



*Middle College
High School
@
San Bernardino
Valley College*

*Student/Parent
Handbook
2017-2018*



*1260 W Esperanza Street
San Bernardino, CA 92410
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Welcome to the 2017-2018 School Year!!!

It is our Wolverine parents, staff, students, SBCUSD district and SBVC college partners, along with our community who have made MCHS one of the top examples of urban academic success in our state.


In 2016-2017, MCHS enjoyed amazing success. We ranked #11 in CAASPP state test scores in ELA/Math out of 2,019 schools. We became an AVID National School of Distinction, the first for a middle college, and were selected by ACT to represent CA as their top choice for College and Career Transition. One hundred percent of the Class of 2017 met A-G requirements and qualified for 4-year college acceptance. Our average graduate earned 54 college credits and \$14,500 in grants/scholarships. Twenty-eight students earned an AA from San Bernardino Valley College.

For 2017-2018, we look forward to:

- The Class of 2018 expanding their excellent leadership skills through ASB, Peer Leadership, Focus Group, and community service opportunities
- Hosting visitors throughout the state who want to learn about how to close the achievement gap for underserved, underrepresented, under-challenged populations
- The MCHS Rock Band starting its 2nd year and sharing Wolverine talent
- Beginning our 1st full year with freshman fully part of the Middle College Program
- Parents continuing as the key partners in leading continued growth through participation in LCAP, SSC, boosters, and Coffee with the Principal

As we learn together, lead together, and support the expanding success of our students together, we are truly anticipating another unprecedented year of making history together!!! Welcome Wolverine's to our 2017-2018 school year!!!

Respectfully,



James J. Espinoza
Principal

MIDDLE COLLEGE HIGH SCHOOL

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Middle College High School



**James Espinoza
MCHS Principal**

MCHS

EXPECTED SCHOOLWIDE LEARNING RESULTS

- **Academic Success**
 - CAHSEE Proficient or above
 - 3.0 GPA or above at SBVC and MCHS
 - All A-G met upon high school graduation
 - 40 or greater IGETC units earned

- **Attendance Excellence**
 - 99.0% and above yearly

- **Personal Responsibility**
 - MCHS Contract 100% adhered to by all students
 - SBVC Contract 100% adhered to by all students
 - No discipline referrals/suspensions by MCHS/Prep 9 Academy students
 - College Progress Reports turned in on time with no negative marks
 - Bi-Weekly AVID Reports turned on time with students getting extra help where grade is below a C in any subject
 - Students get help when needed and record help in AVID Binder

- **Social Responsibility**
 - Students perform 200 hours of community service
 - Students help underclassman
 - Students fully participate in T/TH AVID Tutorials
 - Students support all school events
 - Students actively participate in Friday clubs unless engaged in tutoring

- **College Success**
 - All graduating seniors earn 40 or more IGETC units
 - All students maintain a 3.0 GPA or higher
 - Students complete A-G requirements
 - Students are accepted to a 4 year college of choice upon HS graduation
 - 20% of students earn their AA upon high school graduation
 - All students qualify for significant grants and/or scholarships

CLASS GOALS

College Readiness and Success

Leadership Skills and Service

Academic Achievement

Skills for the 21st Century

Social Responsibility

MCHS VISION

Students graduate from MCHS with 40 IGETC units or more, or with their AA Degree, and are accepted to a four year college or university of choice where they earn a bachelor's degree.

Students become leaders in learning and community service.

MCHS MISSION

We ensure that every student is accepted to a four year college of choice.

PROGRAM DESIGN

MCHS offers students an opportunity to achieve high academic goals through providing high school classes concurrent with college coursework in a challenging, supportive, and motivating setting. Students may earn significant college credit and/or an AA upon high school graduation.

AVID PROGRAM

Every student is enrolled in our school-wide AVID program. Primary goals include helping students learn college study skills and providing ongoing support for college planning and academic success.

