Middle College High School Program

at
Moreno Valley College

Student Handbook
2014-2015

The MCHS Program is a joint partnership between
Moreno Valley College-RCCD,
Moreno Valley Unified School District,
&
Val Verde Unified School District
The Moreno Valley College~Middle College High School Program is a partnership program between Moreno Valley Unified School District, Val Verde Unified School District, & Moreno Valley College, Riverside Community College District

(Note: The MCHS Program Handbook policies may change during the year. Proposed changes and revisions are reviewed at Parent Advisory Meetings, but handbook revisions are distributed only once a 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.)
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Preface

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

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.

As these changes were made, they are brought to the MCHS Parent Advisory Committee for discussion and input. They were then presented for review and approval to the Inter-District Education in Action group, made up of representative administrators, counselors, registrars and other interested educators from both school districts and from each high school.

While this process brings the experience and perspective of many committed educators to the program, it remains the right of each partner school district Superintendent or President to initiate changes deemed necessary. Such changes take precedence over the Parent Advisory Group and MCHS Consortium (takes place of the IDEA group).

It should also be noted that all students are still bound by 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, Riverside Community College District.

Parents, guardians, and students should read through this book and retain it as a reference and resource throughout the academic year.
Student Name  ____________________________  Class of 2016

As parent/guardian and student participants 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 participating minor student’s class selections and course descriptions /outlines, but will not have the right to affect course content or any professor 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 Parent Orientation and Parent Meetings to assist in their student’s success.

7. Understand/agree that students must attend the summer orientation session(s) 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, program, or dismissal.

9. Understand that there is a MCHS policy relating to program Probation and Academic Dismissals. I understand that my student may be dismissed from the program due to violation of attendance, house, disciplinary, and/or academic standards, as well as false information submitted on the MCHS application

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.

Continued on Page 2 (other side)
As parent/guardian and student participants 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 be transferred to the high school of origin and will not be awarded as college credits until completion of the high school graduation requirements.

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 dropped 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 the Moreno Valley College is the responsibility of the student and parent/guardian.

16. If students park on campus, students must display a parking permit.

17. Parents/Guardians/Students are responsible for the following fees (subject to change):
   • Health Fee ($16 per semester, $13 for summer and winter inter-sessions)
   • Student Services Fee ($10 per semester, $2 for summer and winter inter-sessions)
   • Transportation Fee ($5.50 per semester)
   • Parking Fee ($50 per semester, $25 for summer and winter inter-sessions)

18. Parents/Guardians and Students give permission for the enrolled students to be photographed and/or filmed while participating in the Middle College High School.

19. Understand/agree that daily attendance is required in all classes. Understand/agree that daily attendance is required in all high school and college classes on the day(s) they are scheduled to meet.

20. Understand/agree that the student and parent/guardian will assume financial responsibility for loss or damage to computer equipment, textbooks, 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 paid for within the semester of loss/damage, 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.

22. Understand/agree that the parent or guardian or student’s failure to comply with the MCHS Parent Student contract could result in the student’s dismissal from the program.

23. Understand that knowingly misrepresenting information on the MCHS application may result in the student’s dismissal from the program.

Signature of Student __________________________ Date __________

Signature of Parent/Guardian __________________________ Date __________
Parent/Guardian Responsibilities

Parent/Guardian Meetings:
Each academic year we will have four Parent/Guarding Meetings. 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, were we will provide MCHS updates, answer questions you may have of the program or your student and provide presentations in topics such as College and Online 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 is responsible for the transportation of the student to the campus of Moreno Valley College. Please keep in mind that there are no excused tardies or absences. For every three tardies students will be assigned a thirty minute detention.

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 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 is not 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.
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:

 o First Level Priorities
  ▪ Courses to build skills in Reading, Math, and English (Language Arts) so that students attain college level skills in these areas.
  ▪ Equally importantly, students must complete those 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 apply to a four year university as a First Time Freshmen must complete “a-g” courses. This is done through a combination of high school and college classes.

 o Second level priorities
  ▪ Completion of Associate degree and/or certificate requirements, career preparation patterns, and university transfer requirements.

 o Third Level Priorities
  ▪ Other courses which spark the interest of the students.

