

Middle College High
School
@ Santa Ana
College



COLLEGE STARTS HERE

Parent/Student Handbook 2024-2025

1530 West 17th Street
Santa Ana, CA 92706
Tel: (714) 953-3900
SAC Security: (714) 564-6330
Principal's Message

Welcome back Wizards,

I hope you all enjoyed at least a partial summer break from your studies. I speak for all of the teachers and staff as I say we missed you! As we begin this year my promise to you is that every member of our staff is here to support you. Whether that support is academic or social emotional, we are here for you. We offer many electives such as Technology Design/Gaming, Manufacturing and Production, Video Production, Journalism, Drama, Speech and Work Based Learning. This school year we will continue focusing our attention on the Graduate Profile and our Student Learner Outcomes (SLO's). We will use these to help you to connect with the right academic pathway to stay engaged and prepare for the future.

Students should personalize these outcomes to become their best. The school's Associated Student Body (ASB) and a host of clubs will build our school spirit through activities, dances and assemblies. Most of all, we will all work together to assure that every student is ready to pursue their college and career aspirations and celebrate their hard work! This MCHS handbook is an essential tool for every MCHS scholar. It provides you with essential school information. A key aspect of a highly successful person is organization. Use this handbook daily along with our daily announcements and social media pages to keep you informed so you can accomplish your goals this school year. Have a great and successful 2024-2025 school year!

Remember Wizards you have magic inside you!

Damon Voight, Principal

Participation on Santa Ana College Campus

MCHS is located on Santa Ana College campus which is primarily an open adult learning environment. While Rancho Santiago Community College District and SAC will provide the same level of security to MCHS students that it provides to all SAC students, MCHS students taking courses at or moving throughout the SAC campus are expected to exhibit proper conduct, maturity, and responsibility to act safely on their own behalf. MCHS students, as well as all other SAC students, are expected to comply with the SAC Student Code of Conduct. To enhance the safe learning experience of MCHS students, SAUSD has provided a District Service Officer (DSO) and designated areas for MCHS students to allow for safe and secure after school gathering, studying, waiting for rides, or waiting for evening classes to begin. Middle College students are not to associate with adult students outside the classroom in a personal manner. It is expected that MCHS students and parents of MCHS students have discussed the unique experience afforded MCHS students while maintaining a proper level of personal safety operating on a college campus.

Student Discipline

Students enrolled in MCHS are subject to the disciplinary policy of SAUSD, which is written in the SAUSD Student/Parent handbook. In addition, MCHS students are also subject to SAC discipline policies and to all other relevant SAC policies at all times while on the SAC campus, including, without limitation, the SAC Student Code of Conduct. SAUSD will take appropriate disciplinary action in response to misconduct of MCHS students who are enrolled in SAC classes. SAC reserves the right to ask that the student be removed from SAC for Code of Conduct violations while on SAC premises. SAC will report misconduct of MCHS students to the (i) SAUSD Site Administrator; and (ii) SAC Vice President of Student Services, or their respective designees. SAC reserves the right to withdraw consent for a MCHS student to remain on the SAC campus if the student disrupts the orderly operation of the SAC campus, including Student Code of Conduct violations. If, in the professional judgment of the designated SAC Disciplinary Officer, a disciplinary violation warrants removal of a MCHS student from the SAC Campus, the Coordinator of Student Services at SAUSD will reassign the involved MCHS student to an alternate SAUSD school site.

Vision (Why)

At Middle College High School our vision is to empower our students into motivated, socially responsible citizens, who communicate effectively and are college and career ready.

Mission (How)

Middle College High School is an innovative dual enrollment school that partners with Santa Ana College. Our mission is to support our students on their college journey, ensuring that they graduate with at least 30 transferable college units, an AA Degree and/or a career ready certification. Students are encouraged to pursue their individual interests and engage in opportunities both inside and outside the classroom that will prepare them for the future.

