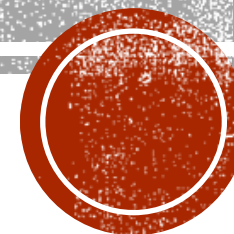


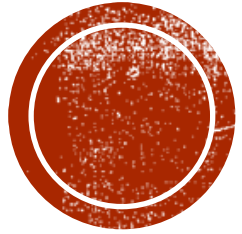


**MIDDLE COLLEGE**  
**HIGH SCHOOL**

**SCHOOL POLICIES**



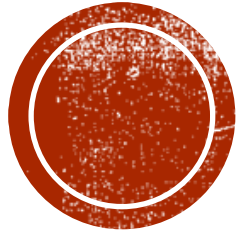
# MISSION



To provide a supportive, academically challenging environment where students are able to successfully complete 30 to 60 transferable college units in order to directly apply to a 4-year college.

**Be Someone. Go Somewhere. Seek Excellence.**

# Dragons are...FIERCE



Be Someone. Go Somewhere. Seek Excellence.



## MCHS @ SJDC Master Agreement

As the guardian of a MCHS student, I agree to the following expectations:

- ☐ Ensure that my child has transportation to get to and from school every day on time.
- ☐ In order for freshmen to adjust to the rigors of both MCHS and SJDC, freshmen are permitted to enroll in no more than 5 units during their first semester (excluding Guidance) and no more than 6 units their second semester (excluding Guidance). Freshmen are NOT allowed to enroll in online classes or hybrid classes unless in person classes are not available and permission has been granted.
- ☐ Support daily attendance and will notify the school on or before the day of an absence. I understand that excessive tardies and/or unexcused absences may result in my student being dropped back to their school of residence.
- ☐ Understand the importance of attendance and agree to schedule all family vacations when school is NOT in session.
- ☐ Keep the office updated on any change of address, phone number, or other vital contact information.
- ☐ Attend and participate in parent/school functions such as back to school night, PTSA, chaperoning field trips, etc.
- ☐ Keep up-to-date on MCHS activities by talking to my student, reading all material sent home, and actively listening to phone calls home.
- ☐ Frequently check my child's high school progress and attendance through Aeries. Frequently check my child's college class(es) progress through Canvas.
- ☐ Recognize and understand that as a dual enrollment high school student, my child is expected to be self-motivated, and an active participant in their education. My child will be enrolled in AVID (Advancement Via Individual Determination) each grade level.
- ☐ Understand that my child is accountable for their education and that it is their responsibility to address teachers and counselors when problems or issues arise. I understand that this program is designed for my student to nurture independence, accountability, and maturity, with minimal interference on my part.
- ☐ Recognize and emphasize to my child that they are responsible for adhering to the technology agreement of Lodi Unified School District and San Joaquin Delta College.
- ☐ Schedule changes will only be made to accommodate college schedules.
- ☐ Acknowledge that MCHS has no organized athletics. Students are expected to make education a top priority. Students wishing to engage in high school sports off campus must get prior approval from the principal and are expected to maintain a 3.0 GPA in both high school and college courses. Students placed on academic probation will have their approval revoked.
- ☐ Understand that MCHS is a closed campus and that students may not leave campus. Juniors and Seniors can submit an "Off Campus" application based on the following criteria: 2.5 GPA in both high school and college courses, no more than 12 period absences in the previous semester, and on track to graduate (not behind any credits).

I, \_\_\_\_\_, understand that my child may be referred back to their home school if they do not:

1. Maintain a minimum 2.5 GPA in high school and college classes and/or earns a mark lower than a "C" in a college class; and/or
2. Comply with MCHS and SJDC rules and regulations.

MCHS has a very strict discipline policy. As such, students can and will be suspended, recommended for expulsion, and/or dropped to their school of residence. This includes a single violation.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# MASTER AGREEMENT

- This document will be given by MCHS teachers and needs to be returned to the AVID teacher. It will be submitted to the Front Office to keep on file.



- Schedule change requests can be made in the office.
  - Changes will only be made to accommodate college classes
  - Changes will NOT be made for sports and/or job schedules

## **SCHEDULE CHANGES**

Deadline for schedule changes will be defined at the beginning of each school year.



