

Sumner County Middle College High School

at

Volunteer State Community College

2026-2027

(Please sign and return this page to the SCMCHS at your individual advising appointment)

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

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

Student Name (please print) _____

Student Signature _____ Date _____

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

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

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Handbook and Policies

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

Administration

Principal: Beth Dorris
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(615) 230-3436

Registrar: Alicia Hunter
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Alicia.hunter@volstate.edu
(615) 230-3470

Location: Sumner County Middle College High School
Volunteer State Community College
Wood Campus Center, 309
1480 Nashville Pike
Gallatin, Tennessee 37066

Middle College Main Number: (615) 230-3470
Middle College e-mail: middle.college@sumnerschools.org

SCMCHS Office -Hours of Operation

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

SCMCHS Handbook digital access:

[2026-2027 Student Handbook](https://mchs.sumnerschools.org/students/student-handbook) (<https://mchs.sumnerschools.org/students/student-handbook>)

VSCC Handbook digital access:

[VSCC Handbook](http://www.volstate.edu/studenthandbook) (www.volstate.edu/studenthandbook)

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

Schedule

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

[VSCC Academic Calendar](https://www.volstate.edu/academic-calendar) <https://www.volstate.edu/academic-calendar>

[Sumner County Schools District Calendar](http://www.sumnerschools.org/about-us/calendar) (www.sumnerschools.org/about-us/calendar)

*VSCC is in session on the following dates for the 2026-2027 school year, while SCS is not.

Students will adhere to the VSCC academic calendar:

08/06/26	Election Day	11/26-24/26	Thanksgiving Break
09/04/26	Instructional Focus Day 2	02/15/27	President's Day
10/12/26	Instructional Focus Day 3	03/22-25/27	Spring Break
11/03/26	Election Day	03/29/27	Easter Monday

Expenses

Tuition and required textbooks will be paid by Sumner County Schools. Students will be responsible for parking-related fees, expendable workbooks, supplemental materials, VSCC fees, lab fees and extracurricular fees. Sumner County Schools use the state's Middle College Scholarship and Dual Enrollment Grant money for tuition along with funds from Sumner County Schools. Reimbursement fees if iPad is lost or broken; lost charger \$15.00; lost iPad \$250.00; Replacement cost iPad alone: \$300.00, iPad and case: \$495.00, Case alone: \$100; Third incident of damage: Repair fee set by Apple.

Inclement Weather

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

Lunch

Students may leave campus for lunch, bring his/her lunch, or buy lunch in the campus dining facility.

Technology Use

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

Textbooks

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

Laptops/iPads

It is strongly recommended but not required that students have access to a laptop or desktop computer that has a camera and microphone capabilities in case of virtual meetings. Sumner County will provide each student with an iPad (see expenses for lost/broken fees). Laptops can be checked out of the VSCC technology help desk in the library.

Transportation

There is no transportation service to VSCC. All students must provide their own transportation to the college. Calling to tell us that your car is not running is not an excuse for missing class. Students must have a backup plan for transportation to Vol State. The Middle College program is not responsible for students who ride with other students.

Dress

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

Cell Phones/Electronic Devices

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

Discipline/Code of Conduct

SCMCHS students must adhere to the same code of conduct that is required of VSCC students. The Code of Conduct is clearly outlined in the VSCC Handbook, and all students are required to

read that document. Signature to this document is an acknowledgement that the student understands and has read the VSCC Handbook as well as the SCMCHS Handbook. Discipline procedures will also follow the VSCC Handbook. If a student is found to be in violation of VSCC policies, he/she will be dealt with by the VSCC faculty in addition to the SCMC principal and possible local law enforcement.

Sexual Harassment and Other Sex Discrimination

SCMCHS prohibits all forms of sex discrimination, including sexual harassment and sexual misconduct. This prohibition exists in all the College's education programs and activities, including those in which high school students participate in dual enrollment, middle college, and other education activities offered by the College.

Any high school student who experiences or witnesses sexual harassment, sexual misconduct, or other sex discrimination in connection with a dual enrollment, middle college or other education program or activity offered by the college is encouraged to contact the College's Title IX Coordinator: Vice President for Human Resources at 615-230-3592 or by [email](mailto:titleixcoordinator@volstate.edu) (titleixcoordinator@volstate.edu). (Coordinator can help you file a report with law enforcement)

The College's policies regarding sex discrimination, sexual harassment, and sexual misconduct may be found here [VIII:01:00 General Prohibition Against Discrimination, Harassment, and Sexual Misconduct Policy](https://www.volstate.edu/policies/viii0100-general-prohibition-against-discrimination-harassment-and-sexual-misconduct) (https://www.volstate.edu/policies/viii0100-general-prohibition-against-discrimination-harassment-and-sexual-misconduct).