MCHS Student Learner Outcomes:

We are:

Motivated

College and Career Ready

Highly effective

communicators **Socially**

Responsible Citizens

Graduate Profile



General School Information

Telephone Directory

Main Office (714) 953-3900

Principal: Mr. Voight (714) 953-3900

Office Manager: Mrs. Alvarez (714) 953-3902

Attendance: Mrs. Muro (714) 953-3908

Registrar: Mrs. Rangel-Herrera (714) 953-3904

Counselor 10th & 12th: Mrs. Quiononez (714-953-3905)

Counselor 9th & 11th: TBD (714) 953-3907

SAC Counselors: Mrs. Olivos (714) 953-3903

To contact teachers, please call the main office. (714) 953-3900

Department
English

<u>Mrs. Storms-</u>	<u>English 9/Journalism</u>
<u>Mrs. Tran-</u>	<u>English 11th</u>
<u>Mrs. Peterson-</u>	<u>English 10/AVID 9</u>
<u>Ms. Villalpando</u>	<u>AVID 9/English 10</u>
<u>Mrs. Silverstein-</u>	<u>English 9/Drama</u>
<u>Mrs. Nguyen-</u>	<u>Creative Writing/AVID 12</u>

Math

<u>Mr. Camacho</u>	<u>Geometry/SAC</u>
<u>Mr. Kaneko</u>	<u>Algebra II</u>
<u>Mr. Davidson-</u>	<u>Algebra I/Geometry/IDS</u>

Science

<u>Mrs. Compton</u>	<u>Biology/Esports/Gaming</u>
<u>Mrs. Campoverde</u>	<u>Biology/Human Anatomy</u>
<u>Mr. Gerstman</u>	<u>CTE Manufacturing/Physics</u>
<u>Mr. You</u>	<u>Chemistry</u>
<u>Mr. Difrancesco</u>	<u>CTE Medical Core/Sports Medicine</u>

Social Studies

<u>Mr. Ramos-</u>	<u>US History/ASB</u>
<u>Mr. Valenzuela-</u>	<u>World History/Video Production</u>
<u>Mr. Anguiano-</u>	<u>Gov/Econ/World Hist.</u>

Physical Education

<u>Mr. Curtis-</u>	<u>PE/Yearbook</u>
<u>Mrs. Triplett-</u>	<u>PE/CCR</u>

Electives

<u>Mrs. Holte</u>	<u>AVID/CTE Work Experience</u>
<u>Mr. Daiz</u>	<u>Speech/ English 11</u>