## **Tardies**

|                        |                                                                                                                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First-Third Offense    | Students will be sent a warning via Minga.                                                                                                                                                      |
| Fourth & Fifth Offense | After three tardies, in any class, the student will be automatically assigned a lunch detention via Minga. Lunch detention will be held weekly and need to be completed within 7 days of tardy. |
| Sixth Offense          | On the sixth tardy, in any class, the student will automatically be assigned a free period detention via Minga. Free period detentions will be served in the office.                            |
| Seventh Offense        | On the seventh tardy, in any class, the student will be referred to our Student Tribunal.                                                                                                       |
| Eighth Offense         | On the eighth tardy, in any class, the student will be referred to the Principal and will be placed on a Behavior Contract.                                                                     |

## **ATTENDANCE**



Tardiness is arriving to any class after the start of class period. Tardiness results in disrupted class time and will not be tolerated.



# **Absences**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. After **10 days**, any unverified absence will be recorded as unexcused. A student whose absences are unexcused will not be allowed to make up work for the days missed. This type of absence is also defined as truancy.

- Absences must be cleared ON THE DAY OF RETURN with a written note or phone call excusing the absence. Written notice must be signed by parent/guardian.
- When a student is absent regularly due to illness, the attendance supervisor may require verification of that illness by a licensed medical practitioner.
- A student's absence will be considered excused only when verified by a parent/guardian.

# **ATTENDANCE**

**Excused Absences are as follows:**

- **Illness**
- **Medical/Dental related, including appointments**
- **School- sanctioned activities**
- **Absences related to legal system**
- **Family Emergency**
- **Bereavement/Funeral (immediate family member only)**
- **Religious Observances (should be pre-arranged with MCHS Administration)**



# CELL PHONE POLICY

|                |                                                                                                                                                                                         |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Offense  | Student will be warned and asked to put the cellphone away.                                                                                                                             |
| Second Offense | Teacher will ask the student to surrender the cellphone to the office; Student is able to pick it up at the end of the day. Parent will be notified by the teacher via phone or email.  |
| Third Offense  | Teacher will ask the student to surrender the cellphone to the office; Parent will need to pick it up at the end of the day. Parent will be notified by the teacher via phone or email. |
| Fourth Offense | Principal will have a meeting with the student and parent about cellphone usage in class; Student will be placed on a behavior contract.                                                |



- ❖ Cell phones CAN be brought to campus and are encouraged to be used to keep students safe on campus!
  - Delta Police Department: 209.954.5000
- ❖ Once in the classroom, students should not be checking and/or sending texts messages or taking calls.



### Inappropriate dress includes:

- Clothing that is skin tight and/or revealing back, midriff, cleavage, or buttocks (Ex, but not limited: spaghetti straps, see-through clothing, short shorts or micro-mini skirts, etc.)
- Clothing that exposes underwear; underwear worn as outerwear. (Ex, but not limited: clothing with excess holes)
- Blouses or tops which are too short, causing the mid-section, including the belly button to be exposed.
- Attire showing pictures or messages promoting drugs, sexploitation, discrimination, profanity, or violence.
- Gang-related clothing or insignia
- Headwear (all caps/hats, scarves, beanies, stocking caps, do-rags, wave caps, etc.) may not be worn in class or indoor activities.

# DRESS CODE



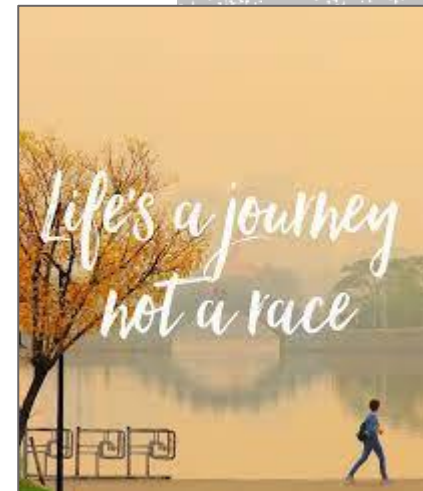
# EXPECTATIONS

- Use the stairs at all times!
  - Elevators are for students with ADA needs
- If you are using a scooter or bike, e-bike, skateboard, or rollerblades for transportation to school, you must lock it up at a bike rack. You may not ride on/through campus.
- Use Canvas and Okta for College coursework.
- Use your .org account for high school work.
- Free Period—use this time wisely!
- 9th & 10th: Upper Danner, Library and Math Science Center only; may not leave campus
- 11th & 12th: Must have an Off Campus Pass to leave campus during the school day—check your Minga ID for an off-campus sticker on your virtual ID card

