

MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Student Handbook 2024-25

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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(Note: The MCHS Program Handbook policies may change during the year. 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 override current policy.)

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.

MCHS students are bound to the policies and regulations of their school of registration and school district and 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.

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

Student Name _____

As a student participant in the Middle College High School Program and the Parent/Guardian of the Student, 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 that 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 Middle College New Student Orientation and Parent/Guardian Meetings to assist in their student's success.*
7. *Understand/agree that students must attend the Middle College New Student Orientation, to be eligible for program participation.*
8. *Understand/agree that students must enroll in our MVC summer college courses to continue to be eligible for program participation.*
9. *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.*
10. *Understand that there is an 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.*
11. *Understand/agree to release to MCHS staff, the school district, and the college district mid-semester progress and final grade reports.*

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

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Student Name _____

As a student participant in the Middle College High School Program and the Parent/Guardian of the Student, we understand and agree to the terms and conditions listed below:

12. *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.*
13. *Understand that college credits earned in the program will become part of the student's official college and high school academic record.*
14. *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.*
15. *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.*
16. *Understand/agree that transportation to and from Moreno Valley College is the responsibility of the student and parent/guardian.*
17. *If students park on campus, students must display an MVC parking permit.*
18. *Parents/Guardians & Students are responsible for the following fees (subject to change):*
 - *Health Fee: \$24 per semester / \$20 per summer and winter sessions*
 - *Student Services Fee: \$30 per semester / \$10 per summer and winter sessions*
 - *Transportation Fee: \$5.50 per term (enrolled over 6 units) or \$5 (enrolled 6 units or less)*
19. *Parents/Guardians and Students give permission to be photographed and/or filmed while participating in the Middle College High School program.*
20. *Understand/agree that attendance to all high school and college classes is MANDATORY.*
21. *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.*
22. *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 issue.*
23. *Understand/agree that the parent or guardian or student's failure to comply with the MCHS Student & Parent Student contract may result in the student's dismissal from the program.*

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

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 are strongly encouraged to attend the meetings. At the meetings, we will provide MCHS updates, answer questions you may have about the program or your student, and provide presentations on 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 contact the MCHS office at 951-571-6463 or email at mchsprogram@mvc.edu 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:

Parents/Guardians and students 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 absences.

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, their use in class may not be appropriate or permitted. The instructor may restrict electronic devices in class. Cell phones must be in silent mode for **ALL** MCHS and college classes. The student may not leave class to answer personal phone calls unless permission is given by the high school teachers or college instructors. Parent/Guardian, if there is an emergency, please call the MCHS office at **(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 credits earned in the program will become part of the student’s official college and high school academic record.

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 graduation 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’s graduation requirements. 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 Math and English so that students attain college-level skills.
- **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:** American Ethnic Lit/Cont. Amer Multi Lit, Government, Economics, and College & Career Readiness Senior Seminar
 - ◆ **Juniors:** English 3, US History, and either Algebra II or College & Career Readiness Junior Seminar

Monday-Friday	MCHS SENIOR
8:30-9:25 AM	Government & Economics
9:32-10:27 AM	American Ethnic Lit/Cont. Amer Multi Lit
10:34-11:30 AM	College & Career Readiness Senior Seminar

Monday-Friday	MCHS JUNIORS
12:20-1:15 PM	U.S. History
1:22-2:17 PM	English III
2:24-3:20 PM	Alg. II or College & Career Readiness Junior Seminar

ACADEMIC PROGRAM (continued)

- **Guidance Classes**
 - All new MCHS students are required to take Guidance 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.
 - Dropping out of required program component classes mid-semester is not appropriate and must be pre-approved 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 participate in co-curricular activities at their High School of record as long as such 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 3-8 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 is a two-year program. Within their time in the program, students will have the opportunity to enroll in college courses needed to complete their high school graduation and A-G requirements.

