Excused Absences** – The ICC team is adding military service, school-sanctioned events, and jury duty as excusable absences for the 2019-2020 school year. This will be approved at the May 13 board meeting.
- **Drop period** – The deadline to add/drop classes is the first week of school.
- **Middle College Program Participation** – Students participating in the Middle College are expected to meet the additional level of rigor and clear expectations outlined for this program. Based on the goal of transparency, the expectation is that if a student drops either (1) a class at ICC or (2) a dual enrollment / dual credit class at THS related to his or her course of study towards an Associate’s degree, then he or she will no longer be a part of the middle college program. In this instance, the student will return full time to the Tupelo High School campus.
- **Friday Schedule** – The Tupelo High School campus runs on a Monday through Friday schedule while the ICC campus is moving during the 19-20 school year to a Monday through Thursday schedule. Students are expected to attend all Friday classes, tutoring sessions, or scheduled meetings at THS on Friday, and they will utilize the ICC campus to be able to meet with any ICC professors, receive tutoring or support, and work on group work and class assignments.

### Discipline

- **Overview** – Middle College students are expected to comply with the student code of conduct and all corresponding discipline policies when at ICC, and they are expected to comply with all TPSD board policies and expectations outlined in the THS Student Handbook when on the THS campus. Transportation on a bus to and from the ICC campus will also be considered as if this was on the THS campus.

- **THS** – The Code of Conduct and corresponding disciplinary processes can be found on pages 18-22 in the THS Student Handbook.
- **ICC** – The Code of Conduct and all corresponding disciplinary processes can be found from pages 14-26 in the Student Guide.
- **Vaping** – ICC would like to add explicit language about no vaping being allowed on the campus.

### Dress code

- Middle College students are required to comply with the THS dress code based on still taking classes on the THS campus and attending tutoring or other mandatory meetings. The dress code is mandated by the TPSD board policy JCDB, and an articulation of the policy for grades 9-12 can be found on pages 20 and 21 of the THS Student Handbook.

### Grades

- **Overview** – Middle College participating students will be graded in accordance with the
- **Tupelo High School Grading Scale** – The THS Grading Scale is as follows:
 

○ A	93-100
○ A-	90-92
○ B+	87-89
○ B	83-86
○ B-	80-82
○ C+	77-79
○ C	73-76
○ C-	70-72
○ D+	67-69
○ D	65-66
○ F	Below 65
- **Tupelo High School Multipliers** – A grade received in a Pre-AP course will be multiplied by a factor of 1.025, and a grade received in an AP course will be multiplied by a factor of 1.045. Dual enrollment/credit courses will be graded using the grading scale of the partnering college.
- **Special Distinction and Distinction** – The THS Handbook outlines on page 14 the requirements to be considered for these designations. Middle College students who meet these requirements are eligible for these designations.
- **Valedictorian and Salutatorian** – The THS Handbook outlines on page 15 the requirements to be considered for these designations and the breakdown of how to determine these individuals in the event of a tie. Middle College students who complete eight semesters of work are still eligible for this designation.

- **ICC Grading Scale** - In dual credit courses, ICC gives a letter grade rather than a numeric grade. Based on this process, the grading policy will be as follows, and this will need to be weighted as a part of this process:
  - **A – 97**
  - **B – 87**
  - **C – 77**
  - **D – 67**
  - **F – Below 65**

### Facilities

- The Middle College will be based at the Tupelo ICC campus in the old Student Services building for the 2019-2020 school year. Students participating in the program will have access to multiple classrooms as well as a computer lab in the identified area where they will be able to work between class periods and on Friday. When on the ICC campus, students also have access to all of the other facilities that are afforded the students of the community college, including but not limited to, library access, student support services, food court, professor offices, etc.

### Transportation

- **Bus** – The TPSD team is committed to making sure that all students have transportation to and from the high school campus to the ICC Tupelo campus. A requirement of the Middle College / Secondary School Counselor position that will support the students is that this person will get his or her CDL and drive the bus on a daily basis. Additionally, the TPSD team is committed to having a substitute plan that involves an individual who is also certified to drive to bus.
- **Car** – The TPSD team is working to determine a process for students who are interested to be able to drive to and from the THS and ICC campus. This will require a specific waiver form.

### Student Meals

- **Breakfast and Lunch** – Based on the middle college students needing to spend a portion of every day on the THS campus, they have the opportunity to utilize the food service provided. In order to best meet the needs of all students, there is the potential for satellite meal services or sack lunches for these students as a potential secondary option.

### Funding

- **Estimated Cost Per Student Per Semester**
  - Registration Fee - \$50
  - Tuition - \$1,450
  - Technology Fee - \$60
  - ID Badge - \$30

- Course Material Fees Estimate – \$300
- Total Estimated - \$1,890 [\$3,780 yearly]\*
- \*Additional other fees like a parking decal and transcripts will be additions on top of these outlined.

- **Responsible Party** – The TPSD team is committed to covering the cost of the registration fee, technology fee, ID badge, and course materials fee for an anticipated \$440. The responsible party for the payment of the other costs outlined above currently rests on the student or his/her family. The TPSD team is working to determine potential scholarship opportunities or partnerships with industry to support the funding in future years.

### Support Structure

- **Commitment** – The ICC and THS teams are equally committed to the success of each student that chooses to participate in this program. Based on this mutual commitment, please see outlined below the best points of contact at each organization if you have additional questions:
  - **Tupelo Public School District**
    - Mr. Tyler Philley - Middle College/Secondary Counselor
    - Dr. Brock English – Assistant Superintendent,  
[bwenglish@tupeloschools.com](mailto:bwenglish@tupeloschools.com)
    - Ms. Stewart McMillan – Innovation Program Facilitator,  
[ssmcmillan@tupeloschools.com](mailto:ssmcmillan@tupeloschools.com)
  - **ICC**
    - Dr. Brandi McCraw – Instructional Coordinator,  
[blmccraw@iccms.edu](mailto:blmccraw@iccms.edu)

DATE	By:	Middle College Student
DATE	By:	Middle College Family Member
DATE	By;	Middle College Counselor
DATE	By;	ICC Counselor