MCHS 2024-2025 Calendar

July 2024					August 2024					September 2024					October 2024				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2	2	3	4	5	6		1	2	3	4
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
29	30	31			26	27	28	29	30	30					28	29	30	31	
4	Holiday				9	Duty Day - PD Days 8/7 - 8/8				2	Holiday - Labor Day				5	Duty Day/Student Free Day (IS) Parent Conf. 10/7; Duty Day/Student Free Day (OP) 10/11			
					12	Duty Day/Student Free Day				5	Back to School Night (IS) 9/5				10	End of Quarter (OP): 43 days			
					12	First Day of Fall Instruction				20	Progress Reports: 6 Weeks TK-12				31	End of Trimester (ES): 58 Days; Progress Reports: 12 Weeks (HS)/(IS)			
						Back to School Night (ES) 8/22; (HS)/(OP) 8/29					Modified Day (IS) 9/6					Modified Day (OP) 10/8 - 10/10			
						Modified Day (ES) 8/23; (HS)/(OP) 8/30													
Instructional Days 0					Instructional Days 15					Instructional Days 20					Instructional Days (IS)/(OP) 22; (ES)/(HS) 23				
November 2024					December 2024					January 2025					February 2025				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	2	3	4	5	6			1	2	3	3	4	5	6	7
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	30	31				27	28	29	30	31					
1	Duty Day/Student Free Day TK-12/Modified Day (OP)				19	End of Semester (HS): 86 days/End of Quarter (OP): 43 days				6	First Day of Spring Instruction					Holiday			
18	Duty Day/Student Free Day (ES) Only				20	Duty Day/Student Free Day (HS)/(OP)					Holiday				20	Progress Reports: 6 Weeks (IS)/(HS)			
	Holiday					End of Semester (IS) 86 Days/Modified Day (ES)/(IS)					Modified Day					End of Trimester: (ES) 60 Days			
	Modified Day/Parent Conferences (ES) 11/18 - 11/22					Progress Reports: 6 Weeks (ES)/(IS)					Non-Instruction - Winter Recess				21	Duty Day/Student Free Day TK-12/Modif. Day (OP)			
	Non-Instruction - Thanksgiving Recess					Modified Day (HS)/(OP) 12/17 - 12/19; (IS) 12/18 - 12/20										Modified Day			
						Non-Instruction - Winter Recess													
Instructional Days (ES) 13; (IS)/(HS) 14; (OP) 15					Instructional Days (HS)/(OP) 14; (ES)/(IS) 15					Instructional Days 19					Instructional Days (OP) 18; (ES)/(IS)/(HS) 17				
March 2025					April 2025					May 2025					June 2025				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	7	8	9	10	11	5	6	7	8	9	2	3	4	5	6
10	11	12	13	14	14	15	16	17	18	12	13	14	15	16	9	10	11	12	13
17	18	19	20	21	21	22	23	24	25	19	20	21	22	23	16	17	18	19	20
24	25	26	27	28	28	29	30			26	27	28	29	30	23	24	25	26	27
31															30				
6	End of Quarter (OP): 39 days					Open House (HS)/(OP) 4/3				26	Holiday				19	Holiday			
7	Duty Day/Student Free Day (OP) 3/7				4	Progress Reports: 6 Weeks TK-12				29	Last Day of Instruction/End of Semester (IS)/(HS): 94 Days/End of Trimester (ES): 63 Days/End of Quarter (OP): 53 Days								
	Open House (IS) 3/20; (ES) 3/27					Modified Day (HS)/(OP) 4/4				30	Duty Day/Student Free Day								
	Modified Day (IS) 3/21; (ES) 3/28; (OP) 3/4 - 3/6					Non-Instruction - Spring Recess					Modified Day (IS)/(HS)/(OP) 5/27; TK-12 5/28 & 5/29								
	Parent Conferences (ES) 3/10 - 3/14																		
Instructional Days (OP) 20; (ES)/(IS)/(HS) 21					Instructional Days 17					Instructional Days 20					Instructional Days 0				

Santa Ana College Calendar

RSCCD CREDIT INSTRUCTIONAL CALENDAR 2024 - 2025

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	4	5	6	7	8	9	10
UST	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
MBER	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
BER	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
MBER	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
BER	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
ARY	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
JARY	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	1
ICH	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
IL	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
IY	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
IE	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
IY	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9

Faculty Projects: August 12-16;
SAC Common Days, August 13, 15
SCC Common Days, August 14, 15
Start Fall 2024 Semester
Labor Day: September 2
End of 8th week
Veterans Day: November 11
Thanksgiving: November 28-30
End of Fall 2024 Semester
Christmas Holiday: December 25
New Years Day: January 1
Four-week Intersession
Martin Luther King Holiday: January 20
Faculty Projects: February 3-7
SAC Common Days, February 4, 6
SCC Common Days, February 5, 6
Start Spring 2025 Semester
Lincoln's Birthday: February 12; February 14 (Observed)
Presidents Day: February 17
Cesar Chavez Day: March 31
End of 8th week
Spring Break
Memorial Day: May 26
Santiago Canyon College Commencement: June 6
Santa Ana College Commencement: June 6
End of Spring 2025 Semester
Start of Summer 2025
Juneteenth: June 19
Independence Day: July 4
End of Summer 2025