SCHOOL SPIRIT INFORMATION

School Colors: Blue and Black

School Mascot: Wolverine

School Motto's:

“Yes, We Can”

“Faster Time to College Graduation”

“Preparation for the New Economy”

MIDDLE COLLEGE HIGH SCHOOL APPLICATION AND ADMISSION PROCESS

The Middle College High School (MCHS) student selection process was developed and reviewed by a team of educators and administrators to provide a fair process in which applicants would have an opportunity to present themselves through their academic histories, application information, writing responses, and personal interview if selected. A committee composed of counselors, teachers, and administrators representing MCHS screened the applications and invited qualified applicants to an interview. Representative(s) of San Bernardino Valley College (SBVC) counselors, teachers and administrators helped us select qualified students. Personal interviews with students are conducted. From potential new freshman applications, a final pool of students is entered into a lottery where final selections are made. Sophomore finalists will also follow a selective interview process.

The process follows these steps:

1. Preliminary interest in the program begins with the students receiving a letter of invitation to attend an informational meeting about the MCHS. Students not receiving an invitation to the informal meeting can identify an interest in attending MCHS by contacting their current counselor or calling the MCHS office at (909) 888-4041.
2. Parents-Guardians-Students attend the information night to obtain more detailed information about the school and to determine if a full application is appropriate
3. Students who wish to formally apply must complete the MCHS application, including the written essay.
4. Submit your application by the requested date found on the cover page of the application for early processing (early submission does not guarantee acceptance).
 - a. Out-of-District students are not being accepted at this time.
 - b. Family members of current or past students are NOT guaranteed acceptance.
5. A student application file is compiled for each applicant by MCHS; it includes the following information:
 - a. Application
 - b. Written essay
 - c. High school transcripts
 - d. Proof of address is required of all new applicants (ex: utility bill).
 - e. Attendance records
 - f. Disciplinary records
 - g. Student enrollment history, and
 - h. School testing records (NOTE: testing records must demonstrate the student has skill levels to be successful in SBVC classes.)
6. Applications are evaluated according to MCHS guidelines, including test scores.
7. Approximately 90 students are invited for an interview with their parents/guardians. Interview members may include MCHS and SBVC faculty, staff, and administrators. The interview members individually score each interviewee.
8. A preliminary acceptance list is determined based on the top 75 scores. An alternate list is also developed based on the scores.
9. Every attempt is made to reflect district demographics, and balanced distribution by schools.
10. Final acceptance is contingent upon review and acceptance by both SBCUSD and SBVC's MCHS administrators.
11. Students selected to attend MCHS will need to attend a two-day orientation conference in June. During these two days, they will apply to be students of SBVC and get to know each other and the school site.

COLLEGE REGISTRATION –MCHS

1. **Every MCHS 10th, 11th, and 12th Grade Student must register for college coursework each semester while at MCHS** (see SBVC Handbook).
2. Unless directed by MCHS administration, **students may not register from home. Students must register from MCHS on their designated Priority Registration day.**
3. Every MCHS student must take **no less than 4 units, 2 classes each semester** (SBVC Handbook).
4. **Only classes listed on the Concurrent Enrollment Forms** (first year or returning form) may be taken by students unless approved per a student's College Education Plan (SBVC Handbook).
5. **Students may not take online or hybrid classes unless** approved in the Educational Plan and by SBVC and MCHS administration (SBVC Handbook).
6. **Overloads** (over 8 units) **and permission to take evening/weekend classes** must be approved by MCHS administration, following college criteria for approval (SBVC Handbook).
7. Students **may not take a late start class** without approval.
8. **Sophomores may not take on-line, hybrid, or late start classes.**

ORDER OF REGISTRATION-MCHS

1. MCHS Seniors register first before other grade levels by order of arrival.
2. Juniors register second by order of arrival.
3. Sophomores register third by order of arrival.