♦ REQUIRED PROGRAM COMPONENTS

 o High School Classes
  ▪ All MCHS students are required to take the following high school classes at the MCHS site unless one or more of these courses have been completed prior to enrollment in the MCHS program:
    ♦ Junior Classes: English 3, US History
    ♦ Senior Classes: English 4/ Multicultural Literature, Economics, & Government

 o Guidance Classes
  ▪ All MCHS students are required to take the MCHS Orientation to College Seminar and Guidance 48, College Success Strategies on entry to the program.
  ▪ Students must pass the summer guidance classes in order to remain in the program.

 o Reading Classes
  ▪ Most MCHS students do not enter the program with college-level reading skills. Since reading skills are critical to success in college classes, students are required to demonstrate college-level skills (through Assessment Testing) or to enroll in the appropriate class for their skill development.
    ♦ Students must either test out of or complete the sequence of Reading 81, 82, and 83. If Reading is not completed by end of junior year, the student will be removed from MCHS Program and be returned to their home high school.
    ♦ Dropping out of required program component classes mid-semester is generally not appropriate and must be preapproved by the MCHS high school counselor and the parent/guardian.
ACADEMIC PROGRAM (continued)

- **Computer Information Systems (CIS) course**
  - Nearly all college classes and future employers require student familiarity with and ability to produce work on computers. Students are required to either enroll in a college computer course or pass the MCHS Computer Familiarity Assessment Test. Students who pass the MCHS Computer Familiarity Test will not be required to enroll in a college computer class.

- **Senior Project**
  - MCHS students in HS English 4 (Multicultural Literature) are required to complete the senior project as part of their English 4 grade. This involves a 25 hours career-related internship or project, related research paper, and project presentation to a panel of educators and community professionals.

- **House**
  - MCHS “House” are small group meetings held for all MCHS students.
  - In House meetings, MCHS staff works with students to make sure they are on track, to address student issues and to provide general information about program, college and career planning.
  - Students are required to attend all their regularly scheduled House sessions and to make up any missed sessions.

♦ **OTHER CONSIDERATIONS**

- **Location of Classes**
  - MCHS program students are expected to take all classes on the campus of the Moreno Valley College.
  - If approved by the MCHS high school counselor, parent/guardian and high school administrator, MCHS students may also take classes at 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.

- **Number of College Units**
  - All MCHS students will enroll in no more than 11 college units per semester and 5 per winter or summer session, in addition to an MCHS high school class. The number of units recommended depends on the skill level of a student, the student’s prior grades, and the student’s confidence and commitment levels.

- **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.
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 skill development, high school graduation, and college and career goal planning, according to their academic plan.
♦ Parents/Guardians are an integral part of the schedule development process. Students are requested 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 and priorities are covered in “House” meetings. 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.
♦ Students who have not yet reached “college level” reading skills through the assessment testing process (or completed Reading 83) by the Semester Class Sign-up deadline, must sign up and take the Reading class appropriate to their skill levels.
♦ 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.
♦ If there are conflicts in scheduling, priority is given to the student who turned in the signed form earliest.
♦ “House” meetings and English/History class assignments may also be determined by necessity relating to other class scheduling priorities.
♦ Parents 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.
♦ Student schedule assignments for “House”, High School English and History will be posted outside the MCHS office.
♦ Student college class schedules will be placed in the student mailboxes.
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. Schedule changes initiated by students or parents to avoid or delay program requirements are not likely to be approved.

♦ Students wishing to initiate a schedule change should:
  o Obtain an Add/Drop card from the MCHS Office
  o Obtain approval to add from the instructor/professor (signature or sticker). Instructor/professor approval is not required for drops
  o Have the parent/guardian sign the add/drop card (under the student signature)
  o Bring the card with all appropriate signatures to the MCHS High School Counselor for approval and processing.

