

2021-2022

Murrieta Canyon Academy

STUDENT HANDBOOK

MURRIETA CANYON ACADEMY

Meeting the
for a Personal



MURRIETA CANYON
— A C A D E M Y —

Needs...

Education!

2021-2022

Phoenix S.O.A.R.

24150 Hayes Ave • Murrieta, CA 92562

951-677-1409 Fax 304-1667

Website: <http://www.murrieta.k12.ca.us/Domain/1996>

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Board of Education: Linda Lunn, Oscar Rivas, Kenneth Dickson · Paul F. Diffley · Kris Thomasian,
Ken Dickson

Superintendent: Patrick Kelley

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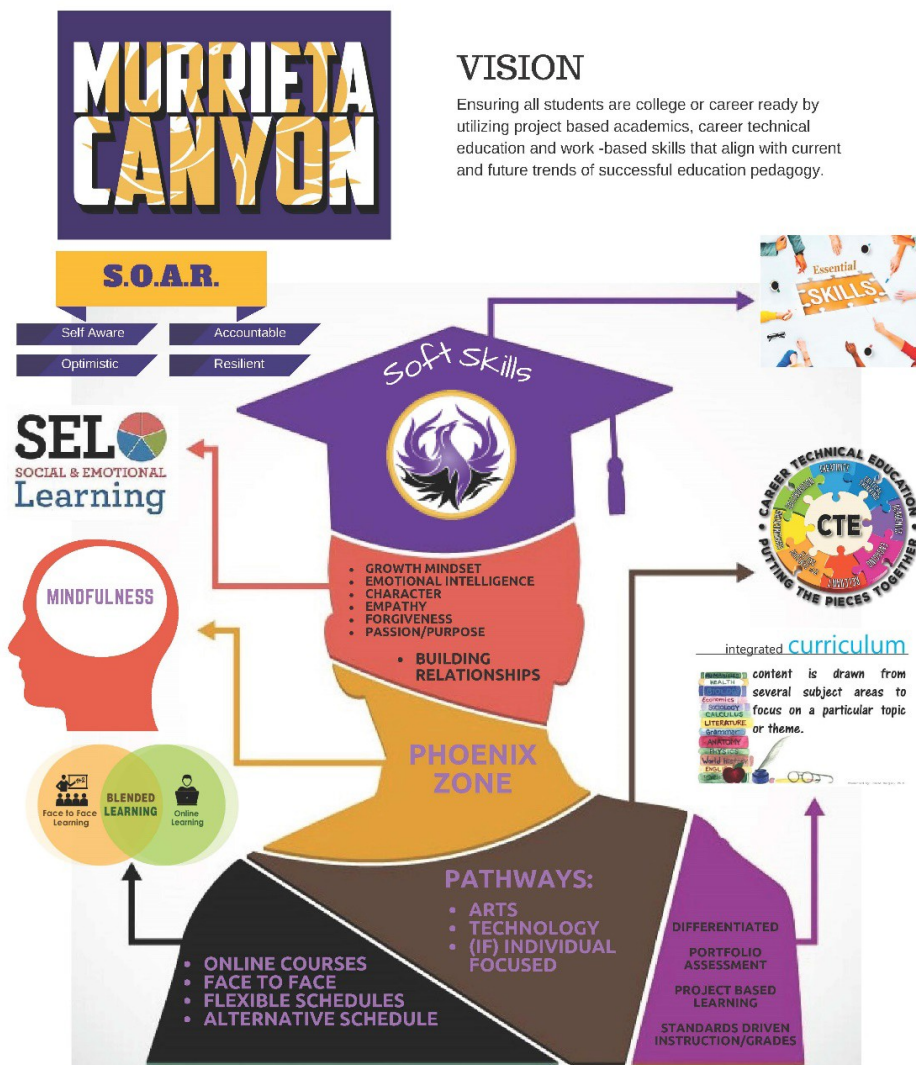
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MCA MISSION STATEMENT

Alternative education through a Social Emotional Learning lens that focuses on learning and growth while meeting individual academic needs by utilizing a menu of educational opportunities.

MCA VISION STATEMENT

Ensuring all students are college and career ready by utilizing project based academics, career technical education and work-based skills that align with current and future trends of successful educational pedagogy.



VISION

Ensuring all students are college or career ready by utilizing project based academics, career technical education and work -based skills that align with current and future trends of successful education pedagogy.

Mission:

Alternative education through a Social Emotional Learning lens that focuses on learning and growth while meeting individual academic needs by utilizing a menu of education opportunities.

S.O.A.R.

Self Aware . Optimistic . Accountable . Resilient

Self-Aware

- **I am aware of my purpose and passion.**
- **I am mindful of how I need to treat others and how others are feeling**
- **I am mindful of how my actions impact myself and others.**
- **I am mindful that as I strengthen my emotional intelligence, it will help me be more empathetic and a supportive member of my community.**
- **I am reflective in my actions, thoughts and feelings to help create positive future interactions.**

Optimistic

- **I seek-out global opportunities for my future.**
- **I am confident about my future.**
- **I am hopeful about others and my place in the world.**
- **I am confident that my hard work will be rewarded.**
- **I know that despite obstacles, I am capable.**

Accountable

- **I am responsible for setting academic goals.**
- **I am responsible for my actions.**
- **I am aware of how my actions impact my future.**
- **I hold myself and others accountable.**
- **I am responsible for surrounding myself with people who will encourage me to do my best.**

Resilient

- **I am able to rise above obstacles, challenges and adversity.**
- **I am mindful that my past neither determines nor defines my future.**
- **I am able to positively affect and accept change.**

Welcome to Murrieta Canyon Academy, home of the Phoenix!

The small campus environment of Murrieta Canyon Academy supports the needs of all students through the use of social emotional learning (SEL) and restorative practices. With the implementation of these strategies, our teachers and support staff strive to create an individualized learning environment and campus community that provides students with an engaging and supportive learning environment leading to personal and academic success.

MCA houses two main programs which both offer standards based, student-centered, competency-driven education for its students. The daily program, for 9th through 12th grade students, provides traditional curriculum in a smaller classroom environment which provides additional opportunities for credit completion and remediation. The independent study program, with the use of online computer-based learning like APEX, offers significant flexibility to students. The district approved curriculum, whether classroom based or online, is presented in a caring environment where students feel comfortable and are encouraged to succeed. We are the model for alternative learning where MCA students are meant to SOAR!

We look forward to a great year!

Matt Bean

Principal

PATHWAYS

The college and career pathways provide our sophomore, junior and senior students with the opportunity to pursue areas of interest in the following fields: **Studio Arts; Construction; logistics**. In addition to taking required courses for graduation and college entrance, students have the opportunity to pursue a relevant and meaningful education by enrolling in on-line/hybrid, Career Technical Education (CTE), and college courses.

NON-DISCRIMINATORY STATEMENT

All students at Murrieta Canyon Academy are ensured an equal opportunity for admission in and access to available educational and co-curricular programs. MCA policies, procedures, and practices ensure that there is no discrimination on the basis of race, color, national origin, sexual orientation, gender, physical or mental disabilities. This is in compliance with title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1975. The lack of English language skills will not be a barrier for admission and participation in any program. All students have equal education facilities and evaluation procedures and there shall be equal allocations of vocational education funds. This non-discrimination policy covers admission and access to, and treatment and employment in, all the Career Technology Education Programs and activities.

