

Middle College High
School

@

Santa Ana College



COLLEGE STARTS HERE

Parent/Student Agenda/Handbook 2025-2026

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 2025-2026 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)

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

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

Departments

English

| | |
|-------------------------|------------------------------|
| Mrs. Storms | English 9/Journalism English |
| Mrs. Tran | 11th/Yearbook English |
| Mrs. Peterson | 10/AVID 11 English |
| Mrs. Silverstein | 9/Drama/ASB Creative |
| Ms. Nguyen | Writing/AVID 12 |
| Mrs. Larocque | Speech/ English 10 |

Math

| | |
|----------------------|------------|
| Mr. Camacho | Geometry |
| Mr. Kaneko | Algebra II |
| Mrs. Javaheri | Algebra I |

Science

| | |
|------------------------|----------------------------------|
| | Biology/Esports/Gaming |
| Mrs. Compton- | |
| Mrs. Campoverde | Biology/CCR |
| Mr. Gerstman | CTE Manufacturing/Physics |
| Mr. You | Chemistry |
| Mr. Difrancesco | CTE Medical Core/Sports Medicine |

Social Studies

| | |
|---------------------|---------------------------|
| Mr. Ramos | US History/Ethnic Studies |
| Mr. Moa | World History |
| Mr. Anguiano | Gov/Econ/World Hist. |

Physical Education

| | |
|-----------------------|-------------|
| Mr. Curtis- | PE/Yearbook |
| Mrs. Triplett- | PE/CCR |

Electives

| | |
|-------------------------|--------------------------|
| Mrs. Holte | AVID/CTE Work Experience |
| Mrs. Villalpando | AVID 9 |

MCHS 2025-2026 Calendar

[illegible]

Santa Ana College Calendar

**** RSCCD CREDIT INSTRUCTIONAL CALENDAR 2025 - 2026****

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------|-----|-----|-----|-----|-----|-----|-----|--|
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| August | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Summer Ends 8/8 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Common Days SAC 8/12 & 14; SCC 8/13 & 14 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Start Fall 2025 Semester |
| September | 31 | 1 | 2 | 3 | 4 | 5 | 6 | Labor Day: September 1 |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| October | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | End of 8th week |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| November | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Veterans Day: November 11 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | Thanksgiving: November 27-28 |
| December | 30 | 1 | 2 | 3 | 4 | 5 | 6 | End of Fall 2025 Semester |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Christmas Holiday: December 25 |
| January | 28 | 29 | 30 | 31 | 1 | 2 | 3 | New Years Day: January 1 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Four-week Intersession |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Martin Luther King Holiday: January 19 |
| February | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Common Days SAC 2/3 & 5; SCC 2/4 & 5 |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Start Spring 2025 Semester |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Lincoln's Birthday: February 13 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | President's Day: February 16 |
| March | 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 | |
| April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | Cesar Chavez Day: March 31 |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | End of 8th week |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | Spring Break |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 1 | 2 | |
| May | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Memorial Day: May 25 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Santiago Canyon College: June 5 Commencement |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Santa Ana College: June 4 Commencement |
| June | 31 | 1 | 2 | 3 | 4 | 5 | 6 | End of Spring 2026 Semester |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Start of Summer 2026 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Juneteenth: June 19 |
| July | 28 | 29 | 30 | 1 | 2 | 3 | 4 | Independence Day: July 3 (observed) |
| | 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 | 6 | 7 | 8 | End of Summer 2026 |

NOTE: If the holiday is a Friday, weekend classes DO NOT meet. If a holiday is a Monday, weekend classes DO meet.

School Important Dates

| | |
|---|-------------------------------|
| Staff Development | August 6 & 7, 2025 |
| Staff Duty Day | August 8, 2025 |
| First day of Instruction – MCHS | August 11, 2025 |
| First day of Instruction – SAC | August 18, 2025 |
| Orientation Assembly | August 22, 2025 |
| Back-To-School | August 28, 2025 |
| Holiday – Labor Day | September 1, 2025 |
| Duty Day - Student Free Day | October 10, 2025 |
| Holiday - Veterans Day | November 11, 2025 |
| Holiday – Thanksgiving Recess | November 24 - 28, 2025 |
| Last Day of SAC Fall Semester | December 5, 2025 |
| First Semester Finals (Modified Days) | December 15 - 18, 2025 |
| MCHS End of First Semester | December 18, 2025 |
| Staff Duty Day-Student Free Day | December 19, 2025 |
| Holiday - Winter Recess | December 22 - January 2, 2026 |
| MCHS Classes Resume - Second Semester Begins | January 5, 2026 |
| SAC Four-week Intersession begins | January 5, 2026 |
| Holiday- Martin Luther King, Jr. | January 19, 2026 |
| End of SAC Intersession | January 30, 2026 |
| SAC Spring Semester Begins | February 9, 2026 |
| Holiday – Lincoln’s Birthday | February 13, 2026 |
| Duty Day-Student Free Day | February 16, 2026 |
| Holiday – Washington’s Birthday | February 20, 2026 |
| Open House | April 2, 2026 |
| MCHS/SAC Spring Break | April 6 - 10, 2026 |
| Holiday-Memorial Day | May 25, 2026 |
| Finals Week (Modified Days) | May 26 - 28, 2026 |
| Last Day of School | May 28, 2026 |
| MCHS Graduation | May 26, 2026 |
| Staff Duty Day - <u>Non Student</u> Day | May 29, 2026 |
| SAC Commencement | June 4, 2026 |