♦ 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.
### High School Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>MCHS Course</th>
<th>HS Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior English</td>
<td>MCHS English 3A + 3B</td>
<td>1 year English 3</td>
</tr>
<tr>
<td>Senior English</td>
<td>MCHS English 4A + 4B</td>
<td>1 year English 4 (VVUSD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 year Multicultural Literature (MVUSD)</td>
</tr>
<tr>
<td>Junior History</td>
<td>MCHS History 3A + 3B</td>
<td>1 year US History</td>
</tr>
<tr>
<td>Senior Social Science</td>
<td>MCHS SS 4A</td>
<td>1 semester US Government</td>
</tr>
<tr>
<td></td>
<td>MCHS SS 4B</td>
<td>1 semester Economics</td>
</tr>
</tbody>
</table>

### College Courses Equivalencies

<table>
<thead>
<tr>
<th>Subject</th>
<th>College Course / Abbrev.</th>
<th>HS Equivalency/Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior English</td>
<td>English 1A ≠</td>
<td>English 4A &amp; 4B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All students must complete MCHS English 4</td>
</tr>
<tr>
<td>Political Science 1</td>
<td>POL ≠</td>
<td>Senior U.S. Government</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All students must complete MCHS U.S. Government</td>
</tr>
<tr>
<td>Economics 4, 7, or 8</td>
<td>ECO ≠</td>
<td>Senior Economics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All students must complete MCHS Economics</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>KIN (nearly all) =</td>
<td>KIN courses must involve physical activity for MVUSD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KIN 4 &amp; 30 meet the HS Physical Education requirements for VVUSD only. KIN 35 does have an activity lab and qualifies for MVUSD.</td>
</tr>
<tr>
<td>Dance</td>
<td>DAN =</td>
<td>KIN or Fine Art (a specific class can meet PE or Fine Art)</td>
</tr>
<tr>
<td>Geography</td>
<td>GEG 1 =</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Geology</td>
<td>GEO (all) =</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Physical Science</td>
<td>PHS (all) =</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE (all) =</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Astronomy</td>
<td>AST 1A =</td>
<td>Physical Science</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO (all) =</td>
<td>Life Science</td>
</tr>
<tr>
<td>Anatomy</td>
<td>AMY (all) =</td>
<td>Life Science</td>
</tr>
<tr>
<td>Health Science</td>
<td>HES 1 =</td>
<td>Health</td>
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<tr>
<td>Physiological Psych</td>
<td>PSY 2 =</td>
<td>Science Elective (RVHS)</td>
</tr>
<tr>
<td>Physical Anthropology</td>
<td>ANT 1 =</td>
<td>Science Elective (RVHS)</td>
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<tr>
<td>History</td>
<td>HIS 7 ≠</td>
<td>U.S. History</td>
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<td></td>
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<td>All students must complete MCHS U.S. History</td>
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<tr>
<td>History</td>
<td>HIS 2, 4, 5 =</td>
<td>World History</td>
</tr>
<tr>
<td>Any college dance,</td>
<td>DAN, THE, =</td>
<td>Fine Art</td>
</tr>
<tr>
<td>theatre, music, art</td>
<td>ART, MUS =</td>
<td>Fine Art</td>
</tr>
<tr>
<td>Any college foreign</td>
<td>AML, ARA, CHL =</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>language including</td>
<td>FRE, GER, GRK, ITA, POR, RUS, SPA</td>
<td></td>
</tr>
</tbody>
</table>
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 accord 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

Other Issues

• While High School English, History, Government and Economics courses are offered on a block-scheduling format through MCHS (1 full year or the equivalent of two semesters of a given subject in one semester with one grade). U.S. Government and Economics will be posted as 2 separate courses of 5 credits each on high school transcripts.

• Credit is to be given for college Math courses regardless of prior high school math classes. Placement based on skill requirements and math skills, not on course name equivalencies.

• Math skills and competencies are important for many careers as well as required for university degree completion. MCHS students, regardless of skill levels with which they come to the program, are normally expected to build their skills up to at least completion of Math 35 (intermediate Algebra). This is considered a high school level / college remedial course. Thus, we anticipate students will go beyond this, depending on their initial skill levels, and complete either College Algebra (Math 11) or Pre-Calculus (Math 10) for full preparation for a University degree.