BALANCING CLASSES – MCHS

1. MCHS has all 10th, 11th and 12th grade students register together at our site to meet the college mandate of balancing classes.
2. “Balancing” means ensuring that no SBVC college class has more than 7 students per Ed. Code and SBVC Handbook.
3. “Balancing” means that every effort is made to ensure every student who has met all pre-requisite registration requirements (i.e. on-line orientation, assessment testing, Acad., etc.) is able to enroll in a minimum of 4 units/two classes.
4. SBVC generates multiple reports that we use until all sections are balanced.
5. In some cases, students who have more than the minimum requirement of college units and classes will be directed to drop a class to help another MCHS student who must:
 - * Meet high school graduation requirements (SBCUSD)
 - * Meet A-G graduation requirements (UC/CSU entrance)
 - * Remain in the program by having at least 4 units/two classes (SBVC Handbook)
 - * Take required coursework to earn an AA per their Education Plan

**Priority for keeping classes is also impacted by grade level needs and requirements*

HIGH SCHOOL ACADEMICS

ACADEMIC CRITERIA FOR MCHS

- All students must maintain four or five high school classes taken through the MCHS program each semester.
- All students attend AVID as a CORE class each semester.
- Early or mid-year high school graduation is not allowed at MCHS.
- **There are no sports teams at MCHS. Academic classes are top priority. Students may not be excused from classes to pursue sports or other activities at their home high school, or other activities on the college campus.**
- **Students must maintain a 2.5 high school GPA with no Ds or Fs for all high school courses each semester (including AVID).**
- **Grades of Ds or Fs may result in probation, additional support classes, or dismissal from MCHS.**
- **Dismissal from MCHS will also result in dismissal from SBVC.**

ACADEMIC PROBATION

1. Students failing to meet the academic expectations will be placed on probation, to ensure that students are making progress towards high school graduation requirements, and earning the necessary grades for college admission.
2. Students who are on academic probation for college classes must make use of appropriate SBVC support services, such as but not limited to the Learning Center, the Tutorial Center, and the Writing Center. Students may be required to produce proof of use of tutorial services.
3. Students may be required to attend support groups with the high school counselor while on probation. Parents may be required to attend evening meetings to help support their students during their probationary time.
4. Students who raise their high school grades by the end of the semester will be removed from (high school) academic probation.
5. While on probation for high school, students must attend mandatory tutoring in the subject area. Students failing to exit probation and not making satisfactory progress towards the high school graduation requirements will be considered for removal from MCHS. Parents/guardians of students on probation may be required to attend mandatory monthly evening meetings with the MCHS counselor, or a minimum of a one time evening meeting with the subject area teacher.
6. Students who complete two consecutive quarters or semesters on academic probation may be considered for dismissal from MCHS.
7. Unless for disciplinary cause, students will only be returned to their home high school at the end of the semester.

AVID (Advancement Via Individual Determination)

- Students will bring home an AVID grade check every 2 weeks. AVID grade check dates are published on the school calendar sent home in the registration packet of information. AVID grade checks address high school progress and require a parent signature.
- Students over the age of 18 may not sign their own grade check.
- AVID grade checks make up a high percentage of the AVID grade.
- Students must maintain a “C” or better in AVID.

TUTORING

- Students have access to site teacher tutoring during 6th Period every day. All core teachers are available.
- Students will be assigned mandatory tutoring if their grade falls below a “C” in any class.
- Students who are having difficulty in any class, regardless of grades, should attend tutoring.

CHEATING AND PLAGIARISM

Allegations of cheating and/or plagiarism are taken seriously and, if proven, will result in serious consequence. Students found cheating or plagiarizing will be placed on probation for one full year. The second incidence of plagiarism may result in the student being removed from the MCHS Program.

Example include not listed to:

- Copy another person’s homework, class work or project or turn in another person’s work as their own.
- Obtain papers, reports or projects from another source, such as the internet or a sibling, and turn them in as their own (plagiarism).
- Copy another person’s test or quiz answers.
- Use unauthorized information on an exam or quiz. For ex: crib sheet, notes, an assignment or a book.
- Give permission to allow others to knowingly copy their homework, project, quiz, or test answers.
- Change grades or answers on an assignment or test by giving unearned points to another student or by changing answers or work after the work has been graded.
- Examples of plagiarism include copying work of others, letting someone copy your work, and representing work done by others as original work.