UNIFORM COMPLAINT PROCEDURES

When a student, parent/guardian or community member has a complaint alleging that a specific action, policy, procedure or practice is discriminatory or wishes to file a formal complaint in another area of concern, the district and MCA follows the uniform complaint code. Complaints are made in writing and submitted either to an administrator or to the district support center. All parties involved in the complaint shall be notified of the complaintant. The usual procedure includes a meeting/hearing and notification of the decision to all involved. The complainant is also notified of his/her right to appeal the decision.

ADMINISTRATION & SUPPORT STAFF

Administrative Staff

Principal.....Matt Bean
Assistant Principal.....Steve Rausa

Counseling Staff

All 9-12 grade students, Daily, Independent Study & Carpe Diem Morgan Urbany

Support Staff

Attendance Clerk.....Sheri Welton
Secretary.....Sandra Prado
Guidance Technician.....Cheryl Tarabilda
Campus Security.....Susanna Abarca
Library Technician.....LaDonna Ramirez-Hankins
Custodians.....Jason Frame
Food Services.....
School Psychologist.....
School Therapist.....Sherry Dew
School Resource Officer/SRO.....Officer Brian Quick

Murrieta Valley Adult School

Guidance Tech.....Michelle Smith
Clerk II.....Jackie Milne
Clerk I.....Shelby Price

Teachers

Al-Ghizawi, Rebecca
De Lorca, Lou
Demetron-Hodges, Christine
Ebuen, Girlie
Finnegan, Brittany
Fritch, Michelle
Gempeler, Char
Holzer, Cheryl
Jabro, Tom
Napolitano, Chris
Perez, Nicholetta
Pritchard, Therese
Pult, Carol
Rothlein, Jason
Scott, Loretta
Villa, Daniel

PARENT INFORMATION: CAMPUS POLICIES FOR PRODUCTIVITY

STUDENT DROP OFF

For the safety of all students, please pull your vehicle all the way forward and up to the curb before allowing students to exit your vehicle.

MESSAGES & DELIVERIES

Please make travel, lunch, clothing and other arrangements with your student before he/she arrives at school. Bouquets of flowers, balloons will not be accepted at the front office. Calling into or delivering messages and items to classrooms are disruptive to the learning environment; therefore, we do not deliver any items to classrooms. Students will not be allowed to come up to the front office to pick up items during class. Please encourage your student to accept the consequences if they neglect these responsibilities. We appreciate your assistance in not bringing food and other items so we reserve this function for true emergencies.

SCHOOL VISITATIONS

Parents, guardians, and community members are welcome to visit the campus. If you desire to meet with an administrator or counselor, please call ahead for an appointment, as most drop-in requests are difficult to accommodate. Classroom visitations require a 24-hour advance notice to ensure that someone will be available to accompany you. All visitors must check-in at the front office and show a current photo ID before a guest pass is issued. All individuals will check in through the Raptor system. We value student learning time intensely; therefore, it is important not to disturb teachers and students during class time. In order to maintain a safe and orderly learning environment, students' friends or visitors without specific school business are not allowed on campus at any time during school hours.

COMMUNICATIONS

In this age of information, MCA administration has found it beneficial, timely and cost effective to use technology to communicate with parents on a regular basis. Email and phone systems through "Parent Square" are used to communicate regular and emergency information to students and parents. The MCA home page (<http://www.murrieta.k12.ca.us/murrietacanyon>) is a great place to find information about school programs, departments, testing schedule, progress report dates, Site Council meetings, newsletters, the student calendar, maps, student activities, clubs, event pictures, contact information for all staff and much more. While the vast majority of families have internet access, other forms of communication are utilized which includes: Phoenix Newsletter and a school- to-home automated telephone and/or email system through "Parent Square" for attendance and notification of important and emergency issues.

PARENT/TEACHER/COUNSELOR/ADMIN COMMUNICATION

Parents who want to contact a teacher should do so via email. If after making contact with a teacher and there are additional questions or concerns, please contact your student's counselor. All contact information can be found on the MCA website at <http://www.murrieta.k12.ca.us/murrietacanyon> under *Staff Directory*. *You should expect messages to staff to be returned within a 24-hour time-period during school calendar attendance days, which is a professionally accepted standard. We appreciate your patience in this regard.*

CLOSED CAMPUS/SECURITY

There are staff protocol and systems in place to assure a safe environment for all students and staff. MCA is a closed campus and students may not leave campus during school hours without the appropriate authorization. All visitors are required to provide picture ID, sign in at the reception desk may receive a guest pass. Specially trained campus security staff and administrators supervise all areas of campus and meet regularly with the local police department. A Murrieta Police Department Officer, SRO, is assigned to campus during school hours. Students and vehicles parked on school property are subject to search based upon reasonable suspicion and safety issues. Administration reserves the right to determine the basis for reasonable cause for search. MCA has an extensive video-surveillance system, along with a 24-hour security patrol. The district provides regular trained canine visitations to search for illegal substances. All students, staff and community members are encouraged to utilize the We-Tip hotline (7 days/week, 24 hours/day) to report suspicious campus activity or crime information at 1-800-78-CRIME. During the break/lunch periods, students are to remain in the quad area. All other areas are considered out-of-bounds and unauthorized. Students are not permitted off campus at any time without the appropriate authorization. Attendance personnel will verify all requests. Students' w/early release or late start are not permitted to loiter, and students who disregard this rule will be assigned consequences through MCA code of responsibility. IS students who attend and then leave campus, are not permitted to return that same day.

PERSONAL ELECTRONIC DEVICES/CELL PHONES/IPODS/MP3

Cell phones/IPODs/MP3 players and any other audio/visual electronic device are utilized responsibly. Please refer to the policy on electronic devices located within this handbook.

POLICY FOR CLASS CHANGES AND GRADES

At Murrieta Canyon Academy, registration is based on a yearlong schedule. Students are enrolled in a full day of courses. Schedule changes can only be considered for the following four criteria:

1. An incomplete schedule/scheduling conflict.
2. Course already completed.
3. Prerequisite not met.
4. Missing a graduation requirement.

Request for schedule changes must address one of the above. A schedule request form must be obtained and submitted to the appropriate counselor. Schedule request form will not be accepted after the tenth day of the semester.

ABI/AERIES ACCESS THROUGH PARENT PORTAL

Student grades can be accessed through our parent and student portals. Please contact the guidance tech or grade level secretary for sign in information and an access code to review progress, assignments in class, and current grades.

WITHDRAWAL FROM CLASS

We believe that students benefit from the learning that takes place in the classroom even in the case of a student who is failing the course. When this situation presents itself, the student may be removed from class with a grade of "WF". This grade will appear on the student's permanent transcript. The student may be assigned to attend On Campus Intervention (OCI) for the remainder of the semester instead of attending the class in question. When a class is dropped after the nine-week point in the semester, a grade of "WF" shall be assigned.

GRADING SYSTEM

Courses at MCA are taught on a semester basis and are worth five credits per class per semester. Grades are computed on a four-point scale:

A = 4 pts. B = 3 pts. C = 2 pts. D = 1 pt. F = 0 pts.

Advanced Placement classes use a five-point grading scale:

A = 5 pts. B = 4 pts. C = 3 pts. D = 1 pt. F = 0 pts.

