

MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Student Handbook 2019-20

The MCHS Program is a joint partnership between
Moreno Valley College and the
Moreno Valley and Val Verde unified school districts





Middle College High School Program Handbook

The Middle College High School Program is made possible through a partnership between Moreno Valley College, Moreno Valley Unified School District and Val Verde Unified School District.

Note: The MCHS Program Handbook policies may change during the year. You may always check with the MCHS Program Office for any changes, additions, or changes to the handbook. In some cases, school district directives may over-ride current policy.

MIDDLE COLLEGE HIGH SCHOOL
PROGRAM HANDBOOK

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MIDDLE COLLEGE HIGH SCHOOL PROGRAM HANDBOOK

Preface

The Middle College High School (MCHS) program is a joint program of Moreno Valley College, Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD).

The program's first class, the class of 2001, began in August 1999. As the program has grown in size and experience, policies have undergone creation, revision, and occasional deletion. Currently, all changes and updates to MCHS policies are overseen by MVC, MVUSD and VVUSD administrators and shared with program parent/guardian, students and partnering high schools.

MCHS students are bound to the policies and regulations of their school district and school of registration, as well as by the policies and regulations of Moreno Valley College, Riverside Community College District.

The policies in this handbook only pertain to the Middle College High School Program at Moreno Valley College.

Parents/guardians, and students should read through this book and keep it as a reference and resource throughout the academic year. Also, please be aware that a copy of the Handbook is available online, www.mvc.edu/depts/mchs.cfm

Moreno Valley College, RCCD
Middle College High School Program
Parent/Guardian & Student Contract

Student Name _____

Class of 2021

As parent/guardian and student participant in the Middle College High School Program, we understand and agree to the terms and conditions listed below:

1. *Understand/agree that enrollment in the Middle College High School program involves a two-year commitment of both student and parent/guardian to enable high school graduation and program success.*
2. *Understand/agree that this program takes place on a college campus and involves students taking classes which may include college content not typically taught or considered appropriate in high schools.*
3. *Understand/agree that parents/guardians and students will have the opportunity to review class selections and course descriptions/outlines, but will not have the right to affect course content or any instructor requirements.*
4. *Understand/agree that students will still be considered enrollees of their school district and high school of residence, and that they are subject to laws, policies, and graduation requirements of said school district.*
5. *Understand/agree that students are subject to student academic and disciplinary standards and policies of both the resident school district and high school, as well as those of the Moreno Valley College, Riverside Community College District.*
6. *Understand /agree that Parents/Guardians are expected to attend the Parent Orientation and Parent Meetings to assist in their student's success.*
7. *Understand/agree that students must attend the summer orientation sessions to be eligible for program participation.*
8. *Understand/agree that to continue in the MCHS program, students must maintain a "C" or better in each class or be subject to program academic probation, transfer to another school, or dismissal.*
9. *Understand that there is a MCHS policy relating to program Probation and Academic Dismissal. Understand that your student may be dismissed from the program due to violation of attendance, disciplinary, and/or academic standards.*
10. *Understand/agree to release to MCHS staff, the school district, and college district mid-semester progress and final grade reports.*
11. *Understand/agree that if the student does not meet the standards or requirements of the program, the student will be returned to the school district of origin for placement in an appropriate program or school and that no partial credit will be granted for college classes not completed at the time of return to the school district of origin.*

Initials	
Parent/ Student Guardian	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____



Student Name _____

Class of 2021

As parent/guardian and student participant in the Middle College High School Program, we understand and agree to the terms and conditions listed below:

- 12. Understand that college credits earned in the program will become part of the student's official college and high school academic record.
- 13. Understand/agree that if the "Standards of Student Conduct" as published in the MVC Student Catalog and the MVC Student Handbook are not met, or if the minimum GPA is not maintained, the student will be dismissed from the program.
- 14. Understand/agree and give permission for student to be seen, evaluated, and treated by the Moreno Valley College Health Services staff in the event of medical necessity.
- 15. Understand/agree that transportation to and from Moreno Valley College is the responsibility of the student and parent/guardian.
- 16. If students park on campus, students must display an MVC parking permit.
- 17. Parents/Guardians & Students are responsible for the following fees (subject to change):
 - Health Fee: \$20 per semester / \$17 per summer and winter sessions
 - Student Services Fee: \$15 per semester / \$2 per summer and winter sessions
 - Transportation Fee: \$5.50 per term (enrolled over 6 units) or \$5 (enrolled 6 units or less)
- 18. Parents/Guardians and Students give permission to be photographed and/or filmed while participating in the Middle College High School program.
- 19. Understand/agree that attendance to all high school and college classes is MANDATORY.
- 20. Understand/agree that the student and parent/guardian will assume financial responsibility for lost or damaged textbooks, Chromebooks or other equipment or supplies issued to students as part of the Middle College High School program.
- 21. Understand/agree that if lost or damaged textbooks, equipment, or supplies are not replaced within the semester of lost/damaged, the student will not be allowed to continue with the MCHS program. High school and/or college transcripts will also be held, and no degree or diploma will be issued until financial responsibility is met. MCHS will work with families on this issues.
- 22. Understand/agree that the parent or guardian or student's failure to comply with the MCHS Parent Student contract may result in the student's dismissal from the program.

Initial	
Parent/Student	Guardian
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Parent/Guardian Responsibilities

Parent/Guardian Meetings:

Each academic year we will have Parent/Guarding Meetings throughout the academic year. The meetings will take place at Moreno Valley College on an evening during the week.