However, some students may not be geared toward a University degree, and options to meet high school mathematics graduation requirements are below;

• **MVUSD Cross-Credit:** All MVUSD students must complete HS Algebra I (or its college equivalent) to meet HS graduation requirements. However, on the counselor’s recommendation, consistent with MVUSD practice, up to two years of the math requirements may be met through “cross-credit.” The following MVC, RCCD courses will be accepted, consistent with MVUSD practice, as cross-credit options to meet the HS graduation requirement:

  - RCCD Accounting 1 = MVUSD Accounting 1 & 2
  - RCCD Engineering 21 (with B or above) = MVUD Engineering Drawing 1 & 2 (B or above)
  - RCCD CIS Programming Course = MVUSD HS Math Dept Programming classes
    - CIS 5 (Fundamentals of Prgmng C++) = Beginning and Advanced Programming
    - CIS6 (Fundamentals of Prgmng Pascal) = PASCAL
    - CIS 14A (Web Programming: Java Script) = JAVA
    - CIS 11 (Comp. Programming: Assembler) = No direct equivalent but could meet math requirement
    - CIS 13A (COBOL Programming- Intro) = No direct equivalent but could meet math requirement
    - CIS 13B (COBOL Prgmng- Intermediate) = No direct equivalent but could meet math requirement

• **VVUSD Cross-Credit:** All VVUSD students must complete two years of high school Math, Algebra I and Geometry (or its college equivalent). A third year of math is recommended in the Junior or Senior year. On the counselor’s recommendation, consistent with VVUSD practice, the third year of math may be met through “cross-credit.” The following MVC, RCCD courses will be accepted, consistent with VVUSD practice, as cross-credit options:

  - MVC, RCCD Accounting 1A = VVUSD Accounting
  - MVC, RCCD Business 20 = VVUSD Business Mathematics
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.
- 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.
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 minimum standard of progress involves completion of 6 college credits and 10 high school credits per semester. For Winter Session a minimum of three college credits is required.

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.

Staff meets with students each week in “House Sessions” to track their academic progress and to deal with any adjustment problems, conflicts, or other situations.

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:

- 3 Tardies = 30 minute Detention and Parent/Guardian Letter
- 6 Tardies = 30 minute Detention, Parent/Guardian Letter and Phone Call
- 9 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
- Failure to sign in and out on a given date (regardless of high school class attendance)

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 to 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.
- Failure to attend 2 or more House Sessions (without make-ups) in a single semester or 1 House session (without make-up) during the winter session.
- Failure to complete 10 high school credits and 6 college credit units in a single semester or a total of 20 high school credits and 17 college credit units in the junior year.

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.
- Missing a single additional House session (without make-ups) after probation notification in the current semester or winter session.
- Continued failure to meet program progress standards.
- 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.

In some cases, while a student may be taking the program seriously, poor grade(s) may reflect other problems (changes in family circumstances, problems with alcohol or other substances, psychological adjustment problems, etc.) In these cases, we communicate our concerns to the parent(s)/guardian(s) and urge them to follow-up with appropriate actions so students will be able to resolve their problems and succeed in the program.
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 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.

- **House 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 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 or House 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.
  - Missing a single additional House session (without make-ups) after probation notification in the current semester or winter session.
  - Continued failure to meet program progress standards.
  - Program probation status for more than one cause.
Program Probation and Dismissal (continued)

- 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.

**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.

**Special Option for Re-Entry—Spring Semester Probationary Students**

Students who were on academic probation during the Spring Semester and who
- receive a single D in either their high school English or History Classes, *and*
- receive C’s or above in all college classes, *and*
- complete at least 6 credit units of college coursework during the spring semester are eligible to re-enter the program the following fall semester if (and only if) the course is repeated during their school district’s summer school program *with a grade of B or above.*

Proof of completion of the course with a grade of B or above must be provided to the MCHS office within 1 week after the completion of summer school.

Students who were on academic probation during the Spring Semester and who received a grade of “F” in their Spring Semester high school English or History Class are not eligible for this option.

**Conditions of Program Re-Entry**

Students who are accepted for re-admission into the program or who meet the Special Option for Re-Entry conditions (stated above) 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_______
WHAT COURSES, IF ANY, ARE YOU PLANNING TO COMPLETE IN YOUR HIGH SCHOOL’S SUMMER SCHOOL PROGRAM?

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
                  __MVHS __RVHS __VVHS
                  __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 6 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

Reviewed and approved at the 3/20/01 IDEA meeting; Reviewed and approved at the 2/27 & 2/28/01 Parent Advisory Meetings
Revisions reviewed and approved at the Parent Advisory Group meetings 10/2 & 10/4/01 and I.D.E.A. group meeting 10/18/01
Revisions reviewed and approved IDEA group meeting (4/17/02) and the Parent Advisory Group meeting 5/02). Revisions reviewed and
approved at the 11/19/03 IDEA group meeting.