Computerized progress reports are released in Aeries at the six-week and twelve-week time period per semester. Weekly and daily progress report forms are available for students in Student Services

IS STUDENT POLICIES

Agreement/Contract

IS attendance is based upon work completion and weekly attendance in the computer lab. Students should be working on each class for a minimum of one hour per class, per day. All IS students are also required to do their online work at home. See external expectations provided in IS orientation documents.

HOMEWORK & FINALS POLICIES

HOMEWORK

The homework philosophy is relevant and directly related to course objectives. The purpose of homework is one of five examples listed below:

- Introductory Homework** Introduce a new concept of information to be used later in class
- Learning Homework** An assignment that adds to a student's knowledge base that can be done independently
- Reinforcing Homework** An assignment that strengthens a student's knowledge base
- Assessment Homework** An assignment to be graded that helps guide instruction
- Performance Homework** An assignment designed to allow the student an opportunity to demonstrate understanding and learning

Although the Murrieta Valley Unified School District recognizes that quality is more important than quantity, the following guideline is suggested in our Board Policy: Grades 9-12 may have 75 – 120 minutes of homework up to four days per week. It should be noted that in grades 7 – 12, the homework time may vary according to type and number of subjects a student is taking. AP Courses also may require homework/reading beyond the four days per week. Many times AP exams are given in the time period immediately following Spring Break, which will require students to study and prepare over spring vacation.

Make-up Homework Policy: When a student is absent from school, it is his/her responsibility to contact teachers upon returning to school regarding make-up work. *(The teacher may also be contacted via email. The student may also refer to the syllabus or on-line teacher website.)* The time allotted for making up missed work will vary depending on the circumstances surrounding the absence, the actual time out of school, and the teacher's classroom policy. The make-up policy for missing assignments when a student is not absent is at the discretion of the individual teacher. **Please read individual teacher guidelines for their specific homework and late homework policies.** Some teachers, although not all, accept late work which may be turned in during the unit/chapter of study or within a specific time period with a penalty such as a reduced grade based upon the lateness of the assignment. Assignments may be corrected/resubmitted at the discretion of the teacher. Students are encouraged to correct/resubmit assignments when the opportunity arises.

FINAL EXAMS

Each semester ends with a final exam or culminating activity in each subject area, wherein the grade is an important component of the semester grade. Final exams are scheduled for the last 3-4 days of each semester. Final exams are to be taken on the day scheduled (see the current school calendar for scheduled dates). On the rare occasion that a student needs to make up a final exam, the student must make arrangements to take the exam within the first two weeks of the following semester. The final grade will be calculated with the current grade in the class and a zero on the final until a grade change is submitted by the teacher upon completion of the final exam.

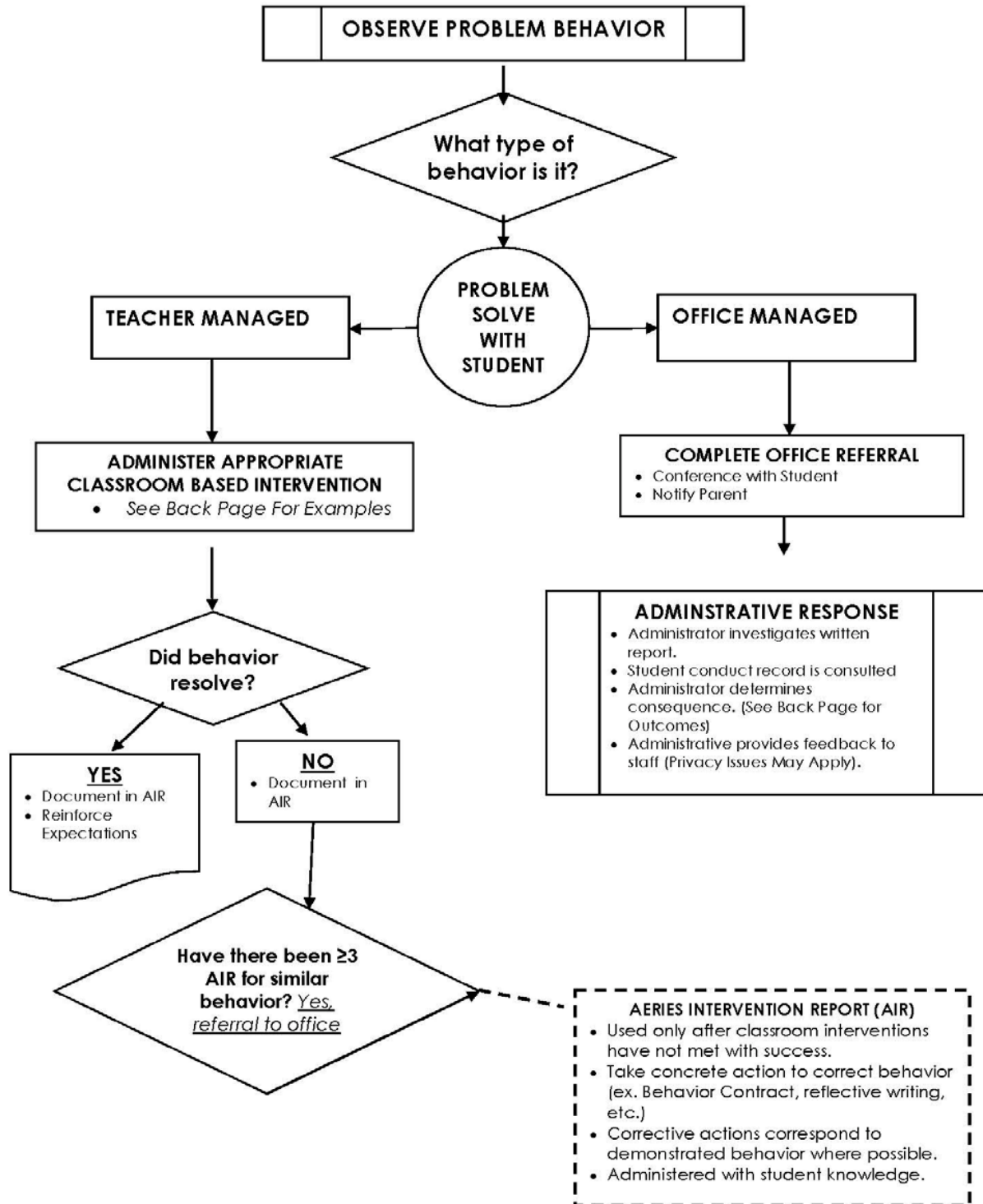
BEHAVIOR & DISCIPLINE CODE OF RESPONSIBILITY

The goal of MCA is to provide a safe and comfortable learning environment. MCA rules are based on a few simple considerations: Social Emotional Learning, Positive Behavior Intervention and Restorative Practices. Students should review the rules listed below, as they will be held responsible for knowing and following them at school and school related events.