Friday Schedules 2025-2026

| 1st Grading Period | Friday | | 4th Grading Period | Friday |
|---|------------------|--|---|----------------------------------|
| August 15, 2025 | 1, 2, 3, 4 | | January 9, 2026 | 1, 2, 3, 4 |
| August 22, 2025 | 5, 6, 7, 8 | | January 16, 2026 | 5, 6, 7, 8 |
| August 29, 2025 | 1, 2, 3, 4 | | January 23, 2026 Mon MLK Holiday | 1, 2, 3, 4 |
| September 5, 2025 Mon. Labor Holiday | 5, 6, 7, 8 | | January 30, 2026 | 5, 6, 7, 8 |
| September 12, 2025 | 1, 2, 3, 4 | | February 6, 2026 | 1, 2, 3, 4 |
| September 19, 2025 | 5, 6, 7, 8 | | February 13, 2026 Lincoln Holiday | Holiday |
| September 26, 2025 | 1, 2, 3, 4 | | February 20, 2026 Washington Holiday | Student Free Day |
| | | | | |
| 2nd Grading Period | Friday | | 5th Grading Period | Friday |
| October 3, 2025 | 5, 6, 7, 8 | | February 27, 2026 | 1, 2, 3, 4 |
| October 10, 2025 | 1, 2, 3, 4 | | March 6, 2026 | 1, 2, 3, 4 |
| October 17, 2025 | 5, 6, 7, 8 | | March 13, 2026 | 5, 6, 7, 8 |
| October 24, 2025 | 1, 2, 3, 4 | | March 20, 2026 | 1, 2, 3, 4 |
| October 31, 2025 | Student Free Day | | March 27, 2026 | 5, 6, 7, 8 |
| | | | April 3, 2026 | 1, 2, 3, 4 |
| 3rd Grading Period | Friday | | 6th Grading Period | Friday |
| November 7, 2025 | 1, 2, 3, 4 | | Spring Break April 6 – 10, 2026 | |
| November 14, 2025 Tues. Veterans Holiday | 5, 6, 7, 8 | | April 17, 2026 | 5, 6, 7, 8 |
| November 21, 2025 | 5, 6, 7, 8 | | April 24, 2026 | 1, 2, 3, 4 |
| November 27-28, 2025 Thanksgiving Holiday | Holiday | | May 1, 2026 | 5, 6, 7, 8 |
| December 5, 2025 | 1, 2, 3, 4 | | May 8, 2026 | 1, 2, 3, 4 |
| December 12, 2025 | 5, 6, 7, 8 | | May 15, 2026 | 5, 6, 7, 8 |
| December 16-18, 2025 | Finals Schedule | | May 22, 2026 | 1, 2, 3, 4 |
| December 19, 2025 | Student Free Day | | May 29, 2026 Mon. Memorial Holiday | Holiday |
| Winter Break December 22-January 2, 2026 | | | May 26-May 28, 2026 Final's Schedule End of 2 nd Sem. | Student Free Day May 29, 2026 |

ATTENDANCE

Students must attend class daily. 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 you are out of school at any time, 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 an hour after school detention after their 3rd 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) Three or more tardies in a two-week span 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
- Possession of Weapons, dangerous objects or look-alikes
- Disrupting school activities or willfully defying authority

Sexual Harassment

MCHS 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:

MCHS is committed to maintaining a learning environment that is free of bullying. Any student who feels that he/she is 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-SchoolPlans/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 should 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 should 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 students' 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.

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 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 schoolwork missed rests with the student. A student should make every effort to attend all classes each day to avoid the burden of make-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. The 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 students 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 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 always carry both cards 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 \$2.00 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 into 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.

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 |