School Important Dates



Middle College High School Important Dates 2024-2025

Updated 2/21/2024

Staff Development	August 7 & 8, 2024
Staff Duty Day	August 9, 2024
First day of Instruction – MCHS	August 12, 2024
First day of Instruction – SAC	August 19, 2024
Back-To-School Night	August 29, 2024
First Assembly/Banda Night (First Dance)	August 30, 2024
Holiday – Labor Day	September 2, 2024
Club Rush	September 6, 2024
Duty Day - Student Free Day	November 1, 2024
Holiday - Veterans Day	November 11, 2024
Holiday – Thanksgiving	November 25-29, 2024
Last Day of SAC Fall Semester	December 6, 2024
First Semester Finals (Modified Days)	December 16 - 19, 2024
MCHS End of First Semester	December 19, 2024
Staff Duty Day-Student Free Day	December 20, 2024
Winter Recess	December 20 - January 3, 2025
SAC Four-week Intersession begins	January 6, 2025
MCHS Classes Resume - Second Semester Begins	January 6, 2025
Holiday- Martin Luther King, Jr.	January 20, 2025
End of SAC Intersession	January 31, 2025
SAC Spring Semester Begins	February 10, 2025
Holiday – Lincoln’s Birthday	February 17, 2025
Duty Day-Student Free Day	February 21, 2025
Holiday – Washington’s Birthday	February 24, 2025
Open House	March 27, 2025
MCHS/SAC Spring Break	April 7 - 11, 2025
Holiday-Memorial Day	May 26, 2025
Finals Week (Modified Days)	May 27 - 29, 2025
SAC Commencement	June 6, 2025
MCHS Graduation	May 27, 2025
Last Day of School	May 29, 2025
Staff Duty Day – <u>Non Student Day</u>	May 30, 2025

Friday Schedules 2024-2025

1st Grading Period	Friday	4th Grading Period	Friday
August 16, 2024	1, 2, 3, 4	January 10, 2025	1, 2, 3, 4
August 23, 2024	5, 6, 7, 8	January 17, 2025	5, 6, 7, 8
August 30, 2024	1, 2, 3, 4	January 24, 2025 Mon. MLK Holiday	1, 2, 3, 4
September 6, 2024 Mon. Labor Holiday	1, 2, 3, 4	January 31, 2025	1, 2, 3, 4
September 13, 2024	5, 6, 7, 8	February 7, 2025	5, 6, 7, 8
September 20, 2024	1, 2, 3, 4	February 14, 2025 Mon. Lincoln Holiday	1, 2, 3, 4
		February 21, 2025 Mon. Washington Holiday	Student Free Day
2nd Grading Period	Friday	5th Grading Period	Friday
September 27, 2024	5, 6, 7, 8	February 28, 2025 Mon. Washington Holiday	1, 2, 3, 4
October 4, 2024	1, 2, 3, 4	March 7, 2025	5, 6, 7, 8
October 11, 2024	5, 6, 7, 8	March 14, 2025	1, 2, 3, 4
October 18, 2024	1, 2, 3, 4	March 21, 2025	5, 6, 7, 8
October 25, 2024	5, 6, 7, 8	March 28, 2025	1, 2, 3, 4
November 1, 2023	Student Free Day	April 4, 2025	5, 6, 7, 8
		Spring Break April 7 – 11, 2025	
3rd Grading Period	Friday	6th Grading Period	Friday
November 8, 2024	5, 6, 7, 8	April 18, 2025	1, 2, 3, 4
November 15, 2024 Mon. Veterans Holiday	1, 2, 3, 4	April 25, 2025	5, 6, 7, 8
November 22, 2024	5, 6, 7, 8	May 2, 2025	1, 2, 3, 4
November 23-27, 2024 Thanksgiving Holiday	Student Free Day	May 9, 2025	5, 6, 7, 8
December 6, 2024	1, 2, 3, 4	May 16, 2025	1, 2, 3, 4
December 13, 2024	5, 6, 7, 8	May 23, 2025	1, 2, 3, 4
December 16-19, 2024	Finals Schedule	May 26, 2025 *Mon. Holiday	*Holiday* Memorial Day
December 20, 2024	Student Free Day	May 22-May 29, 2025 Final's Schedule End of 2 nd Sem.	Student Free Day May 30, 2025
Winter Break December 23-January 5, 2025			
Am=8 PM =8 Total 43AM/43PM/66Days		AM=11 PM=7 Total 47AM/47PM/ 94 Days	