GRADUATION REQUIREMENTS AND CREDITS

- **High School Graduation**
 - The primary goals for all MCHS students are to earn a high school diploma on time, meet all A-G requirements, concurrently earn significant college credit and possibly earn an AA Degree.
 - All students are required to complete the graduation requirements as specified by the SBCUSD.
 - In addition to completing the course requirements of the SBCUSD, all MCHS students must pass the California High School Exit Exam in order to receive a high school diploma. Our site goal is for every sophomore student to pass with Proficient or Advanced in ELA and Math as sophomores on the first taking of the CAHSEE.
 - A-G requirements: Part of attending MCHS is the agreement to enroll in and complete coursework that will fulfill the A-G requirements. Passing with a “C” or better is required for A-G credit. Obtaining a B or higher on A-G coursework supports acceptance to four year colleges of choice and grant and scholarship awards.
 - Students will work with a counselor to develop an educational plan in order to meet high school, college and career goals.
- **Counting SBVC College Classes for Credit towards High School Graduation:**

According to District procedures,

 - 3 to 5 unit semester college classes are transferred back to a student’s high school transcript as 10 high school units.
 - Classes that are classified as IGETC (Inter-segmental General Education Transfer Curriculum) may count toward a four-year degree at the University of California and California State Universities.
 - All classes that are transferred back to a student’s high school transcript will be evaluated for content. If the content is equivalent to the District-adopted curriculum that meets a specific graduation requirement, the class may be used to satisfy that specific graduation requirement. SBVC classes that replicate MCHS classes will not earn high school credit unless MCHS administration has been petitioned to accept the SBVC class for high school credit. The MCHS administrator makes the final decision.
 - Students with a C or below in college class need to enroll in SBVC tutorial assistance.

COLLEGE ASSISTANCE

SBVC is ready to assist students to ensure their success, and many support services are in place for students to utilize. SBVC-MCHS Coordinator for Middle College, Susan Gasca, serves as a liaison between SBVC and MCHS, and her phone number is 909-384-4431. SBVC instructors can be a source of where to start when requesting tutorial assistance. Academic concerns can also be addressed by contacting the following departments:

MCHS Office	909-888-4041
SBVC Counseling Office	909-384-4404
SBVC Learning Center	909-384-4446

MCHS Course Schedule

High school classes required to be taken at MCHS. All students are required to take 4 or 5 periods. Final determination of courses will be determined after consultation with the counselor and review of student’s Graduation Plan.

10th Grade	11th Grade	12th Grade
AVID English Science Math History	AVID English Science Math Elective: (will choose 2) <ul style="list-style-type: none"> ○ Student Government ○ Journalism ○ AVID Tutor ○ Office ○ Support Class 	Senior Seminar/AVID English American Government/Economy Elective: (will choose 2) <ul style="list-style-type: none"> ○ Supervised Work Study ○ Science ○ Student Government ○ Journalism ○ AVID Tutor ○ Office ○ Support Class ○ History

INDEPENDENT STUDY

- No Independent Study

ATTENDANCE AND SUPERVISION

All MCHS students are expected to maintain regular attendance and to arrive at school on time (before start time for high school classes and before the start time for college courses). The MCHS office does not open before 7:30 AM, and there is no supervision of students before 7:00 AM. All MCHS students are required to attend every session of both high school and college courses. Attendance expectations of both the District and SBVC must be met. **No minimum days.** MCHS is a closed campus for freshman Prep 9 students. Upperclassmen may not encourage, aid or abet freshman in leaving campus.

1. MCHS students should not be on or near any other high school campus, SBCUSD or other school districts, during school hours.
2. Students may not bring guests to school. This includes friends, brothers or sisters, or children.

California funds schools based on positive attendance. Under state guidelines, all absences (legally excused or otherwise) are deemed to be absences in computing average daily attendance and do not provide state funding.