Progressive discipline consequences will be assigned to students who repeatedly fail to follow these established rules which could lead to suspension from school or ultimately expulsion from MVUSD. On-campus Intervention is used for students who are sent out of class for behavior reasons. Examples of on campus interventions are:

MURRIETA CANYON ACADEMY DISCIPLINE PROCEDURE FLOW CHART

Teacher NORMS established and visible in the classroom*



MURRIETA CANYON ACADEMY DISCIPLINE PROCEDURE FLOW CHART

Teacher NORMS established and visible in the classroom

Teacher Interventions Strategies:

In Classroom Interventions (Aeries Intervention Documentation is Key)

- Mindful Moment
- Phoenix Zone (Only to be used with student/teacher collaborative conversation)
- Restorative Questions and or Conversation (One on One Discretely)
- Restorative Circle
 - Circle with only students involved
 - Welcome back circle can involve whole class and after restorative conference
- Visit Mentor Teacher
 - Not for teacher to counsel but for change of environment
 - Not to exceed 5,10,15,20 minutes
- Phone Call to parents
- Behavior Contract
- Parent, Student Teacher Restorative Circle

PBIS

MCA will establish systems with the capacity to implement PBIS with integrity and durability to have teaching and learning environments that are:

- Less reactive, aversive, dangerous, and exclusionary, and
- More engaging, responsive, preventive, and productive
- Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior),
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and
- Most importantly, maximize academic engagement and achievement for all students.

Phoenix Zone

- Designed for Reflection vs. Punishment
- May be used after restorative conference/collaborative agreed upon conversation with student
- Time limits are 5,10,15,20
- No sleeping
- No phone zone

Restorative Conference Questions Used with Students

If I have a conflict/Issue:

- Think... What is it or what happened
- Think... Who will it affect or who was harmed
- Think... How can it be made right
- Who can I go to for advice

The Rules are as followed:

1. All Students **MUST** have their identification card (ID) in their possession at school and while attending school related activities at all times.
2. Students **MUST** have their ID card and a hall pass if out of class during assigned class time. Students being requested by the office will be sent an office call slip.
3. Students are to exhibit acceptable standards of behavior at all times on campus and during school activities.

4. To ensure student safety, MCA is a **closed** campus. Students are not permitted to leave campus at any time without prior authorization. This includes break and lunch.
5. Student parking is permitted only in the student parking lots with a current parking permit. If parked in any other location, the offense will result in a citation. Reckless driving is not permitted. Any student driving recklessly on campus may be cited and/or have parking privileges revoked. No refunds will be made if student's parking privileges are revoked. Parking lots are out of bounds during class time, passing periods, break, and lunch. Loitering in the parking lot before, during or after school is not permitted. **Students with parking permits who receive excessive tardies/truancies in a semester will have their parking permit revoked with no refund. Driving to MCA and parking is a privilege, not a right and will/can be revoked.**
6. Food and drinks are not permitted in the classrooms, or hallways at any time. At lunch, keep MCA beautiful and throw away all trash.
7. Skateboards, roller blades, scooters and bicycles are not to be ridden on campus at any time (day or night). These items will be confiscated. These items may be locked in the bicycle rack during school hours.
8. MCA related publications, posters and announcements may only be distributed with prior administrative approval and only in designated posting areas. (*Outside publications or flyers must be MCA approved*)
9. No sharpie pens or any other type of permanent marker may be carried by students on campus at any time.

ELECTRONIC DEVICE POLICY

The electronic device policy, based on recent legislation (listed below), allows students to have cell phones on campus for emergency situations only. Therefore, cell phones are allowed on campus but must be used responsibly during school hours. Students will not be given permission to leave class to return or answer a cell phone call. Students may not have cell phones out during class for checking time, calculating, picture taking, text messaging, incoming/outgoing calls, electronic bullying, electronic threats, or "sexting" (pornography sent via cell phone) or for any other reason. Absolutely no cell phones, cameras or recording devices are allowed in bathrooms. If students need to call a parent or guardian, they must come to the attendance office.

Electronic devices, other than cell phones, are not to be brought to school. This includes any audio or video devices such as IPODs, MP3/MP4 and CD players, games, etc. They may not be used in school without specific permission from staff. **If you choose to bring a cell phone or electronic device, you do so at your own risk. MCA school does not have staffing to investigate and is not responsible for loss or theft of any electronic devices. Loss or theft of any item should be reported to the School Resource Officer.**

California Education Code Section 51512 provides for...disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

"The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

CONSEQUENCES

- First Offense** – The electronic device is taken away by the staff member and placed in a secure location. The student may pick up the device at the end of the day in student services.
- Second Offense** – The electronic device is taken away by the staff member and taken to student services. The parent must come in to pick up the device from an administrator.
- Third Offense** – The electronic device is taken away by staff member and taken to student services. The parent must pick up the device. Parent meeting with administrator will be requested.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES "NO GO LIST"

Students on the "No-Go List" cannot participate in any co-curricular or extra-curricular activities. Students are placed on the "No-Go List" by an administrator for various infractions or for un-served discipline. If a student needs to schedule an alternative time or activity to serve the consequences before the next Saturday school, he/she needs to see their grade level administrator. Any student suspended within 30 days of the event they wish to attend must have their eligibility reviewed and approved by administration in order to attend the event. In addition, all students must have a 2.0 GPA for the previous grading period to participate in a school sponsored activity, unless approved by teacher.

MCA DRESS CODE

All students are expected to know MCA Dress Code expectations. We ask that parents review the dress code with your student prior to shopping for school attire so that school-appropriate clothing is chosen. School clothing should be safe and appropriate for a variety of instructional or educational activities. Students should be properly/modestly dressed and should not cause undue attention or be offensive to others. Students who violate the dress code will meet with a school administrator and assigned appropriate consequences listed in the discipline matrix.

NOTE: Students who are not appropriately dressed will be brought to the office and placed in On-Campus Intervention (OCI) classroom until student changes into appropriate clothing.

INAPPROPRIATE CLOTHING – ALL STUDENTS

- Clothing that exposes undergarments (sagging or low cut pants, low cut tops and tops that show bra straps) or exposed through rips or tears
- Garments that, when standing, sitting or walking, show stomach, back or behind (whole or partially)

- See-through garments (Netting/Sheer/Lace)
- Pajamas or slippers (except during Spirit Week)
- Garments or Accessories with pictures, wording and/or symbols depicting the following:
 - Tobacco, Alcohol, Drugs or associated paraphernalia and symbols
 - Sexually explicit content, numbers or look
 - Lewdness or Obscenity (including nudity or nude silhouettes)
 - Bracelets with inappropriate words or themes
 - Offensive Content (including foul language)
 - Hate or Defiance
 - Violence or Weapons (brass knuckles, grenades, guns/knives)
 - Gang affiliation or association with a Geographical region or area code
 - Garments that are intimidating or endanger a student
 - Offensive, including but not limited to clothing or paraphernalia depicting Nazi/neo-Nazi symbols and/or ideals. (i.e. Iron cross, Nazi helmet, swastika, SS)
- Bandanas, hair nets, hair picks, do-rags
- Hanging belts
- Chains, spiked clothing, or spiked accessories
- Safety pins as jewelry or accessories
- Tube tops
- Any clothing exposing undergarments
- Dresses/skirts/shorts/skort ***MUST NOT be higher than 6" above the knee.***
- Tank-style shirts with large arm hole openings

Consequences

First Offense – The student is brought to the office and the parent is called to bring the student a change of clothing.

Second Offense – The student is brought to the office and the parent is called to bring the student a change of clothing, after school tutoring or Saturday school is assigned.

Third Offense – The student is brought to the office and the parent is called to bring the student a change of clothing, additional days of after school tutoring or Saturday school is assigned.