ATTENDANCE

Students must attend class daily. During online instruction student must log in to zoom during class time. If they are to miss the class parents must contact the front office. If you must see a doctor or dentist, schedule those appointments after school when possible, so as not to miss any high school or college classes. If at any time you are out of school, it is imperative that you contact the attendance technician at (714) 953-3908. A doctor's note is required after the third day of absence. When the student returns to school, he or she must have a note signed by a parent or caregiver specifying the date(s) of absence and reason(s). You must obtain a re admit slip before entering your high school classes. Any unexcused absence is considered a truancy.

Tardies

A student is tardy when he or she is not in the classroom at the time the class is scheduled to start. Tardy students must serve a 30 minute after school detention on the assigned Friday, usually of the same week, in which they were tardy. When a student is tardy, he or she must go to the office to get a tardy re-admit slip from the attendance technician. It is the student's responsibility to show up for detention. Students need a note from instructors or office staff if they are going to be tardy to class due to school-related business. It is the student's responsibility to present a note or ask the instructor to call the next teacher for admittance to class.

Consequences for excessive tardies:

1) **Two or more tardies in a week will result in detention.** 2. After the 3rd tardy, a parent conference is held by phone. Continuing tardies will result in parent and student in-person conference to discuss options for remediating the tardy obstacles and/or alternative options. 3) Seniors with excessive **tardiness** may be restricted from senior activities.

Vacations:

Vacations and/or other out-of-town trips by students on scheduled school days are considered unexcused absences. Teachers are not required to provide make-up work to students for such unexcused absences.

Santa Ana College Attendance Policy: When you attend your first class meeting, you will be given a course outline which will inform you of the attendance policy. If your absence exceeds more than 2 days during the semester, there is a possibility that you will be dropped from your college class. It is the student's responsibility to notify his/her college instructor if he/she will not be attending class due to illness or personal reasons.

CELL PHONES, HEADPHONES, ETC.

- Students are permitted to bring cell phones, headphones and other electronic devices to school with some conditions.
- Each classroom has a cell phone holder for students to place their cell phone and headphones in during class to keep them from being distracted. Each teacher reserves the right to have students place cell phones in the phone holders during class time.
- Cell phones must be OFF during class time unless it's being used for instructional purposes and approved by the teacher. No texting, emailing, or other personal use of the cell phone is permitted in class.
- Teachers will take a cell phone from a student if they are misusing it in class and turn it into the principal. Students may retrieve their phone after the first violation. Thereafter, parents will be required to pick up the phone after meeting with the principal.
- Headphone/Earbuds are not to be used or left in without teacher permission

Students may NOT take pictures or videotape with their phones without the permission of the subject(s) of the pictures. Pictures taken at school may NOT be published on Facebook or any other website without the subject(s)' permission.

The following acts, while the student is at the school or traveling to/from school may lead to suspension and/or expulsion

- Physical Injury to another student or staff
- Drugs, Drug paraphernalia, alcohol, vapes, or look-alikes
- Robbery or Extortion
- Damage to property (ex; graffiti, or vandalism), Stealing or receiving stolen property
- Weapon, dangerous objects or look-alikes
- Disrupting school activities or willfully defying authority

Sexual Harassment

MCCHS is committed to maintaining a learning environment that is free of sexual harassment. Any student who feels that he/she is being or has been subject to sexual harassment should immediately contact his/her teacher or any other school employee. On the other hand, any student who engages in sexual harassment of anyone at school or at a school-related function is in violation of this policy and shall be subject to disciplinary action.

Bullying:

MCCHS is committed to maintaining a learning environment that is free of bullying. Any student who feels that he/she is being or has been subject to bullying should immediately contact his/her teacher or any other school employee. On the other hand, any student who engages in bullying of anyone at school or at a school-related function is in violation of this policy and shall be subject to disciplinary action.