Class Selections and Schedule Development

The MCHS Counselor oversees the class selection and schedule development. After the fall semester of a student's junior year, all students should have an MCHS education plan developed by the student and the MCHS Counselor. For each registration term students are given a schedule development sheet and a deadline to submit it.

- ◆ Students and parents should follow the MCHS education plan when creating their college schedule. Students should create more than one college schedule in case the courses they first select are not available. Again, MCHS is a two-year program, and within the two years, students will have access to enroll in the classes they need to complete high school graduation and A-G requirements.
- ◆ 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 Counselor), their 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.

Schedule Implementation

- ◆ The MCHS 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.
- ◆ The number of MCHS students we can enroll in a college course is limited. For this reason, not all schedule requests can be accommodated, and students are encouraged to develop more than one class schedule.
- ◆ Once the schedule has been submitted for registration, no changes will be allowed or made other than to address academic achievement problems from 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's 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)
Algebra II S1	(5 credits)	Algebra II S2	(5 credits)

12th Grade

Fall Semester		Winter/Spring Semester	
American Ethnic Lit/Cont. Amer Multi Lit S1	(5 credits)	American Ethnic Lit/Cont. Amer Multi Lit 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

Subject		College Course		HS Equivalency/ Graduation Requirement
Senior English	≠	ENG 1A	≠	*Senior English
Political Science	≠	POL 1	≠	*U.S. Government
Economics	≠	ECO 4, 7, 8	≠	*Economics
US History	≠	HIS 6, 7	≠	*U.S. History
World History	=	HIS 1, 2	=	World History
Kinesiology	=	KIN 4, 10, 12, 30, 35	=	Physical Education
Geography	=	GEG 1	=	Physical Science
Chemistry	=	CHE 2A	=	Physical Science
Astronomy	=	AST 1A	=	Physical Science
Biology	=	BIO 1	=	Life Science
Biology	=	BIO 35	=	VVUSD Science Elective
Health Science	=	HES 1	=	VVUSD Science Elective
Physiological Psychology	=	PSY 2	=	VVUSD Science Elective
Physical Anthropology	=	ANT 1	=	VVUSD Science Elective
Art/Art History	=	ART/AHS (any three-unit course)	=	Visual & Performing Arts
Dance	=	DAN 6	=	Visual & Performing Arts
Music	=	MUS (any three-unit course)	=	Visual & Performing Arts
Theater	=	THE 3, 32	=	Visual & Performing Arts
American Sign Language	=	ASL 1, 2	=	Language other than English
Spanish	=	SPA 1, 2, 3, 4	=	Language other than English

* Students will complete Senior English, U.S. Government, Economics, and US History through the MCHS high school classes.

Course Posting Equivalencies (continued)

Credit Equivalencies

Credit equivalencies are based on rounding off the 1 college unit to 3.33 high school units. The following equivalencies hold *except* in the situation when a student has three 1-college credit unit classes. In this case, the student would be entitled to 10 units, but normally, according to the equivalencies below, they would only receive 9 units. 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

The MCHS students will be enrolled in a combination of high school and college classes. Textbooks are required for both high school and college classes. The MCHS program will provide all high school textbooks. It is the goal of the MCHS program to provide all college textbooks, but on rare occasions, college instructors may require textbooks that are not available in the college bookstore. The MCHS program is only able to provide college textbooks available in the college bookstore.

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 during the first week of class meetings and returned on the last day of class meetings.

- ◆ By checking out high school 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 run the risk of not being processed for registration the following term and may be returned to their home high school. The student's high school diploma and official transcripts will be held until the student returns or replaces all borrowed high school textbooks.
- ◆ Students **ARE NOT** to highlight or underline in high school textbooks.

College Textbooks

Moreno Valley USD and Val Verde USD fund college textbooks through the MVC college bookstore. The MCHS program provides students with college textbooks. Students are not allowed to go to the college bookstore without being directed by the MCHS program. All college textbooks are on a loan basis.