Parents/Guardians, you are strongly encouraged to attend the meetings where we will provide MCHS updates, answer questions you may have of the program or your student and provide presentations in topics such as College Resources, University Applications, Financial Aid and other relevant topics. Dates and times will be announced.

Student Absences:

Parent/Guardian, it is your responsibility to call the MCHS office, 951-571-6463, to inform us that your student will be absent. In addition, a signed note from you or a doctor's note is required upon return to school.

Transportation:

Parent/Guardian and student are responsible for the transportation to Moreno Valley College. MVC has a partnership with RTA that allows our students to use their services as their means of transportation. Please keep in mind that there are no excused tardies or absence.

School Laws & Policies

All MCHS participants are considered enrollees of their home high school and are expected and required to follow the school district Laws, Policies and graduation requirements. In addition, MCHS participants are expected and required to follow Moreno Valley College, RCCD Student Conduct Policies. This includes but is not limited to: dress code, attendance, behavior and academic policies.

Cell Phone & Electronic Devices

While cell phones and other electronic devices are useful tools, the use of them in class may not be appropriate or permitted. Texting or the use of any electronic device in class is not permitted. Cell phones must be in the silent mode for **ALL** MCHS and **college classes**. The student may not leave class to answer personal phone calls. Parent/Guardian, if there is an emergency, please call the MCHS office **(951) 571-6463**.

Moreno Valley College, MIDDLE COLLEGE HIGH SCHOOL PROGRAM
ACADEMIC PROGRAM

Academic Program Overview: All classes are held at Moreno Valley College. Students take a combination of high school and college classes. College classes transfer back to the high school for high school graduation purposes. College units earned are held “in escrow” until the student has completed high school or has turned 18 years old. At this point, college units earned may apply to an Associate’s degree and/or be transferred to another college or university toward a Bachelor’s degree.

The MCHS high school counselor works with each student to develop a customized academic plan based on skill level, career and college goals, and high school and college graduations requirements.

However, there are certain educational priorities and required program components.

♦ **EDUCATIONAL PRIORITIES:**

- **First Level Priorities**
 - Students must complete courses required to meet their high school and school district’s requirements for high school graduation. This is done through a combination of high school and college classes.
 - Students planning to attend a four-year university after high school graduation must complete “a-g” courses. This is done through a combination of high school and college classes.
 - Courses to build skills in Reading, Math, and English (Language Arts) so that students attain college level skills in these areas.
- **Second level priorities**
 - Completion of Associate degree and/or certificate requirements, career preparation patterns, and university transfer requirements.
- **Third Level Priorities**
 - Other courses which spark the interest of the students.

♦ **REQUIRED PROGRAM COMPONENTS**

- **High School Classes**
 - All MCHS students are required to take the following high school classes at the MCHS site:
 - ♦ **Seniors:** CSU Expository Reading & Writing, Government, Economics and College & Career Readiness Senior Seminar
 - ♦ **Juniors:** English 3, US History and College & Career Readiness Junior Seminar

Monday-Friday	MCHS SENIOR
8:00-8:55 AM	Economics & Government
9:02-9:57 AM	CSU Expository Reading & Writing
10:04-11:00 AM	College & Career Readiness Senior Seminar

Monday-Friday	MCHS JUNIORS
11:55-12:50 PM	U.S. History
12:57-1:52 PM	English III
1:59-2:55 PM	College & Career Readiness Junior Seminar

ACADEMIC PROGRAM (continued)

- **Guidance Classes**
 - All new MCHS students are required to take Guidance 45, Introduction to College and 48, College Success Strategies, during the summer after the completion of their sophomore year of high school.
 - Students must pass the summer guidance classes in order to remain in the program.
 - All MCHS juniors must take Guidance 47, Career Exploration, during the Winter session of their junior year.
 - Dropping out of required program component classes mid-semester is not appropriate and must be preapproved by the MCHS high school counselor and the parent/guardian.

◆ **OTHER CONSIDERATIONS**

- **Location of Classes**
 - Both high school and college courses will be offered at Moreno Valley College.
 - If approved by the MCHS high school counselor, parent/guardian and high school administrator, MCHS students may also take classes and participate in co-curricular activities at their High School of record as long as such classes or activities do not conflict with mandatory MCHS classes or MVC college courses.
- **Number of College Units**
 - All MCHS students will enroll in 9-11 college units per semester and 3-7 per winter or summer session, in addition to the three MCHS high school classes.
- **Advisement – Not Direction**
 - The MCHS High School Counselor works with students to advise them of options, opportunities, and considerations geared toward assisting them toward success in the program. However, the program philosophy is to support students in their decision-making, when possible, and to have them assume the responsibility for thoughtful decision-making and for the outcomes of their decisions.

Moreno Valley College, MIDDLE COLLEGE HIGH SCHOOL PROGRAM
CLASS SELECTIONS, SCHEDULE DEVELOPMENT,
IMPLEMENTATION & CHANGES POLICY

The Middle College High School (MCHS) program has established program requirements and priorities to build student success and academic achievement, to meet high school graduation requirements, and to prepare for college degrees, certificates, or other career-related endeavors.

Class Selections and Schedule Development

Prior to the start of each term, students are given a schedule development sheet and a deadline to submit it.