Based on the allegations (such as the people involved, the location, and the context), the College may coordinate its response with SCMCHS.

SCMCHS Sign-in/Out Policy

Students are required to sign-in each day at least five minutes prior to their first class of the day. Failure to sign in can result in an unexcused absence and a phone call to the student and/or parents. Failure to sign in five minutes before class, will result in a tardy and a phone call to the student and/or parents. All students are also required to sign out after their last class of the day their first semester in SCMCHS. If a student earns all A's and B's and has not been placed in Academic Intervention, they have earned the ability to not have to sign out for the next semester. This is an earned reward not a right to all second + semester students.

Attendance

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

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

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

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

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

Tardiness

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

Academic Policies

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

Academic Dishonesty

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

removal from the class, dismissed from Vol State, and the SCMCHS program. The use of Artificial Intelligence is subjective to each individual VSCC professor's syllabus for each class.

VSCC Policy: Academic Misconduct

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

Exam Exemption

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

GRADES

Grades reported to the SCMCHS by teachers will be posted on your high school transcript as follows:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 0-59

Students will receive a number grade (above) on his/her final high school report card equivalent to the letter grade on their VSCC report card with the additional five percentage points added for Dual Enrollment. VSCC will report the actual grade from professor on the VSCC transcript.

A student will reimburse Sumner County Schools for any class in which he/she earns a D or F on his/her VSCC transcript. After the second D or first F on the VSCC transcript, the student will be dropped from the SCMCHS roll, returned to the zoned high school, and will submit payment for those courses in which he/she scored a D or F on the VSCC transcript, as well as any book costs and technology and/or lab fees. Payment for D's and F's must be made before the student will be allowed to participate in graduation at another school. This is for the entire time the student is enrolled in Sumner County Middle College High School.

Academic Intervention

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

Report Cards

Students will receive an academic progress report each 4.5 weeks. The first three reports will be progress reports which will require a parent/guardian signature.

Parents and students will have access to a SCS Skyward as they have in the past, but the VSCC teachers will not post grades on skyward. The only grades posted will be final high school grade

(with the five points added for Dual Enrollment courses). Students will have access to the VSCC portal where instructors will post college grades on an on-going basis. Your student always has access and can provide you with his/her password. This is the site where your student will have access to the VSCC transcript. This is where final college grades are posted (without five points added for Dual Enrollment courses).

High School Graduation Requirements

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

*Civics Requirement: All Students are required to take a civics lecture annually. Students in their first year must take a civics exam and pass.

*ACT Requirement: All students are required to take the Free State ACT their first year with SCMCHS. They can opt out of the free State ACT their second year if they score a 31 or above.

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

Testing

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

Summer, Winter, Evening, and Online Classes

Students may attend summer and winter classes. Sumner County Schools will not pay for summer or winter classes. The SCMCHS staff will assist students in registering for appropriate summer /winter classes to ensure it does not conflict with degree path.

Family Educational Rights and Privacy Act (FERPA)

This federal statute governs access to and the release of educational records. Volunteer State Community College (VSCC) strictly adheres to FERPA, which means parents do not have direct access to a student's college records or communication with college instructors. Parents retain access to high school records and staff through the SCMCHS staff. The SCMCHS staff will act as a liaison between teachers and parents/students to help resolve any conflicts that arise during the

school year. All communication with the college regarding college coursework or records must be initiated by the student. For complete information on FERPA, please consult the official VSCC handbook.

Transfer of Rights (FERPA)

Upon enrollment or attendance at the postsecondary institution (including participation in a college activity as defined by college enrollment policy), the student becomes an “eligible student.” At this point, the privacy rights regarding all college records transfer from the parent/guardian directly to the student, regardless of the student’s age (under 18 or over 18).

Campus Etiquette

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

Traffic and Parking

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

Students with Disabilities – VSCC Policy

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

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

Medicine Policy

Sumner County Medication Guidelines do not allow students to carry medication on school property. Since students are now fulltime students at Volunteer State Community College, as well as a Sumner County student, these guidelines will not apply. The Sumner County Middle College High School Staff will not administer medication to students, unless parent/guardian permission is granted. Each student will be responsible for his/her own medication. It is highly recommended that students who must carry prescription medication while on the Volunteer State Community

College campus only carry the dosage of medicine that is needed while on campus and that all medication is in the original pharmacy-labeled bottle with the student's name and dosing instructions. Emergency medications such as epi-pens, inhalers, glucagon, etc., should have emergency instructions attached.