- ◆ College textbooks will be checked out by the MCHS staff during the first week of the college term and must be returned by the last day of final exams.
- ◆ By checking out college 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 student. Students who do replace a lost, stolen, or damaged textbook at the end of each term run the risk of not being 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. Textbooks with marked worksheets will be the responsibility of the student to replace.
- ◆ The MCHS program will provide students with their college textbooks. Students may be directed to get textbooks from the college bookstore. Students can only get textbooks from the college bookstore when they are instructed by the MCH staff.
- ◆ All college textbooks are on a loan basis.
- ◆ The MCHS program and their home districts can only provide textbooks made available through the college bookstore. If additional materials are required by an instructor that is not available through the college bookstore, the student and their family will be responsible for the cost.

Textbook Return

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

Moreno Valley College, RCCD~MIDDLE COLLEGE HIGH SCHOOL PROGRAM

Attendance, 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. Students can only benefit from and make the most of their educational opportunities if they attend school regularly and on time. Absence from school limits a student's educational opportunities, which can directly impact their grades, academic achievement, self-esteem, and, ultimately, success in future endeavors.

Attendance Policy:

Absences:

Parents/guardians must notify the MCHS office when their student is absent from school. The MCHS program will classify absences as excused or unexcused based on Ed. Code 48205. Below is a list of excused absences defined by Ed. Code 48205, but the full text of the law can be found online (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=48205). Any absence for a reason other than those listed below will be reported as unexcused.

- Personal illness
- Health department quarantine
- Medical, dental, optometric, or chiropractic appointments
- Attendance at funeral services for an immediate family member
- Observance of a religious holiday
- Military Family reunification

How to report an absence:

Parents/guardians must notify the MCHS office immediately if their child is going to be absent from high school classes. Parents/guardians can report an absence to the MCH office through a phone call, email, or a note. Failure to notify the office may result in a loss of participation points in the class. We strongly recommend that all medical appointments and other obligations should be scheduled outside of scheduled class times.

- MCHS Office phone: 951-571-6463
- MCHS Program email: mchsprogram@mvc.edu

Truancies:

Truancy is defined by California Education Code 48260 as a student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant.

Tardies:

Students are expected to be in class on time. Punctuality is an important life skill. Tardiness is disruptive to class and is inconsiderate of teachers and fellow students.

Attendance Policy

MCHS students are expected to arrive at all of their MCHS and college classes on time. MCHS Detention will be given to MCHS students who are consistently truant or tardy. Below, you will find our MCHS Detention Policy:

Truancies (unexcused absences and 30 minutes or more tardy to a class):

- 2 = Truancy Warning phone call, email, or letter to parent/guardian
- 3 = 30-minute Detention and phone call, email, or letter to parent/guardian
- 5 = 60-minute Detention and phone conversation with parent/guardian
- 9 = 60-minute Detention and an in-person meeting with parent/guardian and student
- 10+= Student runs the risk of being dismissed from the MCHS program

Program Probation and Dismissal (continued)

Tardies: (arriving late to class after the start time and before 29 minutes into the period)

- 1-4 = Tardy Warning, and parent/guardian will be notified
- 5-6 = 30-minute Detention and letter or email to parent/guardian
- 7-8 = 60-minute Detention and phone conversation with Parent/Guardian
- 9-10 = 60-minute Detention and an in-person meeting with parent/guardian and student

A student can be placed in detention for behavior issues. If their student is given a detention, parents/guardians will be notified through mail, email, or a phone call.

Probation Prevention

Each student accepted into the program is capable of doing college-level work. The MCHS Counselor will work with students to develop their Middle College Education plan, outlining the courses they will be taking in the program. Each term, the MCHS Counselor will review each student's Education plan and work with the student if updates need to be made to the plan.

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. MVC offers free tutoring through the Academic Success Center. Tutoring at MVC is free and is available in person and online. A critical part of student success is attendance at each class meeting, for the entire class meeting, of each scheduled class.