- ◆ Students are asked to select classes to meet their high school graduation, a-g requirements and skill development, according to their academic plan.
- ◆ Parents/Guardians are an integral part of the schedule development process. Students are required to discuss their schedule, their education plan (developed with the MCHS high school Counselor and periodically updated), the class choices, and related issues with their parents/guardians and obtain their approval. This is demonstrated by the Parent/Guardian signature on the Schedule Sign-up Sheet.

The process is explained by the MCHS Counselor and in their College and Career Readiness high school class. Priorities are highlighted on the form and are also covered in the Academic Program Policy in the MCHS Handbook.

- ◆ Students and parents should be following these priorities in the schedule development.
- ◆ Parents and students should be aware that, because of the special priority given to MCHS students, careful planning and careful selection of classes is critical since, under most circumstances, schedule changes will not be allowed after the Semester Sign-up deadline.

Schedule Implementation

- ◆ The MCHS program counselor reviews the requested schedules and attempts to meet the requests, but may require revisions based on educational program priorities, prior achievement levels, skill levels, or other issues.
- ◆ There are limitations on how many MCHS program students can enroll in all college classes. Thus, not all schedule requests can be accommodated.
- ◆ Parent/guardian should be notified of any adjustment to a specific class selection. This may be done by phone or by an “add card” which would be signed by the parent/guardian.
- ◆ Once the schedule has been submitted for registration, no changes will be allowed or made other than to address academic achievement problems the prior term, high school graduation requirements, or other issues deemed by the program counselor or director to be priority concerns for program success.

Schedule Changes

Schedule changes require the approval of both the MCHS counselor and a Parent/Guardian.

- ◆ Parents and students should be aware that not all schedule/class change requests will be approved by the program.
- ◆ Students wishing to initiate a schedule change should:
 - Meet with the MCHS Counselor and request the schedule/class change
 - Obtain an Add/Drop card from the MCHS Office
 - Have the parent/guardian sign the add/drop card (under the student signature)
 - Bring the card with all appropriate signatures to the MCHS Office
- ◆ MCHS Program students are not authorized to process drops or adds directly through the Admissions Office or WebAdvisor and any attempts to do so, successful or not, may be grounds for disciplinary action.

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM
COURSE POSTING EQUIVALENCIES for MCHS PROGRAM

High School Courses

11th Grade

Fall Semester		Winter/Spring Semester	
English 3 S1	(5 credits)	English 3 S2	(5 credits)
US History S1	(5 credits)	US History S2	(5 credits)
College & Career Readiness JR Seminar S1	(5 credits)	College & Career Readiness JR Seminar S2	(5 credits)

12th Grade

Fall Semester		Winter/Spring Semester	
CSU Expository Reading & Writing S1	(5 credits)	CSU Expository Reading & Writing S2	(5 credits)
US Government	(5 credits)	Economics	(5 credits)
College & Career Readiness SR Seminar S1	(5 credits)	College & Career Readiness SR Seminar S2	(5 credits)

College Courses Equivalencies

<u>Subject</u>	<u>College Course / Abbrev.</u>	<u>HS Equivalency/Graduation Requirement</u>
Senior English	≠ English 1A	≠ CSU Expository Reading & Writing All students must complete MCHS SR English
Political Science 1	≠ POL	≠ Senior U.S. Government All students must complete MCHS U.S. Government
Economics 4, 7, or 8	≠ ECO	≠ Senior Economics All students must complete MCHS Economics
US History	≠ HIS 7	≠ U.S. History All students must complete MCHS U.S. History
Kinesiology	= KIN (exceptions)	= MVUSD: Can only take KIN courses that involve physical activity. Also KIN 35. VVUSD: Can take any KIN course, including 4, 30, & 35
Dance	= DAN	= KIN or Fine Art (a specific class can meet PE or Fine Art)
Geography	= GEG 1	= Physical Science
Geology	= GEO (all)	= Physical Science
Physical Science	= PHS (all)	= Physical Science
Chemistry	= CHE (all)	= Physical Science
Astronomy	= AST 1A	= Physical Science
Biology	= BIO (all)	= Life Science
Anatomy	= AMY (all)	= Life Science
Health Science	= HES 1	= Health
Physiological Psych	= PSY 2	= Science Elective (RVHS)
Physical Anthropology	= ANT 1	= Science Elective (RVHS)
World History	= HIS 2, 4, 5	= World History
Art, Dance, Music, & Theatre (most three unit courses)	= ART, DAN, MUS, THE	= Fine Art
American Sign Language Or Spanish	= AML or SPA	= Foreign Language

Course Posting Equivalencies (continued)

Credit Equivalencies

NOTE: Credit equivalencies are based on rounding off the 1 college unit= 3.33 high school units. The following equivalencies hold *except* in the situation when a student has three 1-college credit unit classes (or similar situation). In this case (or similar situation) the student would be entitled to 10 units, but normally, according to the equivalencies below, would only receive 9 units (because of rounding). In this kind of situation, the registrar will record an extra HS credit to make the total come out correctly.

1 college credit units = 3 HS credits

2 college credit units = 7 HS credits

3 college credit units = 10 HS credits

4 college credit units = 13 HS credits

5 college credit units = 17 HS credits

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM

TEXTBOOKS

*Reviewed and approved by Parent Advisory Group 10/11/00;
Reviewed and approved by the Inter-District Education in Action Group 10/18/00*

Textbooks: The MCHS program involves a combination of high school and college classes. Textbooks are required for both high school and college classes.

High School Textbooks

Students will be issued textbooks for all MCHS program high school classes in which they are enrolled. These are generally checked out the first week of class meeting and returned the last day of class meetings.