Smoking, Drugs, and any other Illegal Activity

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

Friday Seminar

All SCMCHS students will attend Seminar as scheduled by the SCMCHS staff. Work should not be scheduled before 1:00 PM as attendance for Seminar activities is mandatory. If Friday Seminar is missed, the student is expected to attend a Monday morning recap at 7:30am.

Field Trips

VSCC classes and clubs may have field trips. SCMCHS students are allowed to participate in the field trip with proper notification and approval from parents and Middle College staff. Overnight field trips for classes or clubs will not be allowed. All SCMCHS field trips will require parent/guardian signatures before trip. Students may have a class that has a field trip option such as a psychology trip to the women's prison or a Criminal Justice trip to a Trial. If the field trip occurs during another class, the student must check with the instructor(s) of the class(es) to be missed.

College-Level Clubs and Organizations

Sumner County Middle College High School (SCMCHS) is not responsible for the activities, governance, membership requirements, or the conduct of members within college-level clubs and organizations.

Student participation in these clubs is not considered part of the high school curriculum or an official SCMCHS function. Any issues, or disputes related to participation in student clubs and organizations, or liabilities arising from participation in a college club must be addressed directly with the college or the organization in question. Overnight field trips with college-level clubs are not permitted for SCMCHS students. For more information on student clubs and organization please [email](mailto:student.engagement@volstate.edu) (student.engagement@volstate.edu) or to review the requirements of a student club or organization, please review [VSCC Policy III:11:12](#)

Dismissal from the SCMCHS Program

Dismissal from the SCMCHS program has been discussed in several areas of this handbook. Dismissal may result from disciplinary action due to rule infractions, unsatisfactory attendance, and/or poor grades. Parents and students should become familiar with the SCMCHS handbook as well as the VSCC handbook. If a student must leave in the middle of the semester, full tuition and books must be paid to Sumner County Schools.

Non-Discrimination Policy

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

Brandi Ubelhor
Section 504 and
Homebound Supervisor
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Julie Daniel
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VSCC Photo/Video Release

As a SCMCHS student on VSCC's campus, VSCC's marketing department and some VSCC class, frequently film and take pictures of student activities on campus. SCMCHS students frequently volunteer in many different student activities which are documented for marketing purposes. VSCC requires a Photo/Video Release form signed and on file with VSCC.

Additional Rules Disclaimer

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

SCMCHS Calendar for 2026-2027

SCMCHS Begins	Tuesday, August 4, 8:00 AM Thigpen Library, Rochelle Center
SCMCHS Class Days	August 4 – 6; 10-14, 2026
VSCC Convocation, No class	Monday, Aug 17, 2026
SCMCHS Class Days	August 18 – 21, 2026
First Day of VSCC Fall Classes	Monday, August 24, 2026
Labor Day Holiday	Monday, September 7, 2026
No Seminar/No Class	Friday, October 9, 2026
Fall Break	Monday, October 12 – Tuesday, October 13, 2026
Return to Class	Wednesday, October 14, 2026
Thanksgiving Holiday	Wednesday, November 25 – Friday, November 27, 2026
Exams for Fall Semester	Monday, December 7 – Friday, December 11, 2026
SCMCHS Class Days	Monday, December 14– Friday, December 18, 2026
Christmas Holidays	Monday, December 21, 2026 – Tuesday, January 5, 2027
SCMCHS Class Days	Wednesday, January 6 – Friday, January 8, 2027
VSCC Convocation, Campus Closed	Monday, January 11, 2027
SCMCHS Class Days	Tuesday, January 12 – Friday, January 15, 2027
MLK Day Holiday, No Class	Monday, January 18, 2027
VSCC Spring Classes Begin	Tuesday, January 19, 2027
Spring Break	Monday, March 8 – Friday, March 12, 2027
Good Friday Holiday, No Classes	Friday, March 26, 2027
Exams for Spring Semester	Monday, May 3 – Friday, May 7, 2027
VSCC Graduation	Saturday, May 8, 2027
SCMCHS Graduation (<i>Pending Board approval</i>)	Wednesday, May 12, 2027, 6:00 PM
SCMCHS Class Days	Monday, May 10 – Monday, May 17*, 2027

*There may be adjustments made on these class days as needed so students may complete the State of Tennessee required 180 days of instruction.