Progress reports on all MCHS high school classes and most college courses let each student know where they stand at the moment. Parents/guardians receive progress report updates throughout each semester. Unfortunately, not all college instructors provide progress reports, but students should know how they are doing in their courses. We encourage students to talk to their instructors if they have questions about how they are doing in their courses.

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, the 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 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.

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 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 may be an indicator that the student may not be 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:** The MCHS Program notifies parents/guardians by phone, e-mail, or mail of concerns regarding their student's academic progress. Progress reports are mailed to parents at least once a semester.
- **Behavioral Standards:** Parents/guardians are notified by phone or e-mail about persistent behavioral problems that 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.
- **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/guardians need to be aware that dropping a class 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 Director 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 Regulations 6080) may be dismissed from the program at any time during the academic year.
- Any student who fails to meet program Attendance standards within any semester or term is subject to dismissal from the program.
- Any student who receives more than one W, D, or F grade in any enrolled class in 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.
 - 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.

Parent/Guardian Notification

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

Program Probation and Dismissal (continued)

Due Process

All students in the MCHS program are covered by and subject to the standards of conduct and related policies established by Moreno Valley College, RCCD, and their home high school and district as published in the Student Handbooks of each district.

If parents/guardians/students feel the probation or dismissal action is not justified, they must notify the MCHS Director within two weeks of the notification of probation or dismissal 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.

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 to 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 that 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 Director:

- will review the application and materials
- discuss the application with the MCHS Counselor
- 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.

Based on this information, the MCHS Counselor will recommend to the MCHS director whether to re-admit or deny re-admittance. The Director will make the final determination.

Re-Entry or Re-Admission (continued)

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

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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 program to obtain and review my child's academic, attendance, and disciplinary records from the high school where my child is currently enrolled.

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 THE 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 for 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 I am accepted for re-entry or re-admission to the MCHS program, I will still be bound by the Parent/Guardian/Student contract signed upon my original entry into 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, 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.
- Students must be in their second year of high school, regardless of their high school credit status, to be eligible for admission.
- 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 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 that may indicate that they are at-risk students
- 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.

Admissions Policy (continued)

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 and 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 days 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 high school endeavors to provide the educational support services necessary to address student needs and skill levels. However, not all 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 into 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

MVC EMERGENCY PROCEDURES

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

- Emergency Phone Numbers
- Active Shooter
- Lock Down
- Shelter in Place
- Fire
- Evacuation
- Earthquake
- Medical Emergency

Throughout the year, the college participates in Emergency Drills, which all students and college staff will participate in. Students will follow the directions provided by the college staff. Riverside Community College District, which includes Moreno Valley College, uses RAVE Mobile Safety and RAVE Guardian for emergency mass notifications.

RAVE Mobile Safety

RAVE Mobile Safety is a mass notification system that Riverside Community College District utilizes on the eve of an emergency. It keeps employees and students safe and informed of emergency events occurring on campus and in other District locations. Employees and students are automatically enrolled in their schools.

RAVE Guardian

As a counterpart to RAVE Mobile Safety is the RAVE Guardian App. Rave Guardian is a FREE smart phone-based security application that allows users to call 911, contact RCCD Police, set up a timed virtual escort, notify specific people about their status & location, and text RCCD Police about security threats or other problems.

In the event of an emergency, MCHS students are directed to:

1. Follow the directions provided by an MVC instructor, administrator, staff and/or College Police.
2. Follow the Emergency Guide and Emergency Procedures.
3. Proceed to the designated area outlined by the Emergency Guide.
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.

During MCHS Program hours, 7:30 a.m. – 3:45 p.m., Mondays through Fridays:

- If you are able, report to the Middle College office or designated area.
 - Report your condition
 - Report information other MCHS students you may have encountered, but have not checked in.
- 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 an MCHS program student and
 - Report your condition
 - Report information other MCHS students you may have encountered, but 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.
- 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