- Students are expected to maintain regular attendance and be at school on time. Chronic absences or tardy infractions will result in a consideration for return to a regular District high school.
- Students attending MCHS agree that all absences, tardy or early dismissal from school will ONLY be approved with parental consent informing the office, even after they reach the age of 18.
- Parents/guardians must send a note to the school or telephone the school to excuse absences. A doctor's note should be obtained when medical care is provided.
- All tardy students who are late to the high school session need to return directly to class.
- When the parent brings a student to school after high school begins, the parent should accompany the student into the office or send a written excuse. Lateness is an unexcused tardy unless there is a legal excuse, such as doctor's appointment, family emergency, etc.
- Parents must notify the office when students need to leave early, and students must obtain an early dismissal slip from the MCHS office, even after they reach the age of 18.
- 3 unexcused tardy marks of 30 minutes or more are equivalent to a day of truancy according to state law.
- Absence without valid excuse for more than three (3) days for the semester classify a student as being truant by state law (Education Code 48260). Students who are truant are cited by School Police and referred to the Juvenile Traffic Court. Ten unexcused absences per semester will result in the student being dismissed from MCHS. A parent conference must be held within five days for readmission, or the student will be returned to their home school.
- Parents may not excuse SBVC attendance.

SUPERVISION

- MCHS students may not be on or near any other high school campus, or other schools, during school hours.
- Students may not bring unauthorized guests to school. This includes friends, brothers or sisters, or children.
- MCHS has no regular storage lockers and is not responsible for personal property.
- MCHS students are not permitted to be in Carousel Mall or Inland Center Mall between 8 a.m. and 4 p.m.
- MCHS students are not permitted to leave the SBVC or MCHS campus. This includes leaving campus to play sports at local parks. All daytime curfew laws are in effect.
- MCHS students are not permitted to be in or near the SBVC football field at any time, unless it is a pre-approved, supervised activity.
- Students must remain in regular proximity of campus at all times.

MISSED ASSIGNMENTS AND MAKE UP WORK

Most classroom work cannot be made up when a student misses school. Classroom instruction is sequential in nature, involving both written and oral student participation. However, after a student has been absent three consecutive days from high school because of illness, homework assignments may be provided to compensate as much as possible for an excused absence. It is the student's responsibility to request make up assignments and to turn them in timely.

If a student is absent for one or two days, he/she is instructed to contact a "study buddy" or classroom teacher for required homework assignments. It is the student's responsibility to request make up work and to turn them in timely.

BEHAVIOR

As students enrolled in both MCHS and SBVC, they must follow the rules and expectations of both the MCHS and SBVC. MCHS is a guest on the SBVC campus and must maintain high expectations for behavior. Unacceptable behavior impacts the agreement made between MCHS and SBVC that allows our students to attend SBVC under a special permit status. Any unacceptable behavior may result in immediate dismissal.

EDUCATION CODE (48900) is in effect for all schools in California. (see appendix SBCUSD section for details).

Principles for maintaining positive learning environments on both campuses include:

- Being Safe at All Times
- Being Respectful of Self and Others
- Being Responsible for the MCHS/SBVC Contract Requirements

CONTRACT VIOLATION

Any student may be referred to the MCHS administration for a violation of the MCHS Contract (MCHS handbook), SBVC rules (found in the SBVC catalog and schedule of classes), Education Code, District Policy, or for continuing defiance of classroom or school wide rules. Students are also subject to disciplinary procedures as specified by the San Bernardino City Unified School District for violation of Education Code 48900 (see appendix) and/or as specified by SBVC for violation of Board of Trustees Policy 6090.

- Investigation of Incident
- Student Statement of the Incident
- Review of Facts and Discussion with Student
- Review of Contract Violations/Requirements with Student
- Parental/Guardian Notification

DRUGS/ALCOHOL

Any student found to be in possession of or under the influence of drugs or alcohol on the SBVC campus will be arrested by SBVC Police and dismissed from SBVC and MCHS. Any student found in possession of or under the influence of drugs or alcohol on the MCHS campus will be suspended, potentially cited by SBCUSD Police, placed into a drug intervention program, and placed on Level 4 Probation. If the student was on Behavior Probation previously, they will be returned to their home school. A second incident will result in an automatic recommendation for Expulsion from the SBCUSD.