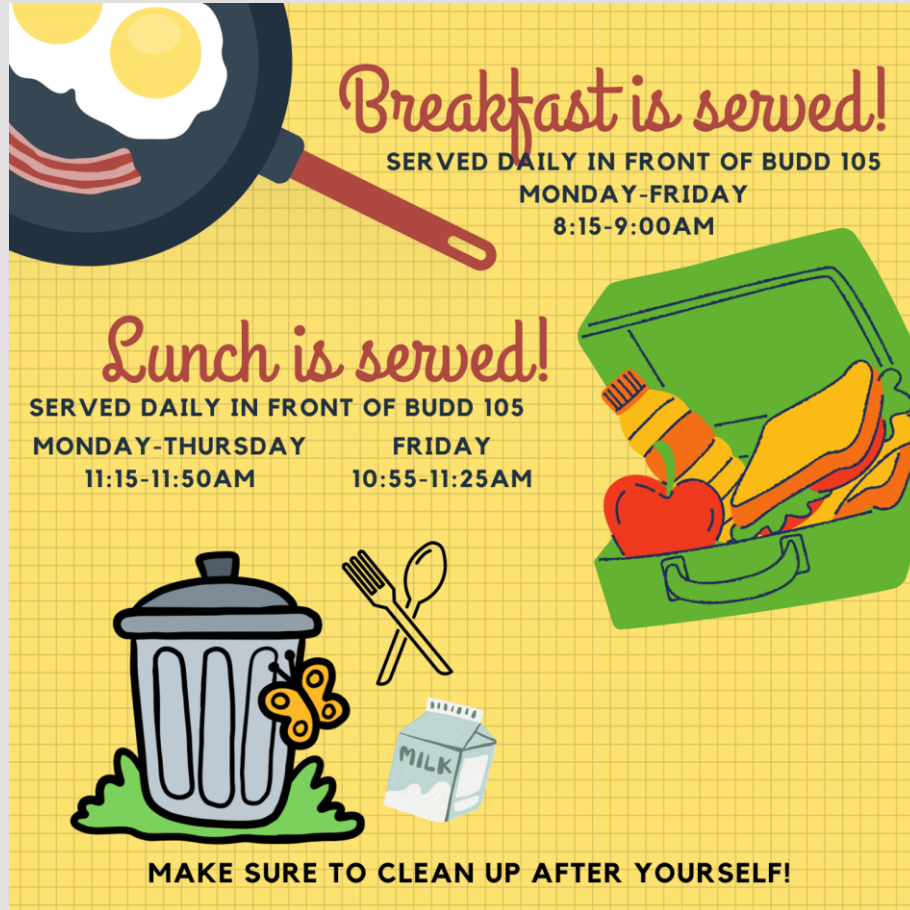


# NEED TO KNOW

- Adding/Dropping Classes – You must have permission/form
- AA Degree– It's not a race to see who has the most!!
  - Enjoy this experience
  - College Acceptance
  - Within a major area of study
  - Transcripts are permanent



**Lunch and Breakfast are free  
and available for all  
students!**



**NEED TO  
KNOW**



# TECHNOLOGY 101

- Sign up for the Chromebook Care Plan!
  - \$25.00 per year. Covers accidental damage or theft.
  - Keep your chromebook and chargers to yourself.
- Make sure to come to class with a fully charged Chromebook on a daily basis.
- If you do not have a Chromebook and need one, please see the office asap!
- There will be a charge for stickers added to your chromebook and not removed: \$5/sticker



We are here to support you!

Please reach out to if you need something.

- Holt 208, Office staff:
  - Mrs. Jara, Principal
  - Ms. Antenucci-Chromebook, textbook and other assistance
  - Ms. O'Brien-Attendance and transcripts & CES Forms
  - Ms. Campos- HS class scheduling, HS 4 yr plan, social emotional support

Teacher Offices:

Holt 204-Mrs. Avalos, Mrs. Beltran, Mr. Heinrich, Mrs. Giannone, Mrs. Ramirez, Mr. Garcia, and Mr. Venhuizen

Holt 251-Ms. Funkhouser

Holt 310-Mrs. Dueltgen

Shima 126- Mr. Harlow

## OPEN DOOR POLICY

Come and see us!