- ◆ By checking out textbooks, students acknowledge their responsibility for the appropriate care of that textbook and acknowledge their financial responsibility for the replacement of any lost, stolen, or damaged textbooks.
- ◆ Students who do not return one or more textbooks without reimbursing their school district the cost of the textbook at the end of each term will not be processed for registration the following term and may be returned to their home high school. Student's high school diploma and official transcripts will be held until student returns or replaces all borrowed textbooks.
- ◆ Students **ARE NOT** to highlight or underline in these textbooks.

College Textbooks

Students *may* be provided with textbooks for designated college classes meeting high school graduation requirements.

- ◆ Provision of college textbooks is a decision of the student's school district and textbook provision specifics may change from year to year.
- ◆ College textbooks available through the MCHS program will be checked out during the first week of the college term and must be returned by the last day of final exams.
- ◆ By checking out textbooks, students acknowledge their responsibility for the appropriate care of that textbook and acknowledge their financial responsibility for the replacement of any lost, stolen, or damaged textbooks.
- ◆ Any lost, stolen, or damaged textbooks will need to be replaced by the Students. Students who do replace a lost, stolen or damaged textbook at the end of each term will not be processed for registration the following term and may be returned to their home high school.
- ◆ Students may highlight, underline and mark respectfully in college textbooks.
- ◆ Some college textbooks include worksheets sometimes required as assignments. In these cases, worksheets must be copied by the student prior to work completion for assignment or study purposes. Books with marked worksheets will be the responsibility of the student to replace.
- ◆ When there are textbooks available through the MCHS program, they will be made available for student use on a textbook loan form.
- ◆ When college textbooks are not provided by the school district or by the program, students and their family will be responsible for the purchase of the textbooks.

Textbook Return

Students must return **ALL** of their textbooks from the previous semester in order to check out textbooks for a new semester.

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Program Probation & Dismissal

Each MCHS student IS talented and capable!!

The MCHS teachers and staff are committed to building each student's academic and personal success in a challenging, stimulating, and supportive college environment.

Only those students who are believed to be capable of college work are accepted into the program. The minimum standard of achievement is a C or above in each class. The standard of progress involves completion of 9-11 college credits and 15 high school credits per semester. For Winter Session a minimum of three college credits is required, but students are encouraged to enroll in no more than seven college units.

Probation Prevention

Although we believe that each student accepted in the program is capable of doing college level work, each student comes to us with different levels of skills in English, Reading and Math. Therefore, we work to place each student in the coursework appropriate to his or her preparatory skill level.

Students receive full orientation about the college environment and expected behaviors. They also take a course, before their first full semester on being a "master student" so they come to each class in their MCHS experience with the strategies and the know-how for success. A critical part of student success is attendance at each class meeting, for the entire class meeting, of each scheduled class.

Periodic progress reports on all MCHS high school and most college classes let each student know where he or she stands at the moment. Parents receive progress report updates throughout each semester.

When we are concerned about a student's progress or adjustment to the program, we discuss this with the student and with the parent(s)/guardian(s).

Dating College Students

Parent/Guardians, it is a program rule that our MCHS participants are not permitted to date or be in a romantic relationship with an adult college student. If we suspect that an MCHS participant is dating or romantically involved with a college student, parent/guardian will be notified and we may have to meet to discuss the issue. The majority of our MCHS students are minors and by law, minors should not be involved in a romantic relationship with an adult.

Program Detention

MCHS Participants are expected to arrive to all of their MCHS High School and College Classes on time. MCHS Detention will be given to MCHS students who are consistently tardy. Below you will find our MCHS Detention Policy:

- 5 Tardies = 30 minute Detention and Parent/Guardian Letter
- 10 Tardies = 30 minute Detention, Parent/Guardian Letter and Phone Call
- 15 Tardies = 30 minute Detention, Parent/Guardian Meeting, Probation
- 12 Tardies = Student will be considered for Program Dismissal

A student can be placed on detention for behavior issues. Parent/Guardian will be mailed a letter if their student is given a detention.

Program Probation and Dismissal (continued)

Definition of Absence

For program probation and dismissal purposes, an absence, regardless of the reason for the absence, is defined as

- Any failure to attend a scheduled high school English, History, Government or Economics class
- Two tardies in a high school class
- Two early class departures from a high school class

While illness and family emergencies do happen occasionally, attendance remains critically important to program success. Thus, there are no “excused absences” and all absences will be counted toward probationary and dismissal status. However, documented illnesses and family emergencies may be considered should dismissal status be imminent.

Parents must notify the MCHS office (951-571-6463) immediately if their child is going to be absent from class. Please state reason for absence. Failure to notify the office may lead in a loss of participation points in their class. Upon return, the student must have a written note from parent/guardian, in addition to the phone call.

Medical appointments and other obligations should be scheduled outside of scheduled class times.

Program Probation Status

Program Probation status is applied to a student for one of five causes:

- ❑ A single W, D or F in any academic term in any college or high school class
- ❑ Persistent behavioral problems
- ❑ Five (5) or more absences during the fall or spring semesters or 2 or more absences during the winter term or required pre-fall classes.

Program Probation means that a student may be dismissed from the program if any one or a combination of the following occurs, regardless of the initial reason for Program Probation Status:

- ❑ Another W, D or F in the subsequent semester
- ❑ Continued behavioral problems after attempted resolutions involving the parent(s)/guardian(s).
- ❑ Five (5) or more absences during the fall or spring semesters or two (2) or more absences during the winter or pre-fall sessions may result in dismissal from the program.
- ❑ Program probation status for more than one cause.