Administration reserves the right to determine appropriate dress code

- Students must abide by the MCA student dress code on school spirit days

MCA PARKING /DISMISSAL RULES

Murrieta Canyon Academy has a parking program to ensure safety and to prevent unauthorized vehicles from parking on campus. Students must obtain a parking permit (from the Bookkeeper) before they may park a car in the student lot (see website for current pricing and forms). Students may only park in the student lot. At that time, they will receive a copy of the parking rules that require a parent signature. Students who do not follow parking rules will be ticketed and assessed a fine or ultimately denied parking privileges. The student lot is located in front of the school. Students may not loiter in parking lots at any time (before, during or after school) - those who do, will be assigned tutoring. **Students who have excessive tardies/truancies/absences per semester will have their parking permit revoked with no refund given.** MCA is not liable for any loss, damage or theft in parking lots. Students who park off campus during school hours in unauthorized areas may be subject to being ticketed or towed.

- Vehicle's parked on the MCA campus during school hours must have a site issued parking permit visibly displayed from the rearview mirror.
- Each vehicle that parks in any MCA parking area must have the front of the vehicle leading into the marked stall.
- No students shall park in stalls designated for staff.
- All students wishing to park on campus need to purchase a parking permit from the Bookkeeper.
- No vehicle shall park along any red curb.
- Vehicles shall not park in an area that is designated 'no parking' by the Murrieta Fire Department, Murrieta Police Department or Murrieta Canyon Academy. The 'no parking' area will be clearly marked. A violation will result in a notification of revocation of parking privilege.
- No vehicle shall park in more than one marked stall.
- Any unsafe and/or reckless driving will result in revocation of parking permit, notice by school and/or MPD and/or school discipline consequences.
- Any violation of these parking rules may result in a notice and/or revocation of parking permit.

SEXUAL HARRASSMENT

WHAT IS HARASSMENT?

- Sexual harassment: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

· Uninvited behavior that makes being in the school offensive, negative, unfriendly and/or intimidating and leads to a hostile environment that makes learning difficult.

· “This for That/Something for Something Else” is another form of harassment. Examples: The manager at the fast food place in which you work says that you will be fired if you do not engage in certain behaviors with him/her; someone blocking the door and refusing to let you through unless you agree to certain behaviors.

FLIRTING	VS	SEXUAL HARASSMENT
Flirting		Sexual Harassment
Welcomed behavior		Un-welcome behavior
Leaves you feeling positive		Leaves you feeling negative
Respectful		Disrespectful
Fun		No fun
Flattering		Unpleasant
Enjoyable		Illegal

**SEXUAL HARASSMENT OFTEN GOES UNREPORTED.
REPORTING IS THE ONLY WAY TO GET HELP.**

WHAT CAN BE DONE? TAKE ACTION!

ASSERT YOURSELF: Tell the harasser to stop the behavior. Tell him or her aloud or in writing what behaviors you find offensive.

CALL FOR HELP: Ask for the help of someone you trust — your friends, parents or a person in authority. Tell them of your problem. Enlist friends as witnesses.

TAKE NOTES: Keep a detailed, written record of what was said and done to share with the person who investigates your complaint.

INFORM AUTHORITIES: Report the offensive behaviors to a teacher, counselor or principal. Give details and provide witnesses. This action may stop the behavior.

OPEN A CASE: File a complaint with your counselor of administrator against the person who is harassing you.

NEVER GIVE IN: If you are not satisfied with the results of the complaint, continue to take action and get help from your principal.

**Sexual Harassment is based upon the impact on the victim, not the intentions of the perpetrator.
If a student has been proven to have caused sexual harassment,
He/she will be suspended from school and possibly recommended for expulsion**

DEFINITION OF BULLYING

- Bullying is exposing a person to abusive actions repeatedly over time and becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.
- Bullying is a form of violence which involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating).
- Bullying can include any severe or pervasive physical or verbal act or conduct, including: communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying also includes one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined, that has any of the effects described above on a reasonable student.
- Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
- Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability.

ATTENDANCE POLICIES

All attendance is handled through the attendance personnel. Contact number is (951)696-1409 ext. 5097 (person).

Parents must call into attendance office	Process	Consequences for not calling
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Re-admittance/Arriving late	Parent call in	Unverified if not received w/in 3 days
Absences	Parent call in	Unverified after 3 days. Saturday school assigned.
Off campus pass for student drivers	Parent/guardian must verify by phone prior to student being excused	Student not allowed to leave campus
Personal business/family trips	Parent call in prior to absence. School work to be completed w/teacher. No finals given early.	Marked as absent (see above). If call in - students are marked unexcused (due to reason of absence)

Pick up students early	<ul style="list-style-type: none"> • Parent call in if possible 1 hour prior for punctual student release • Students will not be released to anyone w/o direct communication w/parent or guardian • Sign an off-campus pass for student • After 1:30 P.M., classes will not be interrupted for parent pick up (School ends at 1:52 P.M.)
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- **All phone calls/messages require: Student name (spell last name), date of occurrence /absence, reason, your relationship to student and your phone/contact number.**

Infraction	Definition	Consequences
Tardiness	Student not in scheduled class when bell rings.	Before 30 minutes: After-school detention After 30 minutes: Considered Truant (see below) sent to OCI remainder of period
Truancy	Student off campus or out of bounds/class w/o valid excuse; out of class more than 10 minutes w/o pass or readmit; absent more than 3 days w/o valid excuse.	OCI, Saturday School, Parent meeting (3or more), referral to SRO, referral to School Attendance Review Board (SARB)

- **Parent/guardian failing to meet attendance obligation for their student may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48260 et seq.**

LIBRARY/MINDFUL ROOM INFORMATION

HOURS

The library at MCA is open from 9 a.m. to 1:00 p.m. Monday through Friday. Students may come during break and during lunch. During class time students need a pass to visit the library and students are asked to sign in.

LIBRARY WEB SITE

In our traditional library setting there is a collection of books, multimedia materials, and magazines. Our "virtual" library is a huge information universe accessible via the library web page: Click on the library link.

There are 2 extensive online databases which require special web address and passwords. (See below.)

The library web page also has links to help with research projects, assignments and links to other useful sites on the internet:

EBSCOHost

Reference books, magazines, newspapers & more:

<http://search.ebscohost.com>

User ID: Password:

Encyclopedia Britannica Online

General encyclopedias for all grade levels plus links to

Online resources:

<http://school.eb.com>

User ID: mvusd Password: Library

Please contact Library Media Technician with any questions or concerns.

GENERAL INFORMATION

A Murrieta Canyon Academy School ID card is required to check out library and text books. Student ID with the Internet logo is required to use a computer in the library.

Books are checked out for a two-week period, and notices are sent to students who have overdue books. No overdue fines are charged but students who ignore overdue book reminders are restricted from all book check-out and computer uses until books are returned or paid for.

Textbooks are also checked out through the library. Students keep a copy of their text at home and use a class set at school during class time. Copies of textbooks are available for use in the library when students need to do homework. All books are returned or paid for at the **end** of the school year. With the exception of textbooks for AP classes, textbooks cannot be kept over the summer.