MCHS BEHAVIOR EXPECTATIONS

1. Students are responsible for respecting all adults and fellow students and must be cooperative with school authorities. Students are also responsible for respecting the property rights of others.
2. Any behavior disruptive to the educational environment or having the potential to create an unsafe or disorderly campus is prohibited. Some examples of restricted behavior include:
 - a. Pushing, shoving, wrestling, chasing, rough play, or any other unsanctioned behavior determined by school authorities.
 - b. Inappropriate yelling, screaming, laughing, mocking, putting downs, etc.
 - c. Bringing play items to school or using SBVC facilities without approved supervision
 - d. Loitering around bathrooms, soda machines, or other restricted areas.
 - e. Food in the classroom and other off-limit places.
 - f. Throwing items on campus, except when directed to by a classroom teacher.
 - g. Littering on campus.
 - h. Confrontational or challenging speech towards adults or fellow students.
 - i. Bullying or harassing behavior.
 - j. Inappropriate speech, gestures, drawing or writing, including profanities or vulgarities.
 - k. Running on campus, except in P.E.
 - l. Other actions determined by school authorities to be disruptive.
3. School fighting will not be tolerated. Students who engage in a fight or a battery upon another will be subject to a Citation by School Police (PC4I 5) in accordance with the District's Zero Tolerance Policy for fighting and students will be suspended with a recommendation for expulsion. Students may also be cited by SBVC Police.
4. Students engaged in Harassment, Hate Violence, Bullying, Possession of alcohol or under the influence of alcohol, being under the influence or possession of a controlled substance, or Destruction of property valued at greater than \$100 will be suspended with a recommendation for expulsion.
5. Students must follow all classroom rules specified by each teacher and must fulfill all contract obligations as set forth by teacher regulations. Classroom violations, not returning the Contract, and forging signatures are examples of not meeting contract obligations.
6. Any act of cheating, which includes copying without teacher approval, plagiarism, or forgery is considered a serious violation of the Contract and will result in strong disciplinary action.
7. Students must treat substitute teachers with respect and obey the rules set forth by the sub teacher.
8. Students must follow all the provisions of Education Code 48900, District Policy, SBVC Policy and rules, and MCHS Policy and rules.

PROBATION: ATTENDANCE AND BEHAVIOR

Students failing to meet the attendance, behavioral or academic expectations (see page 6 for academic expectations) will be placed on probation. During probation students are required to access additional tutoring services and other available services from the MCHS staff or SBVC staff in order to improve in the identified areas. Students meeting expectations for one semester may be removed from probationary status. Students may also be required to enter into an attendance contract. Students who continue with poor attendance, behavior or academics may be removed from MCHS. Parents may be required to attend evening meetings to help support their students during their probationary time. Students will be afforded due process rights.

MCHS: OTHER POLICIES AND PROCEDURES

AUTOMOBILE USAGE

Students are not to operate their automobiles during MCHS school hours. Students are responsible for attaining their own parking pass for use on SBVC campus and following all SBVC vehicle rules and regulations. Students are not permitted to be in their automobiles during high school instructional time unless instructed to do so by MCHS staff. Students must drive safely following all laws.

DRESS CODE AND GUIDELINES FOR MCHS

MCHS has established dress codes in order to assure safety; to prevent disruption and distraction; to respect the right of other people to have the ability to be in an environment free from distractive; to maintain an academic environment; and, to prepare students for the expectations of internships, interviews, leadership, work, and careers.

Students must:

- Wear footwear that is appropriate for the school activity and weather conditions
- Wear apparel with no emblems or printing that creates animosity between groups and/or individuals
- Wear clothing and/or visible tattoos that are not offensive and/or promote alcohol, drugs, violence, or illegal acts
- Possess no chains, ropes, belts, or jewelry that may be interpreted as intended to cause injury to yourself or others;
- Wear undergarments completely covered
- Wear clothing that adequately covers your chest, back, shoulders, stomach, and buttocks
- Wear no pajamas and/or slippers at school (unless for a school approved event)

The school principal may modify the dress code for a specified period of inclement weather or for a special school site event.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

- Cell phones must be turned off during instruction time at college and high school. No text messaging is allowed during instructional time. Cell phones are not to be used as calculators. MCHS is not responsible for cell phones.
- Students who use cell phones during class time will have phones confiscated and returned only to a parent/guardian. Continued use may result in probation.
- Electronic devices are distractive during instructional time and not permitted by Board of Education Policy.