SAUSD Dress and Grooming

Guidelines (Based on BP/AR 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (cf. 4119.22 – Dress and Grooming) (cf. 5132.5 - K-8 Mandatory Uniform Dress) (cf. 5145.2 – Freedom of Speech/Expression Publications Code). BP 5132(a) In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, district policy and regulations. These school dress codes will be regularly reviewed. (cf. 0420-School Plans/Site Councils) Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. (cf. 5144 – Discipline) Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (EducationCode35183.5).

In addition, the following shall apply to all regular school activities:

1. Shoes must be worn at all times. Shoes must be enclosed. Sandals must have heel straps. Flip-flops or backless shoes are not acceptable.
2. Bandanas are not permitted.
3. Hats and caps shall not be worn indoors, only school issued baseball caps are allowed. No beanies.
4. Any clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures, initials or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice or depict initials, OC or SA in old English lettering. No sharp or spiked jewelry is allowed.
5. No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature) are allowed.

6. No wallet chains.
7. Jerseys or shirts with team logos are not allowed.
8. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
9. Gym shorts may not be worn in classes other than physical education.
10. **No Pajama Pants. Pajama pants may only be worn during pajama day.**
11. **No pants hanging below the hips exposing undergarments.**

Internet

While using District and personal technology resources on or near school property, in school vehicles and buses, and at school-sponsored activities, each student must act in an appropriate and responsible manner consistent with school, district, and legal guidelines concerning the use of all technological equipment (including cell phones, pagers, tablets and computers) and performing electronic acts (including, but not limited to, email, text, sound, or image, or a post on a social network Internet Web site.) The District may place reasonable restrictions on the material you access or post through the system, and may revoke access to these resources if you violate the law or this policy. Violations of the law or this policy also may be addressed through the District's student conduct policy. Violation of acceptable usage of the internet will result in disciplinary action which may include suspension from school.

GRADES, HOMEWORK, AND CREDITS

Grade Reports

Students and parents are strongly encouraged to frequently check their academic progress via the Aries Grade Portal to keep abreast of their grades on a weekly basis.

Students receive report cards showing academic progress in each high school subject at the end of each six-week grading period. Questions should be directed to the student's teachers and/or counselor.

Grading System

The grades of A, B, C, and D are used to indicate passing grades. An F grade in *any* subject indicates that the student earned no credit.

A= Outstanding achievement and superior understanding of the course content. 4 grade points.

B= Significantly “above average” understanding of the course content. Students are encouraged to achieve both A and B grades for university/college admission. 3 grade points.

C= Average understanding of the basic essentials of the course content. 2 grade points.

D= Below average understanding of the basic essentials of the course content. 1 grade point.

F= Failure to demonstrate an understanding of even the minimal essentials of the course content, no credit earned. If this grade is received in a *required* course, the course must be repeated. 0 grade points.

High School Credit

Most high school subjects earn five semester credits. Unlike other comprehensive high schools in Santa Ana, a typical Middle College subject load may include six high school subjects and two college courses. Students’ schedules are created to accommodate their academic needs and abilities. In order to graduate from high school, 220 credits of coursework must be completed. Also any student who receives a grade below a C will be asked to retake the class. D and F grades hinder a student’s chance to go to college. Students who have a D or an F grade in any subject are expected to attend **Mandatory Tutoring** until such time as their grade has improved above a D.

Requirements to enroll in College Course

Students must have a GPA of 2.0 or higher to enroll in college courses. **Students** may take a counseling or fitness class with Principal approval while on Academic Probation.

College Credits

One unit of college credit represents three hours of student time each week per semester, one hour of scheduled classroom lectures, and two hours of outside preparation. More time is scheduled for laboratory courses because most of the work is completed in the classroom. College units (when converted into high school credits) frequently “weigh” more. Below is a breakdown of the conversion of units.