Program Overview

The Middle College High School Program is a program offered by Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD) in partnership with Moreno Valley College, RCCD.

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 on the campus of the Moreno Valley College, RCCD.

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 after high school graduation or at age 18.

Eligibility for Program

- 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 MCHS program college classes.

- 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 are only admitted to begin the program as juniors.

- The program targets students who meet one or more profiles of an at-risk student. These include but are not limited to students who
  - Are not thriving in the traditional high school atmosphere
  - Have academic ability but are not achieving to their potential in the traditional high school setting
  - Consider themselves to be at risk of dropping out of or failing to complete high school
  - Come from families in which the parent(s)/guardian(s) have not had the tradition of post-secondary educations
  - Have other circumstances which indicate being at risk

  …and who have the academic ability to successfully complete college level work.
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 Night 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 70 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 and counselors and college faculty/counseling 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
  - Pass the High School Exit Exam (CAHSEE)

- The committees members independently review the student application packets and, based on their professional experience, determine whether the student is a good fit for the program, a possible fit for the program, not a good fit for the program or ineligible 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 might go through an interview process.

- 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 would be tallied, reviewed along with the results of the initial review, and the top 70 students are selected for admission to the program. Additional students may be identified as alternates to the program should vacancies occur. Applicants and their schools are notified of the results of the interview.

- Students who participated in the MCHS Interviews but were not admitted to the program and feel there are grounds for reconsideration may file an Admissions Appeal within two weeks of the date of notification of non-admission to the program. Only students who were invited and participated in MCHS Interviews may file an Admissions Appeal.
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.

Areas of review include, but may not be limited to the topics below:

High School Exit Exam
Those students who do not pass the High School Exit Exam by the end of their sophomore year are required to participate in intervention activities and/or classes that take place only on their home high school campuses.

Thus, one area for MCHS admissions acceptance review is those students who have not passed the High School Exit Exam by the time of the start of the fall semester of the entering year. If it is not possible, due to scheduling, transportation, or other reasons for the student participate in the intervention activities and/or classes at their home high school and be enrolled in the MCHS program, the MCHS placement would not be implemented.

Special Programs
Many programs offered at the home high school may not be available for continuation through the Middle College High school program, including some academy programs, 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)
- EAOP (Early Academic Outreach Program)
- GATE (Gifted and Talented Education)
- AVID
- Academy Program(s)
- Varsity Athletic Program(s)

When completion of high school or other learning goals are not compatible with the Middle College High School program, placement in the program may not be implemented.

- **Students with an 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.
Admissions Process Overview

The Middle College High School program student selection process was developed and reviewed 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. A committee of people representing the college and each school district, counseling, teaching, and administration screen the applications, interview approximately 120 of the top applicants and through their judgments, approximately 70 new students are admitted. A student or parent who 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 completing the MCHS Interest form.

2. Parents-Students attend the Parent/Guardian & Student Information Night, to obtain more detailed information about the program to determine if a full application is appropriate to the student-parent situation and goals.

3. Students who wish to formally apply do the following
   - Complete the MCHS Application
   - Obtain two recommendations
   - Attend the MCHS Writing Response session

4. A student application file is compiled for each applicant including the following
   - Application
   - Recommendations
   - Writing Response
   - High school transcripts to date
   - 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 appears to be a good match or fit for the program, a possible fit, or not a fit, according to the guidelines provided to each committee member. The committee is made up of the MCHS teachers and counselor, MVC staff and high school counselors.

6. The individual findings of the committee are compiled and interviews given to those students who have a majority of fits or possible fits.
Admissions Process Review (continued)

7. These students are invited for an interview. They are interviewed by committees made up of MCHS teachers, counselor and alumni, school or college faculty, counselors or administrators. The committee members individually score each interviewee.

8. The findings of the committee are then compiled and scores tallied. A preliminary acceptance list is determined based to the top 70 scores.

9. The MCHS counselor and teachers committee member reviews the preliminary list and compares it to the paper screening list to see if there are any significant discrepancies between the paper screening results and the interview results.

10. A final list of students to be admitted to the program is determined, and letters of acceptance sent to those students. Students who are not accepted to the program are also sent a letter.

11. Only students who participated in the MCHS Interviews, but were not accepted may request an appeal by the Process Review Committee.

