Middle College



Handbook
2026-2027

Tupelo High School

Administration	841-8970
Attendance	841-8974
Cafeteria	841-8976
Counseling	841-8980
Media Center	841-8979
Nurse	841-8619
School Resource Officer	841-8970
Security	841-8978
Athletics	841-8888

Administration

Mark Enis	Principal
Dr. Ryan Curry	Career-Technical Education Director
Landon Morse	Associate Principal
Tyrone Catledge	Assistant Principal 9th
Krystal Grice	Assistant Principal 10th
Constance Burleson	Assistant Principal 11th
Russ Harrell	Assistant Principal 12th
Christy Jordan	504/Testing

Counselors

Anne Marie Goad	9th Grade
Shannon Rogers	10th Grade
Suzanne Blakey	11th Grade
Manessa Hadley	12th Grade A-H
Tyler Philley	12th Grade I-Z
Billie Ruth Reed	Career-Technical Education
Katie Schaefer	Social-Emotional
Brittany Terrell	Middle College

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Tupelo Public School District

Mission:The Tupelo Public School District serves the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society

District Goals

1. Increase student achievement across the District.
2. Provide a safe and orderly environment in all schools.
3. Attract and retain all stakeholders.
4. Maintain sound financial stability
5. Ensure ALL graduates are career/college ready.

THE TUPELO PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, AGE OR ANY OTHER CLASSIFICATION PROTECTED BY LAW IN ITS EDUCATION PROGRAMS, ACTIVITIES OR EMPLOYMENT PRACTICES. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources TPSD Administrative Office Post Office Box 557
Tupelo, Mississippi 38802
662-841-8850

Tupelo Public School District (TPSD) and Itawamba Community College (ICC) offer Middle College courses to qualifying high school students to enable them to simultaneously earn a high school diploma and an associate degree. Students who participate in the Middle College are expected to hold themselves to a higher standard of learning excellence. This Middle College Handbook outlines clear expectations related to students who participate in the Middle College. Students are required to 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
- Itawamba Community College Student Guide
- TPSD Tupelo High School Handbook
- Mississippi Articulation and Transfer Tool (MATT)
- Students should utilize online resources associated with their target university to ensure a smooth transition of credit hours from ICC.

Eligibility

The following criteria must be met to participate in the Middle College:

- Be a rising high school junior with a minimum of 14 core Carnegie unit credits, including completion of Algebra II, and in good standing with a GPA of 3.0 or above
- Score at least a 17 ACT subscore in English and a 19 ACT subscore in Math [Or on the Residual ACT as offered by ICC]
- Provide a written recommendation from a guidance counselor
- Demonstrate responsible, respectful, and mature behavior
- The Middle College program will accept the first 60 students who meet the requirements by August 15th.

Calendar

- Middle College students will follow the Tupelo Public School District calendar. Middle College students can be on the ICC campus in the identified Middle College space even in instances where the ICC campus is not in session.

Orientation

- ICC orientation will be made available to Middle College students, and it is expected that all students who participate in the Middle College prioritize attending this orientation. Orientation will cover all relevant information about the ICC campus. Middle College students will be provided with an orientation manual.

Expectations

- Students should be on time, prepared for class, and turn in all required assignments on the day in which 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.
- Students should check BAND messages and Canvas daily for important updates and messages from administration, teachers, and counselors. In an effort to ensure student success, students

will meet on a weekly basis with the Middle College counselor to discuss possible concerns and/or affirmations with grades, attendance, and/or personal issues.

- Before a schedule change can take place for ICC, the student must have both counselors present (the Middle College counselor and ICC Advisor). This is to ensure the student is on track for graduation purposes at THS. All changes will be at the discretion of the Middle College counselor and ICC advisor.
- **ICC vs. THS Class Expectations** - When taking classes on ICC's campus, *Middle College students are required to comply with outlined expectations for all enrolled courses including but not limited to regularly checking email and communicating with instructors and peers through Canvas.* 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 (THS) campus.

Attendance

Middle College students will be marked for attendance at THS and ICC. Students are expected to comply with the outlined expectations when on each respective campus.

- **THS** – THS attendance requirements are found in the THS Student Handbook. (See also 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 with-in 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 in the THS Student Handbook.
- **ICC** – Attendance expectations at ICC are found in the ICC Student Guide.
  - **Absences** - If a student is absent more than 15 percent of the class time, he/she will be dropped from the class. Students who miss 5 classes of a full term class 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** – Military service, school-sanctioned events, and jury duty are deemed excusable absences.
- **Add/Withdraw period** – The deadline to add classes is the first week of school. The deadline to withdraw from a class is set each semester, generally in the month prior to the end of the semester.

- **Middle College Program Participation** – Middle College students are expected to meet the additional level of rigor and clear expectations for this program. Based on the goal of transparency, the expectation is that if a student drops below 15 credit hours related to his or her course of study towards an Associate's degree in any semester or receives a failing grade as a final average, then he or she is subject to dismissal from the Middle College program. In this instance, the student will return full time to the Tupelo High School campus. If a student withdraws from a course and adds an additional course for that semester, then the student will be responsible for the additional course material fees.
- **Arrival and Dismissal** – Middle College students will take classes at both ICC and THS and follow the schedule at each respective entity. The start of the school day is 8:00 am at both campuses, and students will be expected to arrive in adequate time at THS or ICC to be at their class by the start time. Additionally, students will be required to be on campus at THS or ICC through the completion of their scheduled day.
- **Friday Schedule** – The Tupelo High School campus runs on a Monday through Friday schedule while the ICC campus will be on a Monday through Thursday schedule. Students are expected to attend tutoring sessions, or scheduled meetings at ICC 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 must 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. Applicable TPSD bus discipline policies apply when students are utilizing the TPSD buses for transportation.
- **THS –** The Code of Conduct and corresponding disciplinary processes can be found in the THS Student Handbook.
- **ICC –** The Code of Conduct and all corresponding disciplinary processes can be found in the ICC Student Guide.
- **Tobacco-Free Policy –** ICC clearly outlines in the Student Guide that their campus is a tobacco-free area on all ICC-owned property. This is inclusive of the use of tobacco, electronic vaporizing devices and synthetic substances.