College Units High School Credits

College Units	High School Credits
1	1.7
1.5	3.3
2	7
3	10
4	13
5	17
6	20

Tuition and Materials Fees

All college tuition fees are waived by SAC. Some courses require special materials, (i.e., goggles for science, art supplies) that are not covered through a school voucher, please see the school principal to make arrangements. **Any billing that is received at home should be immediately turned in to the Main Office.**

Homework

Completing homework is a key component to student success. The following homework guidelines define the expectations we hold for students. As educators we believe:

- that homework is an important aspect of student education. Homework provides independent practice and application of what students are learning. Homework also provides the opportunity to develop self-discipline and time management skills to prepare for the workplace.
- that homework will be meaningful and productive when: ☐ students, teachers, and parents clearly understand its aims and outcomes.
☐ it is based upon a knowledge of growth and development. ☐ it is reasonably assigned.
- During online instruction students will be assigned work to do outside of class time (asynchronous) to complete before the next class meeting time. Students must complete these assignments as they are connected to student's attendance time.

Responsibility for Make-Up Work

School assignments missed because of an absence should be made up within a period of time equal to that of the time lost. In the case of a very serious illness, this time may be extended. The responsibility for making up school work missed rests with the student. A student should make every effort to attend all classes each day to avoid the burden of making up work. Excessive student absences may result in a grade reduction, *(even if work is made up)* due to missed **in-class** learning activities such as oral presentations and class participation. **Students need to know and understand each teacher's make-up work policies due to absences.**

Lost and Found

The school is not responsible for lost articles. Items found should be taken at once to the Main Office. Students are responsible for lost textbooks and will be required to pay for a replacement.

OTHER POLICIES AND PROCEDURES

Academic/ School Probation

Students who have had discipline/attendance issues or academics performance below a 2.0 will be placed on Probation. This will include a parent meeting and student attending daily tutoring or check ins to improve behavior or academics. If a student's performance and behavior or academics does not improve within one semester the principal may refer student back to their home school.

Change of Address or Telephone Number

Students/Parents are required to report any change of address or telephone number. Students/parents can update address and telephone numbers on our school website or contact our registrar.

Academic Dishonesty (Cheating)

Academic dishonesty will not be tolerated in any form at MCHS. Work must be original and completed by the student who is being assessed. Students who cheat, plagiarize, or forge in connection with academic endeavors and/or school procedures are subject to disciplinary action.

Lockers

There are no lockers at MCHS. **P.E. lockers are not to be used as personal school lockers.** P.E. lockers are to be only utilized for storing your personal belongings while you are in your P.E. class.

Dances

Students may bring a guest under 19 years of age to *most* dances, provided that the students obtain a **guest permit signed by the principal prior to the dance.**

Schedule Changes

A student may not change his or her college schedule without notifying the school counselor. All changes must be approved by both a parent and school counselor.

College Course Drop Rule:

If a student drops a college class without notifying the school counselors or MCHS administrator, you may be required to pay for the textbook and prevented from enrolling in future college classes. Students must have counselor permission to drop a class.

School Parking

Students must register their vehicles at the Student Business Office and pay for a parking permit. A copy of the insurance policy and your driver's license must be on file at the Main Office. Remember, student parking is a privilege and any disregard of posted speed limits, parking regulations, or the safety of others may result in the denial of campus parking as well as a citation from the Santa Ana College Safety Police. Parking citations are automatically reported to the DMV.

Student I.D. Cards

Students will be issued a two different I.D. CARDS, one for MCHS and one for SAC. Students need to carry both cards at all times on campus. Students need the MCHS I.D. Card to check into tutoring, receive 5star student points, check out textbooks/computers, attend events. The Santa Ana College ID Card can be used for the Neally Library, Cesar Chavez Computer Center, Success Center Math Lab, Math Tutorial Center, P.E., and SAC Health Office. If you lose your MCHS I.D. Card, you must pay \$1.00 to replace it. If you lose your SAC I.D. card at any time, you must notify the Cashiers Office located in the SAC Administration Office and then purchase a new one.

Textbooks

SAUSD furnishes all required textbooks for both high school and college classes. Students must show proof of enrollment in a college class (i.e., a syllabus from the first class) before getting a voucher from MCHS to use for book purchase at the SAC bookstore. All high school books issued are to be turned in to the appropriate teacher at the end of the course. All college books are to be turned in to the Main Office at the end of the semester. Students and parents are responsible for damaged and lost textbooks. In cases of lost books, students must pay for the book before another is issued.