The Review Process

1. Students who participated in MCHS Interviews and wish 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.

2. The MCHS Program Director will review the appeal. Based on the reasons for the appeal, the MCHS Program Director will investigate to determine if the appeal is based on a process violation. If there was no process violation, the MCHS Director will notify the candidate that there was no basis for appeal. If there is an apparent process violation, the MCHS Director will convene the Process Review Committee and inform the parent and student of the date and time.

3. The parent and student have the option to present their case in person. If the parent and student cannot attend, the committee will rely on their formal letter of appeal for information.

4. The committee will consider the information provided by the parent and student, and will review the selection process materials.

5. The committee will make its determination by majority vote.

6. The MCHS Program Director will inform the parent and student of the committee decision regarding the admission status within five working days.
Admissions Process Review (continued)

Process Review Form

Moreno Valley College, RCCD Middle College High School Program
ADMISSIONS PROCESS REVIEW COMMITTEE
Record

Student Name: _________________________
Parent/Guardian Name: __________________
Parent/Guardian Name: __________________

Written Request for Appeal: ________
Committee Review: ________
Date Notification Sent: ________

Committee Members
1. _________________________, MVC Administrator or designee
2. _________________________, VVUSD or MVUSD Administrator or designee
3. _________________________, MCHS Program Director

Others Present for Part I and II of meeting:
Name: _______________________________       Name: _______________________________

AGENDA

I. Review of Student or Parent letter requesting a Process Review

II. Student and Parent personal appeal (optional)
    The committee may excuse the parent and student at this time to review materials and deliberate

III. Review of Materials

IV. Findings re Admissions Status
    □ No change in Admissions Decision
    □ Admit to program at next possible term
    □ Change status-rank on alternate list
    □ Other (specify)

V. Recommendations for Process Improvements

Process Review Committee Signatures:

____________________________________    __________________________________
Signature     Date       Signature       Date
____________________________________
Signature     Date

25
Moreno Valley College, RCCD—MIDDLE COLLEGE HIGH SCHOOL PROGRAM
COMPUTER ACCESS & LAP-TOP CHECK-OUT POLICY
Reviewed and approved by the Parent Advisory Groups 10/2 & 10/4/01 and the IDEA group 10/18/01

Access to computers for scholarly purposes is important to student success in preparing written documents for classes, homework tasks, and access to the Internet.

Access to Computers

Middle College High School (MCHS) Program students have access to computers
- for research purposes in the Moreno Valley College, RCCD (MVC-RCCD) Library
- for general homework and research by checking out a Lap-Top computer from the MCHS program office.
- Websites—students are not permitted to view include inappropriate (adult) websites, gaming, MySpace, Facebook, etc. Any student found viewing these websites will be disciplined per MCHS behavior standards.

Computer Usage Policies

General Principles
- MCHS Program and MVC-RCCD computers are made available to students for scholarly pursuits.
- Middle College High School students must sign the computer use agreement.
- MCHS students are not permitted to view inappropriate (adult) websites. Any student found viewing these websites will be disciplined per MCHS behavior standards.

Moreno Valley College, RCCD MCHS Program Laptops
- MCHS Program laptops are used in instruction and a limited number are available for one-day or weekend checkout on a first-come, first-serve basis.
- MCHS Program laptops are only available to MVC MCHS students.
- Because the laptops were made available through grant funding to address the needs of our lower income students, in the event that there are more requests for check-out than available computers, students who qualify for the free and reduced lunch program will have priority.
- Students who wish to have access to lap tops for evening and weekend check-out must have on file a Lap-Top Computer Check-Out Agreement (see attached).
- Students wishing to check-out a computer should sign up for a given date’s check-out no later than noon of the check-out day.
- Laptops will be available for check out after 3:00 p.m.
- Students checking out computers are required to return the computer by 7:30 a.m. of the following school day.
- In the event that the computer is not returned by the day and time it is due, the student may lose check-out privileges for the balance of the instructional term.
- Laptops cannot be checked out during the inter-sessions or during terms of non-enrollment.
- In the event that the laptop and/or related equipment is lost, stolen, or damaged after it has been checked out, it will be the responsibility of the student and parent to reimburse the program for replacement costs or repairs. College transcripts and the ability to receive college textbook vouchers will be withheld until such obligations are met.
Computer Access & Lap-Top Check-Out Policy (continued)