Program Probation is an Indicator

Program Probation is a wakeup call to the family and the student that the student must take his responsibilities as an MCHS student seriously and address the problem or problems that resulted in a Program Probation status.

Program Probation is generally a symptom that the student is not taking his or her success in the program seriously.

Program Probation and Dismissal (Continued)

Parent/Guardian Notification

In general, the MCHS program works to keep parents and guardians informed of problems students are encountering in terms of academic progress, behavioral issues, and attendance.

- **Academic Achievement:** Parents/guardians are notified by phone, e-mail, or mail of concerns regarding academic progress by the MCHS Counselor. Progress reports are provided to parents at least twice a semester. They are distributed at the Parent Advisory Group meetings and/or by mail.
- **Behavioral Standards:** Parents/guardians are notified by phone or e-mail about behavioral problems which persist or may affect student success in the program. In some cases, a single behavior problem may result in program probation or dismissal.
- **Attendance Standards:** Parents/guardians are contacted by phone and asked to verify the reason for all absences. Parents /guardians receive a probation warning notice by phone, e-mail, or mail after the *third* absence.
- **Progress Status:** Parents/guardians may be notified when academic progress is a concern. Since progress is often related to academic achievement concerns, and academic achievement opportunities for improvement often exist until the very end of the semester or term, advance notification is not always possible. However, when students choose to drop classes during the semester, parents are required to sign the drop card or are contacted for verbal approval by the MCHS counselor. Parents need to be aware that dropping one or more college classes during a semester or winter session will result in an Academic Probation.

Notice of Probationary Status

Parents/guardians are notified in writing of student placement on probation when such determination is made. The written notification includes the cause or causes for program probationary status.

In some cases, parents/guardians and the student are invited to a meeting with the MCHS counselor to identify strategies for future program success and to identify outcomes and options if the probationary status is not resolved through student improvement.

Program Dismissal

- Any student who fails to uphold the “Standards of Conduct” as published in the MVC Student Handbook and Catalog (RCCD Board Policies 5500 and 5520) may be dismissed from the program at any time during academic year.
- Any student who fails to meet program Attendance standards within any semester or term are subject to dismissal from the program.
- Any student who receives more than one W, D or F grade in any enrolled class a single semester or who receives a single W, D or F in any enrolled class during the winter intersession may be dismissed from the program.
- Any student on Program Probation may be dismissed from the MCHS program if any one (or a combination of the following occurs) regardless of the initial reason for Program Probation Status:
 - Another W, D or F in the subsequent semester
 - Continued behavioral problems after attempted resolutions involving the parent(s)/guardian(s).
 - Five (5) or more absences during the fall or spring semesters or two (2) or more absences during the winter or pre-fall sessions may result in dismissal from the program.
 - Program probation status for more than one cause.
- Students who are dismissed from the program for any reason may be returned to their home high school district and/or high school for determination of the best available educational program for continuing their high school education.

Program Probation and Dismissal (continued)

Parent/Guardian Notification

- Parents/guardians will be notified by phone, e-mail or mail when program dismissal is being considered.
- The parents/guardians and student will then be asked to meet with the MCHS counselor and/or program director, and, when appropriate and possible, the counselor from the student's home high school, to plan for a smooth transition to the appropriate school district school or program.

Due Process

All students in the MCHS program are covered by and subject to the standards of conduct and related policies established by the Moreno Valley College, RCCD, the Moreno Valley Unified School District, and the Val Verde Unified School District, as published in the Student Handbook published by each district.

In the event that parents/guardians/students feel the probation or dismissal action is not justified, they are to notify the MCHS Director or counselor of their desire to activate the RCCD student grievance procedure or the applicable Moreno Valley Unified School District or Val Verde Unified School District Due Process procedure within two weeks of the notification of probation or dismissal.

RE-ENTRY OR RE-ADMISSION

To the

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Reviewed and approved by Parent Advisory Group 10/11/00;

Reviewed and approved by the Inter-District Education in Action Group 10/18/00

RETURNING TO THE MORENO VALLEY COLLEGE MCHS PROGRAM

Students who were accepted to the program and who completed one full semester with the program but who either

1. elected to leave the program and return to their high school of record
or
2. were returned to their high school of record or other school district educational setting or program because of failure to meet the academic or behavioral standards of the program
and who wish to return to the program, may request consideration for re-admission to the program.

Considerations and Criteria

Students requesting re-entry into the program will only be considered after:

- Successfully completing a semester at their school of record or other authorized school district educational program,
- Completing any graduation requirements not available through the MCHS program.
- Completing the Application for Re-Entry.

Applications for Re-Entry will be considered on a space-available basis and only if the student is able to demonstrate compelling reasons to be re-admitted in the program including, but not limited to, demonstrating:

- Motivation for successful completion of the program
- Ability to meet the graduation requirements within the remaining time period
- A change in the circumstances, which led to removal from the program or elective withdrawal from the program.

Incomplete applications will not be considered.

Applications received after the program class registration deadlines may not be considered because of limited class selection availability after the deadline.

Process

The student will need to:

1. Call the program office and request an Application for Re-Entry to the MCHS program.
2. Complete and return the application and the requested support materials to the MCHS office.