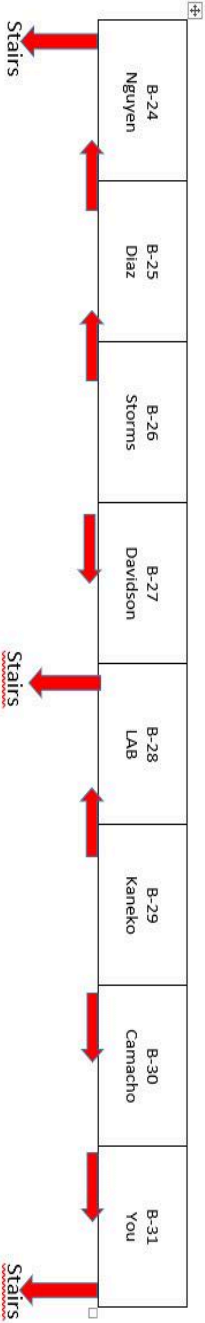
Emergency Evacuations

MCHS is unique **in that students** are dual enrolled in both SAUSD MCHS and Santa Ana College. This **makes emergency** situations complicated. If students are in a Middle College class they will evacuate to the football field pictured below. Parents can reunite with their students by checking in with the Office Staff station and signing their student out. Please understand that if your student is in a college class during an emergency they will be released immediately from the college class to go home. In the event of an active shooter students will be asked to run off campus to either Fremont Elementary or Mendez Fundamental School and check in with the office staff at those sites.

Evacuation MAP

B-Building Evacuation Map

2nd Floor Evacuation



1st Floor Evacuation

B-15 Valenzuela	B-16 Anguiano	B-17 Holte	B-18 Engage 360	B-19 Gerstman	B-20 Peterson	B-21 Silverstein	B-22 Compton
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B-4 Ramos	B-5	B-6 Tripiett/Curtis	B-7 Tran	B-8 FACE
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Office
B-33

Evacuate to Track/Football Field

Follow Path to
Football field

Football Field Line Up Endzone

Football Field End Zone

End Zone

10	DiFrancisco	FACE
9	Valenzuela	You
8	Tran	Tripiett
7	Silverstein	Storms
6	Peterson	Ramos
5	Kaneke	Nguyen
4	Gerstman	Holte
3	Davidson	Diaz
2	Compton	Curtis
1	Anguiano	Camacho

Office Staff/ First Aid

Middle College High School Bell Schedule

Regular Day – Monday- Thursday

Periods	Time	Min
Period 1 or 5	8:30-10:00	90
Passing	10:00-10:07	7
Period 2 or 6	10:07-11:37	90
Lunch	11:37-12:07	30
Passing	12:07-12:13	6
Period 3 or 7	12:13-1:43	90
Passing	1:43-1:50	7
Period 4 or 8	1:50-3:20	90

All Fridays and Finals Days (Early Release)

Periods	Time	Min
Period 1 or 5	8:30-9:45	75
Passing	9:45-9:50	5
Period 2 or 6	9:50-11:05	75
Passing	11:05-11:10	5
Seminar	11:10-11:40	30
Lunch	11:40-12:10	30
Passing	12:10-12:15	5
Period 3 or 7	12:15-1:30	75
Passing	1:30-1:35	5
Period 4 or 8	1:40-2:50	75

Assembly

Period	Time	Min
Period 1 or 5	8:30-9:30	60
Passing	9:30-9:35	5
Period 2 or 6	9:35-10:35	60
Passing	10:35-10:40	5
Seminar	10:40-11:10	30
Assembly	11:10-12:10	60
Lunch	12:10-12:40	30
Passing	12:40-12:45	5
Period 3 or 7	12:45-1:45	60
Passing	1:45-1:50	5
Period 4 or 8	1:50-2:50	60