Middle College High School Program
at
Moreno Valley College, RCCD

Lap-Top Computer Check-Out Agreement

I, ______________________________________________ , am currently enrolled as a
Print Student first and last name
Middle College High school student and would like to have access to checking out a
MCHS program laptop for evening and weekend use. I understand and agree to the following
relating to laptop computer checkout responsibilities:

1. I understand that laptops are available on a first-come, first-serve basis. Additionally I understand that,
because the laptops were made available to the MCHS program through grant funding to address the needs
of our lower income students, in the event of more requests than available laptops, priority will be given to
those qualifying for the free or reduced lunch program.

2. I am not authorized or allowed to change or alter the programming in the hard disc in any way.

3. I will be using the laptop for scholarly purposes only and will adhere to my school district’s and MVC
RCCD policy relating to the use of computers.

4. I understand that the laptop is for my use only, and may not be lent to friends or family for use.

5. Laptops can only be checked out between 2:45-3:15 p.m. and must be returned by 7:30 a.m. the next
school day.

6. If I fail to return a checked-out laptop by the day and date required, I will lose checkout privileges for the
balance of the term.

7. Laptops cannot be checked out during the inter-sessions or during terms of non-enrollment.

8. I am financially responsible for repair or replacement costs should the laptop I checkout be lost, stolen, or
damaged due to accident or mishandling while it is checked out in my name.

9. I understand that failure to return a computer or pay for repair or replacement if warranted will result in
holding of my transcripts, and withdrawal of textbook checkout and/or textbook voucher issuances until the
financial obligation is met.

Student Signature ___________________________________________ Date________

I, the ☐parent ☐guardian of the above student understand and agree to the Laptop Checkout
Responsibilities enumerated above, will work to make sure the student upholds those
responsibilities, and agree to meet the financial obligations of items 7 & 8 above.

Parent/ Guardian Signature ___________________________________________ Date________

Parent/Guardian Name (print) ___________________________________________________________
During the two years with the MCHS program, students are exposed to fields of learning, career planning, and college/university degree options.

For some students, their plans change during their MCHS exposure; for others, they become more clearly focused; and for some, the exploration of what they want to do educationally or career-wise continues as they move on in their college and/or work experience.

This is a brief overview of what the options are for students who are college/university bound after completing the MCHS program and their high school diploma.

**FOUR BASIC OPTIONS:**

**Option 1: APPLY AS A HIGH SCHOOL SENIOR**

In this option, you plan to go on to a 4-year college or university immediately after MCHS program/High School completion, usually starting at the new institution of higher learning during the Fall Semester following graduation.

- Students can do this whether or not they have completed an Associate’s Degree at MVC, RCCD.
- Students can do this whether or not they have completed the IGETC requirements.

When students choose this option, they are considered, regardless of the number of transferable college credits completed at MVC, RCCD, to be high school applicants and will be applying according to the specific college/university’s requirements for high school senior applicants. To know what these are, you must check the college/university catalog or web site.

- If you are applying as a high school senior, you will generally need to take an admissions test.
- If you are applying to the UC system, you will need to take the SAT I or ACT with Writing. This is called the Reasoning Test and it is made up of verbal, writing, and mathematics sections. Some UC majors may recommend or require an SAT Subject test.
- If you are applying to the CSU system, you will need to take either the ACT or the SAT I.
- For other colleges or universities, check their catalogs or web sites to find out what tests you need to take.

It is recommended that these tests be scheduled in the Spring of the junior year for the late spring or early summer. December, of the senior year, is the last SAT I or ACT test scores accepted by universities within the UC and CSU systems. For private universities the dates will vary.

Please be aware that the MCHS program is a very unique program, with very few students in California or in the nation. Furthermore, not all Middle College High Schools have the same program, requirements, or established reputations. So do not expect all admissions officers to know instinctively or otherwise about this program and its specifics.
College & University Admissions (continued)

Option 1 (continued)

On request, the MCHS program director will send to the college(s)/university (ies), a customized letter of recommendation for the student which explains the MCHS program, and profiles what a special candidate he/she is with a proven track-record of college work.