The MCHS Counselor:

- will review the application and materials
- discuss the application with program faculty
- may consult with the high school of record faculty and counselors, and
- will establish an interview date and time to meet with the student and the parent(s)/ guardian(s) to discuss the application, and any conditions for re-admission including but not limited to a Standards Performance Contract.

Re-Entry or Re-Admission (continued)

Process (continued)

Based on this information, the MCHS Counselor will make a recommendation to re-admit (or to deny re-admittance) to the MCHS Program Director. The Director will make the final determination.

Conditions of Program Re-Entry

Students who are accepted for re-admission into the program will be on automatic program probation and will be returned to the home high school at any time they fail to comply with the Standards Performance Contract, violate the disciplinary guidelines of the College or their School District, or fail to attend classes regularly.

Students who are re-admitted to the program will need to adhere to the course selection parameters established by the MCHS counselor.

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM
RE-ENTRY APPLICATION FORM

Name _____ Class of _____

High School _____

DIRECTIONS

1. Complete this application and obtain all necessary signatures.
2. Obtain and attach your current high school transcript and return in the enclosed envelope.
3. Submit the completed application to the MCHS program by **LAST DAY IN MAY OF THE ACADEMIC YEAR.**

REASON FOR DEPARTURE FROM THE PROGRAM

- Voluntary** – Student wanted to return to traditional high school
- Voluntary** – Parent wanted student to return to traditional setting
- Involuntary** -- Student academic performance fell below MCHS program standards.
- Involuntary** – Student was dismissed for disciplinary reasons.
- Other** (please explain)

REASONS FOR WANTING TO RETURN TO THE PROGRAM

HOW ARE YOU DIFFERENT NOW THAN YOU WERE WHEN YOU WERE PART OF THE MCHS PROGRAM?

WHAT COURSES HAVE YOU TAKEN SINCE LEAVING THE MCHS PROGRAM AND HOW HAVE YOU/ARE YOU DOING?

Course _____	Grade Expected _____
Course _____	Grade Expected _____
Course _____	Grade Expected _____
Course _____	Grade Expected _____
Course _____	Grade Expected _____
Course _____	Grade Expected _____

Moreno Valley College, RCCD - MCHS PROGRAM

APPLICATION FOR RE-ADMISSION

page 2

WHAT COURSES, IF ANY, ARE YOU PLANNING TO COMPLETE IN YOUR HIGH SCHOOL'S SUMMER SCHOOL PROGRAM?

Course _____ Grade Expected _____
Course _____ Grade Expected _____

ANYTHING YOU WANT TO ADD?

STUDENT SIGNATURE

SIGNATURE OF STUDENT

DATE

PARENT/GUARDIAN PERMISSION TO REAPPLY

I support my child's application for re-admission to the MCHS program and give permission for the MCHS program to obtain and review my child's academic, attendance and disciplinary records from the high school of current enrollment.

SIGNATURE OF PARENT OR LEGAL GUARDIAN

DATE

PRINTED NAME OF PARENT OR LEGAL GUARDIAN

HS COUNSELOR SUPPORT SIGNATURE

- I support the applicant's application for readmission and feel he/she could successfully complete the program.
 I do not support the applicant's application for readmission.

SIGNATURE COUNSELOR

DATE

PRINTED NAME OF HS COUNSELOR

NOTE: DECISIONS ON READMISSION WILL BE MADE AFTER SPRING GRADES ARE POSTED AND MAY BE CONTINGENT ON SUCCESSFUL COMPLETION OF SUMMER SCHOOL CLASSES.

RE-ENTRY STANDARDS OF PERFORMANCE CONTRACT

for students seeking re-entry or re-admission to the

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Student Name _____

School of Record: ___ CSHS ___ VDLHS ___ CHHS ___ OVHS
 ___ MVHS ___ RVHS ___ VVHS ___ MVOA
 ___ Other School District Program (specify)

I understand that re-entry or re-admission into the MCHS program is on a probationary status. As a condition of re-admission, I agree to the following statements:

Attendance:

- I agree to attend all scheduled classes.
- I agree to be on time to all scheduled classes.
- I agree that absences exceeding 1 per month (without a written Medical Doctor excuse or other acceptable documentation) will be considered grounds for immediate dismissal from the program.

Conduct:

- I understand that disruptions in classes will not be tolerated and will be grounds for immediate dismissal from the program.

Academics:

- I understand that any single semester grade of W, D or F in any high school or college class and/or failure to successfully complete 9-11 units of college coursework in a semester will result in academic dismissal.

Parent/Guardian/Student Contract

- I understand that, if accepted for re-entry or re-admission to the MCHS program, I still bound by the Parent/Guardian/Student contract signed on original entry to the program.

Other

- _____

- _____

I understand that, if I violate any of the above terms and conditions of this contract, I can be dismissed from the MCHS program at any time. I also understand that, if dismissed from the program, I will not again be eligible for re-entry into the program.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (Print) _____

Witness Signature _____

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Admissions Policy

Program Overview

The Middle College High School Program is made possible through a partnership between Moreno Valley Unified School District (MVUSD), Val Verde Unified School District (VVUSD) and Moreno Valley College.

Students enrolling in this program complete their junior and senior years (grades 11 and 12) of high school taking a combination of high school and college classes at Moreno Valley College.

Students remain enrolled in their respective school districts and high schools and, on successful completion of the program, earn a high school diploma from their home high school. While completing the requirements of their high school diploma, students also complete college credits that can be applied to associate degree or bachelor degree programs or career-related certificates.