The library environment is reserved for quiet study. Students should seat themselves at existing seating, and conversation is limited to tutoring fellow students or small group cooperative assignments. Food and drink are not permitted in the library at any time. The Library also consists of the **Phoenix Zone**, a quiet Mindful location students can use to employ mindful techniques to reduce stress, anxiety and decompress.

HEALTH OFFICE INFORMATION

EMERGENCY CARDS

Each student must have an emergency card on file each year that includes current parent contact information as well as 2 – 3 local contact numbers in case of an emergency, injury or if a student is ill. This must be submitted at the beginning of each school year and updated during the year, if numbers or information changes. This is extremely important to have current contact numbers because if we are unable to reach a parent or contact person, we may be forced to call 911 if the student is in need of medical care. All attempts will be made to contact the parent prior to contacting any emergency contact. If the student is being picked up from school and it is not due to our request (not due to illness or injury, etc.), we can only release them to the emergency contact if we have prior permission from the parent.

IMMUNIZATIONS

All students enrolling in school must show proof of adequate immunizations. High school students are required to have a minimum of 3 Polio and 3 DPT-one dose of each must have been given after the 2nd birthday. Additionally, they are required to have 2 MMR (given on or after the first birthday) and 3 Hepatitis B. Verification of Tdap vaccine is also required. It must have been given on or after the 7th birthday. Please check with your own health care provider or contact the school nurse if you need additional information.

The District website has all immunization requirements or you may contact the health office if you have any questions or need assistance.

MEDICATION

California education Code 49423 requires that any student who takes medication (including over the counter medications) during the school day must have written parent permission as well as written physician permission on file. All medications must be stored in the Health Office (students are not allowed to carry medications-except for inhalers and diabetic supplies, but written permission must be on file). Medications must be brought to school by an adult and must be in their original, labeled container (no baggies or individual pills). Each medication must have a separate permission form completed. Forms are available in the Health Office or on the District Website under Health Services.

HEALTH PROBLEMS/ALLERGIES

If a student has any health problems we need to be aware of, such as arthritis, scoliosis, hearing loss, heart problems, diabetes, allergies, etc. please notify the School Nurse so we can work together in making necessary adjustments to ensure each student's success at MMHS. No peanut butter or other food items are to be served in the classrooms, this is a district wide policy. Feel free to contact the health office if you have any health concerns or questions.

HEALTH OFFICE PROCEDURE

For the students' convenience, a phone is located in the health office and is available for use during break and lunch.

HEALTHY STUDENTS LEARN BETTER – Elizabeth Ennis-School Nurse

ACTIVITIES AND CLUBS

WELCOME

We hope you will join a club or organization as part of your educational experience at MCA. Our student activities program will host many events such as dances, assemblies, community service projects, recognition programs and cultural events that are designed to ensure all students are actively engaged in school. You are always welcome to stop by our offices to find out about upcoming events and information about clubs or organizations.

GENERAL POLICY FOR SCHOOL-SPONSORED EVENTS

1. Administrators and faculty members have full authority to admit, refuse admission to, or dismiss any student /guest from any event.
2. All MCA students must receive prior approval to bring a guest and are responsible for their guest's conduct.
3. Participants at events are to be courteous, friendly, and polite. School regulations apply to students and visitors at all times during the event both on and off campus.
4. All events will be scheduled at the discretion of the Principal, Activities Director, and Student Government.
5. **At all events**, all students will be asked to present a Student ID card at the ticket office and at the entrance door.
6. Guests at formal school dances will be required to obtain a guest pass before the dance and present **a photo ID and the guest pass at the entrance door**. Guest passes are due at the Activities Office forty-eight hours before the scheduled event. No guest passes will be issued at the time of a dance. Murrieta Canyon Academy students must bring their I.D. card when attending school dances and activities.
7. Students are not to loiter on or near campus after school events. For events at other sites, the same school rules apply.
8. Students or guests who do not display appropriate behavior at a school event will be required to leave. Parents will be contacted and required to pick up their son/daughter immediately. Until such time as they arrive, the student or guest will remain with the administrator in charge.
9. Any student placed on home or in-school suspension by an administrator or who is on expulsion status will be placed on the "no-go" list and may not attend or participate in school events for the duration of the suspension or expulsion.
10. Any student on the "No Go List" will not be able to attend events. Students may contact their grade level administrator regarding how to be removed from the list.

CLUBS/ORGANIZATIONS

Murrieta Canyon Academy offers a variety of organizations on campus. All co-curricular organizations have a minimum 2.0 G.P.A. requirement. A student who falls below the 2.0 G.P.A. requirement will be ineligible for participation in outside activities until the next grading period in which they meet the 2.0 G.P.A. requirement. Club Rush Day is held at the beginning of each semester in the courtyard where students can meet members and sign up if interested.

New clubs may be formed if they meet school and MCA guidelines. Clubs meet during lunch or after school. Listen to the daily bulletin for meeting information. Check the school website for a list of clubs/groups and additional information.

PHYSICAL EDUCATION

APEX/Odysseyware Physical Education

Co-Enrolled students must keep a weekly contact with teacher.
All Freshman will participate in Physical Fitness state testing.

Fitness/Health Clubs

General fitness class apparel must follow the MCA dress code standards.

INTERMURAL ATHLETIC PROGRAMS

To participate in athletics at Murrieta Canyon Academy, a student must:

1. Have earned a minimum 2.0 or "C" grade point average on a 4.0 scale. (See Board Policy 6145 A&B).
Students first entering high school from the eighth grade and not meeting initial eligibility requirements due to a grade point average below 2.0 will be allowed one probationary period to remain eligible to participate in interscholastic athletics. The probationary period shall not exceed the fall progress report period or be allowed for any other time other than the period from the start of the school year to the first 6 week progress report.

GRADUATION AND UC/CSU ADMISSIONS REQUIREMENTS

To earn a high school diploma from Murrieta Canyon Academy, a student must:

1. **Successfully complete a minimum of 230/200 semester credits as described below.**
2. Successfully complete Community Service:
Each student must participate in 40 hours of volunteer work in an approved non-profit community service project or program.
3. Successfully Pass the California High School Exit Exam (CAHSEE) in both English and Math.
4. Successfully complete the Senior Exit Interview by their senior year.

MINIMUM MCA Graduation Requirements		California State University Minimum Eligibility Requirements for Freshman University Admissions	University of California Minimum Eligibility Requirements for Freshman University Admissions
English	4 years 40 credits	4 years	4 years
Math	3 years 30 credits Algebra I required	3 years - Algebra I, Geometry, and Algebra II	3 years required 4 years recommended
Science	3 years 30 credits (1 yr. life) (1 yr. physical) (1 yr. additional)	2 years of lab science required Biology, Chemistry	2 years required Biology, Chemistry or Physics 3 years recommended
Social Science/ History	3 years 30 credits (1 yr. Wld. History) (1 yr. U.S. History) (1 yr. Gov./Econ)	2 years – World History and US History	2 years – World History and U.S. History
World Language	1 year 10 credits	2 years of the same World Language	2 years of the same World Language 3 years recommended
Visual/ Performing Arts	1 year 10 credits	1 year of the same UC/CSU approved Visual/Performing Arts *refer to UC/CSU a-g list	1 year Visual Performing Art Art-Music-Drama-Dance
Physical Education	2 years 20 credits		

Health Intro. to Computers/ Careers	1 semester 1 semester 10 credits		
Electives	20/50 credits	Academics Electives: refer to the UC/CSU a-g approved course list	1 year required from UC/CSU a-g approved course list Refer to the UC/CSU a-g approved course list
TOTAL	200/230 CREDITS		

How to Earn Alternative Credits Toward Graduation:

Students may earn college credits while still attending high school. The following criteria must be met to earn these credits: (Ed. Code 48800)

1. The course subject is included in the high school course of study or is approved by the high school counselor.
2. The student must be in good academic standing at the high school.
3. The student applies in writing for the credit. The student must complete the community college/school/parent agreement and turn it in to their counselor.