If accepted, MCHS students are accepted as freshmen, even though they have college units waiting to be counted. Once accepted, your student will need to send an official MVC, RCCD transcript of all college work completed by the end of the Spring Semester (send it in July so all grades are posted). The college/university of transfer will then evaluate the credits and then post them and do a change of class status. This usually takes place sometime during the fall semester.

If you take summer classes at MVC, RCCD, you will need to send that official transcript also in September. Neither the MCHS program nor the college will do this automatically. You have to do it!

Option 2 – Applying as a Transfer Student

Most colleges and universities accept up to 72 transferable community college credits toward the Bachelor’s degree. Thus students using this option can save significant tuition money by continuing at MVC, RCCD for another semester or possibly two semesters, depending on the number of transferable college units have been completed by the end of the senior MCHS year.

Many MCHS graduates choose to remain at MVC, RCCD to complete IGETC requirements or additional transferable units.

Some colleges and universities MAY accept transfers mid-year (winter, spring, or summer terms) and others will only accept transfers for fall terms. Within the California State University and the University of California systems, this varies from year to year and campus to campus, depending on budget, enrollments or other factors. It will be important in your planning to find out the transfer policy for the college/university of choice.

Under this option, you would apply for transfer into a specific term (Winter, Spring, Summer or Fall) the year following graduation. You will be applying as high school graduate, and generally with completed IGETC (for Cal State and UC) or other transfer requirements (for other colleges and universities).

It is strongly recommended that all MCHS student returning to a community college meet with a college counselor to determine the courses needed to transfer, earn an Associate or a certificate.

You can apply for transfer whether or not you have completed your Associate’s degree. Not only will you need to complete the transfer/IGETC requirements, but you may also need to complete the major requirements for the school or schools you want to attend. The Transfer Center at MVC, RCCD is a good resource for information about these requirements, but we strongly recommend that students meet with a college counselor to determine the courses needed to transfer.
College & University Admissions (continued)

Option 2 (continued)

*If you apply as a transfer student, you do not have to take the SATs or the ACT.* You do, however, need to meet transfer/GPA requirements. It is strongly recommend that students meet with a college counselor to determine the courses needed to transfer.

When you have completed the IGETC requirements for a UC or CSU and have met the GPA requirement, if accepted, you will be accorded Junior Status. However, while students who meet these requirements are generally accepted, they may not be accepted to the university of their choice.

Option 3 -- Continue at MVC, RCCD (or elsewhere) for Vocational/Technical Education

Some students choose career paths that do not require a four-year degree. Some professional fields (i.e. nursing, administration of justice) have state approved programs at community colleges. Other technical fields (computers, graphics & animation, automotive, etc) seek individuals with technical training/certificates through a community college.

For some fields, private vocational colleges might provide the kind of program a student is seeking.

Not all technical/vocational/professional classes transfer to all universities and students will need to check with the specific university they wish to attend.

Option 4 -- Enter the Workforce or Military after Graduation

Some students choose to get right into the workforce, or elect to serve the country and gain experience through military service.

In this case, no immediate college/university planning is necessary, but, Option 2 could apply sometime in the future should the MCHS graduate decide to go back for further education.
Middle College High School Program

EMERGENCY EVACUATION PROCESS

Reviewed and approved by Parent Advisory Group 12/05/01;
Reviewed by the Inter-District Education in Action Group January 16, 2002

In each classroom and office at the Moreno Valley College, Riverside Community College District, an Emergency Exit Guide is posted. This includes

- A map/layout of the building floor with notations about appropriate exits
- Directions about what to do in the event of
  - Accident or Injury
  - Fire
  - Bomb Threat
  - Earthquake

Periodically, the college tests fire/evacuation alarm systems, and all students and teachers evacuate the classrooms and offices, and wait outside the building 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 integrity of the buildings or the safety of students), MCHS students are directed to:

1. Follow the evacuation procedures posted in each class.
2. Proceed to a location clear of buildings or structures.
3. Keep clear of roadways to allow access to any necessary emergency vehicles.
4. Follow the directions of College staff and campus police relating to evacuation and gathering spot locations.
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 127 and the entrance to Library 126, the House room), 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 campus 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 campus police indicate it is safe to do so, proceed home directly and immediately. If you do not have your own transportation, inform campus police, and follow their direction which may include proceeding to a curb-side location for pick up by parent/guardian or other family member.