Eligibility for Program

- Students and their parent/guardians who are interested in applying for the program, must attend the Middle College High School Information Meeting, which is typically held in the month of February.
- Students must complete the requirements of the application process and meet applicable deadlines as explained in the application packet.
- In order to be eligible for the Middle College High School Program, students must be enrolled in a high school or high school educational program of MVUSD or VVUSD during the spring semester of their sophomore (10th grade) year.
- Students must be residents of the State of California and be able to document this residency for a period of one year prior to enrolling in the summer college classes at MVC.
- Students who are not residents of or enrolled in a school or program of MVUSD or VVUSD during the spring semester of the sophomore year or students who change their residency outside of the two school districts during or after the admissions process forfeit eligibility for the program.
- To be eligible for admission, students must be in the 2nd year of high school, regardless of their high school credit status.
- To be eligible for the program, students must be able to meet their school district's high school graduation requirements in terms of credits and core courses by the end of their senior year.

Students Targeted

The program targets students who meet one or more profiles listed below:

- Have the academic potential to successfully complete college level work
- Have academic ability but are not achieving to their potential in the traditional high school setting
- Come from families in which the parent(s) or guardian(s) have not had the tradition of post-secondary education
- May have circumstances which may indicate that they are at-risk students

Admissions Policy (continued)

Eligibility (continued)

- Students and their parents/guardians who are interested in applying for the program, must attend the Middle College High School Information Meeting held in the Spring semester.
- Students must complete the requirements of the application process and meet applicable deadlines as explained in the application packet.

No student shall be excluded from, or otherwise subjected to discrimination with respect to participation in the Middle College High School Program on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, or physical or mental disability.

Selection Process

The Middle College High School program is limited to a maximum of 100 entering students. Because interest in the program exceeds the available spaces the program can accommodate, there is a selection process to determine those who both qualify for and are most likely to succeed in a college environment.

- An inter-district committee of high school teachers, counselors, and college staff review all applications on behalf of the partner high schools and school districts. The committee considers program eligibility criteria and the contents of
 - Teacher/Counselor recommendations
 - Writing Response
 - Application Contents
 - High school transcripts
 - High school attendance and disciplinary records
 - Standardized test scores
- The committee members independently review the student application packets. Based on their professional experience they determine whether the student is a good fit, a possible fit, or not a good fit for the program.
- The findings of each committee member are tallied and averaged, and those with an average indicating a good fit or a possible fit for the program are invited for an interview. Those who are not selected for interviews will be notified by mail.
- 40 students will be accepted based only on the application review averaged scores. The remainder 60 students will be selected based on the application review averaged scores and the Middle College Interviews.
- The interviews are conducted by teams made up of the admissions committee and may be augmented by college and school district administrators, other college and high school teachers and counselors, and Middle College High School program graduates or participants.
- The results of the interviews are tallied, reviewed along with the results of the initial review, and 60 students are selected for admission to the program.
- Students who participated in MCHS Interviews, but were not admitted to the program and feel there are grounds for reconsideration may file an Admissions Appeal within ten working day of notification of non-admission to the program. Only students who participated in MCHS Interviews and were not selected, can appeal to be reconsidered.

Admissions Policy (continued)

Special Considerations Review

Each School District and each high school endeavor to provide the level of educational support services to address student needs and skill levels. However, not all levels of educational services are available through the Middle College High School program or at Moreno Valley College.

While the MCHS selection committee may accept students into the program, it is the option of each high school to review placements in the Middle College High School program in light of these educational concerns and needs. Areas of review include, but may not be limited to the following topics:

High School Programs:

- **Many programs offered at the home high school are not available for continuation through the Middle College High School program including but not limited to:** Independent Study, Home Schooling, ELD or ELL (English Language Learning or English Language Development), SDC (Special Day Class), RSP (Resource Specialist Program), AVID, Academy Programs, International Baccalaureate (IB), Athletic Programs
- **Students with Individual Education Plans (IEPs):**
- **If selection is recommended,** this recommendation will be forwarded to the school for the IEP review process. This will determine if the program placement is appropriate and will determine the final outcome.
- **Other Programs:** A discussion/review with parents/guardians and the student would be held regarding the advisability or appropriateness of MCHS program placement.

When a student educational completion of high school or other learning goal is not compatible with the Middle College High School program, the MCHS placement may not be implemented

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM
ADMISSIONS PROCESS REVIEW

Admissions Process Overview

The Middle College High School program's Admissions Selection Process was developed by an inter-district committee of educators and administrators to provide for a fair process in which applicants to the program would have an opportunity to present themselves and their desires to be admitted to the program through their academic histories, teacher recommendations, application information, in writing, and, if selected for an interview, in person. The process is reviewed once a year and updated when necessary.

The committee of individuals representing the college and each school district, counseling, teaching, and administration, screen the applications. Each application is reviewed by a minimum of three committee members and their scores are averaged. The top 40 students will be accepted based on the review of their application. Approximately 90 students will be invited for interviews and 60 students will be accepted. A total of 100 students will be selected. 50% of the students accepted will come from MVUSD and the other 50% from VVUSD. A student who participated in MCHS Interviews and is not accepted in the program may seek to appeal the decision. Their request is reviewed by the Process Review committee.