COMMUNITY SERVICE

Community Service at MCA is 40 hours of volunteer work. Students may not work for a family member for money or for credit. Community Service must be completed for an approved non-profit organization. It can be for more than one organization. An adult overseeing the service must sign off the community service form. Check with your counselor if you are not sure if the job is appropriate for community service. Check the website and bulletin boards in the career center for community service opportunities. Community service log sheets are located in the student services and on the MCA website.

POST-HIGH SCHOOL PLANNING

The role of the Murrieta Canyon Academy guidance counselor is to offer a comprehensive program that supports academic achievement, inspire personal growth and provide a foundation for developing future educational and career goals. The guidance counselors meet with each student at various times during the school year to review progress toward graduation and reach post-high school goals. For your interests and concerns, check out the numerous resources available through our **MCA Website**: <http://www.murrieta.k12.ca.us/Domain/2117> and then, click the **Counseling tab** for additional information.

Plan on attending the numerous guidance events scheduled on the school calendar to learn more about high school preparation, meeting university/college requirements, financial aid, college testing and career planning. Also visit the College and Career Center in the main office to review college and career information, gain assistance with online searches, obtain work permits, and learn about upcoming career and college sponsored presentations.

The **Ramblings** (email newsletter) will keep you up to date on all parent and student events.

2021-2022 TESTING DATES

MCA School code 054064

ACT TEST DATES	REGISTRATION DEADLINE
October 23, 2021	September 17, 2021
December 11, 2021	November 5, 2021
February 12, 2022	January 7, 2021
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

SAT I TEST DATES	REGISTRATION DEADLINE
October 2, 2021	September 3, 2021
November 6, 2021	October 8, 2021
December 4, 2021	November 4, 2021
March 12, 2022	February 11, 2022
May 7, 2022	April 8, 2022
June 4, 2022	May 5, 2022

PSAT Wednesday October 13, 2021

For SAT I deadline dates and SAT II dates, please refer to the website www.collegeboard.com

- Please note that SAT I and II tests must be taken on separate dates.

Steps to Achieving NCAA Eligibility

Freshmen and Sophomores

1. Start planning now.
2. Take classes that match your school's list of approved core courses.
3. You can receive a list of your school's approved core courses at www.eligibilitycenter.org.
4. At the beginning of your sophomore year, complete your online registration at www.eligibilitycenter.org
5. Classes you take must be four-year college preparatory and must meet NCAA requirements.

Juniors

1. Register to take the ACT, SAT, or both and use the NCAA Eligibility Center code (9999) as a score recipient. Doing this sends your official score directly to the NCAA Eligibility Center.
2. Continue to take college preparatory courses. Double check to make sure the courses you have taken match your school's list of NCAA Courses.
3. Ask your high school counselor to send an official transcript to the NCAA Eligibility Center after completing your junior year. If you have attended more than one high school, the NCAA Eligibility Center will need official transcripts from all high schools attended.

Seniors

1. Take the SAT and/or ACT again, if necessary. The NCAA Eligibility Center will use the best scores from each section of the ACT or SAT to determine the best cumulative score.
2. Continue taking college-preparatory courses.
3. Check the courses you have taken to match your school's list of NCAA Courses.
4. Review your amateurism responses and request final amateurism certificate on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
5. Graduate on time (in eight academic semesters).
6. After graduation, ask your high school counselor to send your final transcript to the NCAA Eligibility Center with proof graduation. The NCAA Eligibility Center accepts transcripts electronically through Docufide/Parchment, e-Scrip Safe, ConnectEdu, National Transcript Center and Xap.

NCAA CLEARINGHOUSE

NCAA

The NCAA, National Collegiate Athletic Association, serves as the athletics governing body for more than 1100 colleges, universities, conference and organization. It has established rules regarding eligibility, recruiting and financial aid for three membership divisions: Division I, Division II and Division III. Institutions are members of a division according to the size and scope of the athletic program and whether or not scholarships are provided.

Recent studies have shown that the percentage of men and women being offered a NCAA Division I full scholarship is 0.08%. There are over 25,000 high schools in the nation with student-athletes pursuing collegiate athletic scholarships. In other words, it's easier to become a National Merit Scholar Finalist than to receive a **"full ride"** athletic scholarship.

NCAA Eligibility Center

If a student is planning to enroll in college as a freshman and foresees participating in Division I or Division II athletics, one must be certified by the NCAA Eligibility Center. The Center ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student-athletes at all member institutions. It certifies the academic and amateur credentials of all potential college-bound student-athletes.

NCAA Eligibility Center	NCAA Eligibility	Eligibility Center Customer Service
Certification Processing	P.O. Box 6222	Toll free (877) 262-1492
P.O. Box 7136	Indianapolis, IN 46206-6222	Fax (317) 968-5100
Indianapolis, IN 46207-7136	(317) 917-6222	

Web address

www.eligibilitycenter.org

NCAA Eligibility Center Registration

Online Registration: To create an account, either click on the "New Account" button at the top right of the screen or the cell phone on the left side of the screen.

Account Creation: You will need to provide a valid e-mail address to create an account and begin the registration process. Be sure to provide an e-mail address that will be active even after you complete high school.

About Me: In this section, you need to pass along some quick facts such as your name, address, date of birth, and gender.

My Coursework: You will need to enter the name and location of the current high school of attendance. If you have attended more than one high school (including summer school) during grades 9, 10, 11 or 12, you will need to have that information ready as well. List all the schools previously attended. Make sure to include all schools whether you received grades or credits. You must also include information about whether you took any non-traditional courses, including online or credit recovery.

My Sport: In this section, select the sport (s) you plan to participate in at a NCAA Division I or II school. The Eligibility Center will also ask about the high school and/or club teams you have been a part of and other event participation during your high school career.

COLLEGE PLANNING AND CALENDAR

FRESHMAN – SENIOR PLANNING

- If you have not already done so, apply for a social security card; you will need it as an identification card.
- This College Planning section will answer many of the general questions you may have about college. It is an introduction to college planning which may lead you and your parents to seek additional information through the various references listed. Success in the college exploration, decision making, and admission process requires that certain tasks be performed at specific times during the high school years. You can reduce the anxiety associated with these responsibilities and exercise personal control over the entire process by working according to a calendar. Consult with your school counselor and consider fully the milestones presented below:

FRESHMAN YEAR

- Build strong academic, language, mathematics, and critical thinking skills by taking challenging courses.
- Meet with your counselor at least one time this year to discuss a 4-year plan and post-high school goals.