COMMUNITY SERVICE

In keeping with the commitment of MCHS to produce a caring and productive citizen, students are expected to do 50 hours of community service per school year. The community service may be done at school, or other community/church-based sites. Community service completed at a church, community agency or other school will need a note of verification provided by agency stating the day of the activity, hours served, and a short description of the activity. Verification forms are available in the school office.

COUNSELING

Students wishing to see the counselor are encouraged to schedule appointments through the school secretary so that their questions and concerns can be answered at a time convenient to the student and the counselor. Students can “drop-in” to see the counselor, but to ensure a timely answer to the question an appointment is the best solution.

EMPLOYMENT

Middle College students who work while attending high school and college can be faced with tremendous organizational challenges. It is suggested that students not work while enrolled at MCHS. Students who find it necessary to work limit their work to no more than 10 to 15 hours per week. Working may impact academic progress and thereby, good standing at the high school and/or college.

FINANCIAL AID: FAFSA (Free Application for Federal Student Aid)

All seniors will be required to complete a FAFSA form in their senior year as a component of their senior notebook. They do not have to submit the application, although MCHS highly recommends that all students submit the application, and financial information may be blacked out. This information will help students to receive grants to continue their studies, and it may also be used in awarding scholarships.

FIELD TRIP PROCEDURES

All students participating in field trips for MCHS or SBVC need permission slips. Permission slips with original parent/guardian signatures must be on file with the MCHS office before the student is allowed to participate. Permission will not be granted by phone or fax.

PARENT MEETINGS

A mandatory parent meeting will be held at the beginning of the school year for the parents of new students. School Site Council meets throughout the year. Parents of senior students will be required to attend a mandatory graduation meeting in January for the student to participate in graduation activities and for information on Senior Projects. Parents of junior students will be required to attend a mandatory parent meeting in September for information about obtaining an Associate of Arts Degree, college admission process, and the senior year and transcript review. Parents of sophomores will be required to attend a mandatory meeting in August to review requirements for an Associate of Arts Degree, review student transcripts, and learn about college entrance requirements. MCHS staff is always ready to meet with parents/guardians of MCHS students. Parents/guardians may schedule appointments with teachers, counselor, or administrator by calling the office at 888-4041.

PSAT SAT ACT

The focus of MCHS is to have our students go on to a four-year college or university. With that in mind, all MCHS students are expected to participate in the PSAT, SAT (& SAT2) and/or ACT testing. These tests are required for admission to colleges and universities. If a student is considering a UC school the SAT2 is also required. SAT2 is a subject area specific test with writing and math as two of the three required tests. A limited number of fee waivers for the tests are available for qualifying students through the MCHS counselor. For more information about these tests call our office at 909-888-4041.

SENIOR DITCH DAY

MCHS does not sanction, support, or endorse any senior ditch day. **NO SENIOR DITCH DAY.** Let's keep your great attendance record.

STUDENT INFORMATION

Students are responsible for keeping contact information current. Students are responsible for keeping phone numbers and addresses current with both MCHS and SBVC. SBVC has forms for reporting student information. All forms are available from the MCHS office.

TRANSPORTATION

Your college I.D. may be used at any time as a bus pass for Omni Transportation.

All field trips require parent permission for transportation.

SAN BERNARDINO VALLEY COLLEGE CLASSES

Please read the Valley College rules and expectations, which follow this section.

Please note:

- San Bernardino Valley College is an adult campus, with no supervision of students.
- Students are highly encouraged to take college classes in the afternoon.
- Evening and weekend classes are discouraged.
- Online or hybrid classes are not allowed.
- **Students may only take courses which are listed and approved on their concurrent enrollment form.**
- Students may not take any college math class until they have completed Algebra II with a "C" or better.
- Prior approval is required to take more than 8 units. This is called an "Overload."
- Forms for approval will be discussed in your AVID classes.