The process follows these steps:

1. Preliminary interest in the program begins with the students and parents/guardians completing the MCHS Interest form.
2. Parents/guardians and Students attend the Parent-Guardian-Student Information Meeting, to obtain more detailed information about the program to determine if a full application is appropriate to the student-parent/guardian situation and goals.
3. Students who wish to formally apply do the following
 - Complete the MCHS Application
 - Obtain two teacher recommendations
4. A student application file is compiled for each applicant including the following
 - Application
 - Recommendations
 - Admissions Writing Response
 - High school transcripts
 - Attendance records
 - Disciplinary Records
 - School testing records
5. A committee evaluates all applications and each individual member makes a determination, based on the materials in the file, as to whether the student looks to be a *good fit*, a possible fit, or not a fit for the program, according to the guidelines provided to each committee member.
6. The committee is made up of the MCHS counselor and teachers, and high school counselors.
7. The individual findings of the committee are compiled. The top forty applicants will be accepted. Approximately ninety students will be invited for interviews and sixty will be accepted.
8. Students invited to interviews will be interviewed by committees made up of MCHS teachers or counselor, school or college faculty, high school counselors or administrators. The committee members individually score each interviewee.

Admissions Process Review (continued)

9. The findings of the interview committee are then compiled and scores tallied.
10. The MCHS counselor and teacher committee members review the preliminary list, compare it to the paper screening list to see if there are any significant discrepancies between the paper screening results and the interview results. They also review the distribution of the selection by high school and districts.
11. A final list of students to be admitted to the program is determined, and letters of acceptance are mailed. Students who are not accepted to the program are also sent a letter.
12. Students who participate in MCHS Interviews and are not accepted may request an appeal by the Process Review Committee. The Process Review Committee is composed of the Program Director, an MVC administrator, and an administrative representative from the appropriate school district.

The Review Process

The Process Review Committee was established to provide an avenue for student's appeals of the admissions determination and to assure that the process is fair and impartial.

The charge of the Process Review Committee is to review the process and findings of the selection committee to assure that the process was appropriately carried out and that the student was given full and appropriate consideration.

After an appeal is reviewed, the committee may make a recommendation to uphold the selection decision, accept the student directly into the program, or make recommendations to improve the selection process based on its review.

The Process Review Committee may include:

- MVC Administrator
- MCHS Program Director
- MVUSD or VVUSD Administrator

The determinations of the committee shall be made by majority vote and shall be final in relation to the student acceptance status.

Process

1. Only students who participated in MCHS Interviews and are not selected to participate in the program can request an appeal.
2. Students wishing to appeal the MCHS admissions decision must file a written letter stating their request for a review of the decisions and the basis or reasons for the request within ten working days of admissions status notification.
3. The committee will consider the information provided by the parent and student, and will review the selection process materials.
4. The committee will make its determination by majority vote.
5. The MCHS program Director will inform the parent and student of the committee decision regarding the admission status within five working days.

Middle College High School Program

EMERGENCY EVACUATION PROCESS

In each classroom and office at the Moreno Valley College, an **Emergency Evacuation Plan and Emergency Guide** are posted. The Emergency Evacuation Plan provides directions on how to exit the building, in case of an emergency. The Emergency Guide provides instructions on what to do in the event of an emergency. The following topics are included in the guide:

- Emergency Phone Numbers
- District Emergency Organizations
- Classroom Evacuation Plan (Instructor's Responsibility)
- Evacuee Guidelines (Students/Staff)
- Flood
- Fire
- Earthquake
- Bomb Threat
- Active Shooter and Riot/Civil Disorder
- In an Emergency
- Information Policy

Periodically, the college tests fire/evacuation alarm systems, and all students and college instructors, staff and administrators evacuate the classrooms and offices, and wait at a designated location until the all clear sign is given.

In the event of an emergency (including but not limited to Earthquake, Fire, Bomb, or other event which might affect the integrity of buildings or the safety of students), MCHS students are directed to:

1. Follow the directions provided by an MVC instructor, administrator, staff and/or College Police.
2. Follow the Emergency Evacuation Plan and Emergency Guide instructions.
3. Proceed to the designated area outlined by the Emergency Evacuation Plan.
4. Keep clear of roadways to allow access to any necessary emergency vehicles.
5. If medical attention is needed, ask for assistance in getting it.
6. *During MCHS Program hours, 7:30 a.m. – 4:00 p.m., Mondays through Fridays.*
 - If you are able, *go to the lawn area west of the Library building* (outside the MCHS office area of Library 110), and check in with a MCHS staff member there.
 - Report your condition
 - Report information on any other MCHS students you may have encountered, but who have not checked in.
 - Stay clear of any debris, unstable structure, or other hazardous situation.
 - Students with access to a cell phone should attempt to contact a parent/guardian to inform the family of the situation ***except in the event of a bomb threat when cell phones must not be used until after the threat is resolved.***
 - The MCHS office will make every effort to contact parents/guardians about the status of each student.

Outside of MCHS Program Hours (evenings and summer sessions)

- Inform College Police or other campus officials of the following:
 - You are a MCHS program student and
 - Report your condition
 - Report information on any other MCHS students you may have encountered, but who have not checked in.
- If you have access to a cell phone (yours or someone else's who is present), attempt to contact a parent/guardian to let your family know your situation. ***The exception is in the event of a bomb threat when cell phones must not be used until after the threat is resolved.***
- If you have your own transportation, and College Police indicate it is safe to do so, proceed home directly and immediately. If you do not have your own transportation, inform College Police, and follow their direction which may include proceeding to a curb-side location for pick up by parent/guardian or other family member.

MVC/MVUSD/VVUSD



MCHS
Student
Handbook