Dress Code

- Because Middle College students are still taking classes on the THS campus and attending tutoring or other mandatory meetings, they are required to comply with the THS dress code. (see TPSD Board policy JCDB and the THS Student Handbook).

Grades

Overview – Middle College students will be graded in accordance with the Tupelo High School and Itawamba Community College grading policies.

- **Tupelo High School Grading Scale**:
  - 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 the requirements to be considered for these designations. Middle College students who meet these requirements are eligible. Additionally, Middle College students will receive endorsement as a Middle College student, and students who successfully receive their Associates degree will graduate from Itawamba Community College.
- **Valedictorian and Salutatorian** – The THS Handbook outlines 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.
- **Senior Awards** – Middle College students are eligible for the senior awards inclusive of the Hall of Fame and Quality Point Average Recognition as outlined in the THS handbook. ● **Rank in Class and Grade Point Averages** – Middle College students will still receive a class rank and a grade point average in accordance with the THS process as outlined in the THS handbook.
- **ICC to THS Grading Equivalency** – The THS Board Policy IDAG clearly states that the grading system of the partnering college will apply to the grade issued at the partnering college. The TPSD grading scale will be used to award the grade for dual credit courses on the TPSD transcript and will be the one used in calculating the student's GPA. The grade issued at the partner college and TPSD may not be the same due to different requirements. In dual credit courses offered by Itawamba Community College, ICC currently gives a letter grade rather than a numeric grade. Based on this process, the grading equivalency from ICC class grades to THS class numerical grades is as follows:
  - **A** – 100
  - **B** – 89
  - **C** – 79

- **D** – 69
- **F** – Below 65

- **Note** – If ICC changes their policy to give a numeric grade instead of a letter grade, then THS will count the numeric grade provided instead of this grading equivalency.
- **ICC to THS Grading Equivalency Beginning 2026-2027 Cohort:** The Tupelo High School grading scale will be used for final averages at THS. The principal or designee will obtain an official copy of the student's final ICC numerical grade for the THS transcript.

Facilities

- The Middle College is based at the Tupelo ICC campus in the Student Support Building. 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** – TPSD will provide transportation to THS from the ICC Tupelo campus. ● **Car** – Eligible students will be permitted to drive to and from the THS and ICC campus after submitting the required insurance and waiver form. Students being transported to THS in a privately owned automobile will adhere to the Transportation and Parking policy in the THS Handbook. Students who will be providing their own transportation to ICC will be responsible for the purchase of an ICC parking decal along with any parking and/or other fines incurred while on ICC Tupelo campus.

Student Meals

- **Breakfast and Lunch** – Middle College students may utilize the food service provided at THS.

Funding

Cost Per Student Per Semester

- Registration Fee - $50
- Tuition - $1,450
- Full-Time Student Fee - $140
- ID Badge - $30
- Course Material Fees Estimate – $350
- Total Estimated - $2,020 [$4,040 yearly]*
- *Additional other fees like a parking decal and transcripts will be additions on top of these outlined.

- **Responsible Party** – TPSD covers the cost of Middle College registration fee, full-time student fee, ID badge, and course materials fee along with tuition for the school year. Any other fees incurred shall be paid by the student.

FERPA

- **Overview** - Any student participating in the Middle College will adhere to the Family Educational Rights and Privacy Act of 1974 statement provided in the ICC Student Guidebook. A student will be given the opportunity to sign a FERPA waiver for parental access to any student records through the ICC Registrar's office. It is a violation of FERPA for ICC professors to discuss a student's progress with anyone other than the student.

COVID-19

- Tupelo High School and Itawamba Community College will operate under guidelines set forth by the national Centers for Disease Control and Prevention (CDC) and the Mississippi State Department of Health (MSDH). In the event that circumstances call for a non-traditional educational delivery method, students will be expected to adhere to the virtual/distance learning expectations set forth by each institution.

Support Structure

- **Tupelo Public School District**
  - Brittany Terrell - Middle College/Secondary Counselor, brterrell@tupeloschools.com
  - Mark Enis - Principal, Tupelo High School, mtenis@tupeloschools.com
  - Evet Topp - Director of Workforce Development, setopp@tupeloschools.com
- **Itawamba Community College**
  - Mande Miller – Tupelo Campus Administrator, mwmiller@iccms.edu

Student and Parent Acknowledgment Form

The student handbook is provided as a convenience to the students of Tupelo High School. While it contains some information current at the time of posting, the Tupelo Public School District is constantly reviewing and updating policies, so the handbook may not always reflect the most current policy. All policies and procedures summarized in this handbook are subject to unilateral change at the sole option and discretion of the TPSD.

A copy of the current policies of the Tupelo Public School District is available at www.tupeloschools.com as well as in the District Office.

We certify that at the start of the 2026-2027 school year, we were given access to the student handbook. We understand that the handbook is a work in progress document and that changes may be made throughout the school year in response to unanticipated events.

Student (please print): _____
Signature:_____

Parent or Guardian (please print): _____
Signature: _____

Date: _____