SOPHOMORE YEAR

- Concentrate on academic preparation and continue to develop basic skills.
- **September**
- Inquire and register for the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test). Consult with your Counselor.
- **October - November**
- Take PSAT/NMSQT offered at MCA on Saturday, October 18th.
- **January**
- Receive results of the PSAT/NMSQT. Read materials sent with your score report and consult your school counselor to discuss remaining course work which may be required or beneficial for your post high school plans.
- **February**
- Meet with counselor to discuss junior year schedule and post-high school plans.
- **April**
- Register for June SAT II: Subject Tests in academic subjects which you may complete this year (i.e., biology or chemistry) if applicable. See your counselor for information.
- **May**
- Consider a summer course or program for acceleration. Make wise use of your summer.
- **June**
- Take SAT II: Subject Test if applicable.

JUNIOR YEAR

September

- If you have not already done so, apply for a social security card; you will need it as an identification card.
- Sign up with the bookkeeper to take the Preliminary Scholastic Aptitude Test (PSAT) in October. Watch for announcements.

October

- PSAT/NMSQT test date is October 11th. This is a highly recommended testing experience; your performance can help you assess yourself as you proceed towards your post high school education plans. This is the only year that will qualify you for National Merit Scholarship.
- Attending college representative meetings and College Nights at your local school or community. Build a habit of being informed. Check with your counselor or guidance office for dates that college representatives will be on your campus.
- Attend Military Academy information nights. See your counselor for additional information.

November

- Take the ASVAB Survey offered at MCA.

March/April

- See our internships, advanced high school students program at the local community colleges, or accelerated high school student program at private, Cal State University or University of California schools. Refer to the schools respective college websites for additional information.
- It is suggested that you register for the SAT I (Reasoning Tests) and /or ACT, and SAT II (Subject Tests if applicable). It is a good experience to take the tests in March, May or June, so that you will have time to repeat the exams in the fall if you are dissatisfied with your scores. Register and familiarize yourself with the test format by taking practice exams or preparation courses. Consult your counselor or visit college campuses during your spring break.

May

- Apply for summer programs at community, public, or private colleges.
- Write to your State Representatives for applications to military academies.
- **During summer**
- Visit college campuses during your vacation.
- Enroll in SAT/ACT Prep classes or on-line tutorial/s and sign-up for SAT I and ACT tests.

SENIOR YEAR

August

- Sign-up for SAT I and ACT tests.
- August 1st – November 30th is the filing period for the California State University (CSU) campuses.

September

- Attend college representative meetings held at your school or in the community. Keep informed by listening for announcements and reading bulletin boards.

- If you have not taken the SAT I (Reasoning Tests) or ACT tests, you must register in August, September or early October in order to take them in October/November. (See your counselor for fee waivers if you qualify) Plan to take the SAT II (Subject Tests) as soon as possible.
- Begin survey of scholarship opportunities; see your counselor; visit the career center; listen for announcements and read bulletin boards. Register for free on-line scholarship databases. Have your parents check with the personnel office where they work to see if scholarship programs are offered.
- Take career/vocational interest surveys. They are helpful in choosing a college major in making a career choice.
- Submit letter of recommendation paperwork to those individuals (teacher, counselor, employer or community member) who you will request a letter of recommendation from.
- Begin applications for the University of California, the California State Universities, which can be located on-line.

October

- Research and begin the application process for private and out of state four-year colleges and/or universities.
- Educational Opportunity Program (EOP) information is available. Access application information on-line and adhere to various deadlines for each campus.
- Register for the SAT I or SAT II tests for the University of California and California State Universities if you have not done so previously. (Fee waivers are available if you qualify)
- Attend open houses offered by universities and colleges.
- Research and develop personal statements for university admission.

November

- Apply for Early Action/Early Decision by November 1st.
- November 1st-30th is the application filing period for all UC campuses.
- Attend college representative meetings held on campus and within the community. Keep informed by listening for announcements and reading bulletin boards. Complete the personal biographies for those you are requesting a letter of rec.
- If you are applying to more than one college, you are encouraged to use the same form or letter for letters of recommendation. Therefore, make all your requests at one time so those persons recommending you can duplicate their materials (not required by CSU/UC system).

December

- Begin completion of the Free Application for Federal Student Aid (FAFSA) on-line. This form will enable you to apply for State Aid (Cal Grants A, B, and C). Many private colleges will require that you submit a Financial Aid Form (FAF) along with the FAFSA.
- See your counselor/career center to discuss your eligibility for MVUSD Dollars for Scholars. Some scholarship applications are due early in the school year. Help is available from your counselor or post scholarship opportunities in the career center.
- Consult with the college or your counselor regarding special requirements for admission procedures for certain courses of study.
- Request a transcript as directed by your college or university.
- December 15th is the deadline for receiving notification on Early Action/Early Decision.

January

- FAFSA and additional financial aid forms can be filed after January 1. Deadline is early March for California Aid.
- Look for financial aid workshops on campus.
- Be sure your MVUSD Dollars for Scholars application is completed and submitted on time (dates may vary).
- Submit fees for Advanced Placement exams.
- Request seventh semester transcripts and/or mid-year reports, if required by college/s, from your counselor.

February

- Deadline for filing FAFSA is early March to be eligible for Cal Grants, Pell Grants, and University Grants.
- Be sure you have applied for housing at the colleges of your choice prior to admittance.
- Deadline for filing additional financial aid forms varies; please refer to each school separately.

March

- Community college applications, both admission and financial aid forms can be located on-line.
- Be sure to attend informational meetings and visit campuses in order to make your final selection.
- Complete community college applications this month, following the procedure specified for the campus you plan to attend; and take placement exams.
- If you qualified and applied for MVUSD Dollars for Scholars, check and update your dashboard.

April

- Return intent to register forms to your chosen college on/or before May 1st or the colleges designated deadline.
- Notify colleges you are not planning on attending.
- Submit registration and housing deposits.
- Take placement exams required by the college.
- Complete additional financial aid documentation as requested.

May

- Take Advanced Placement (AP) exams.
- Complete and submit Senior Checkout Card.
- If you have not previously done so, request your final transcript be sent to the college you will attend in the fall. This is necessary to certify graduation.
- Return applications for the on-campus orientation programs for the campus you will be attending.
- Graduate, CONGRATULATIONS!

HELPFUL WEBSITES

These websites are a valuable source of information. They range from searching for a college, virtual tours of campuses, the application process, financial aid, SAT, ACT testing information, career and job opportunities, and answers to the most frequently asked questions. There is a great deal of help available for the college and career bound student. **Please be aware of information you provide and no payment should be required by any website.**

HELPFUL COLLEGE/CAREER WEBSITES

<p><u>COLLEGE EXPLORATION</u></p> <ol style="list-style-type: none">1. www.csumentor.edu - (Cal State)2. www.ucop.edu/universityofcalifornia.edu3. www.aiccu.edu - (CA Private)4. www.gocollege.com5. www.embark.com6. www.petersons.com7. www.collegequest.com8. www.californiacolleges.edu9. www.collegeispossible.org	<p><u>FINANCIAL AID</u></p> <ol style="list-style-type: none">1. www.fastweb.com2. www.sssc.com3. www.salliemae.com4. www.pin.gov5. www.fafsa.gov6. www.studentaid.ed.gov7. www.questbridge	<p><u>TESTING</u></p> <ol style="list-style-type: none">1. www.collegeboard.com2. www.act.org3. www.princetonreview.com <p><u>ATHLETICS</u></p> <ol style="list-style-type: none">1. www.ncaa.org	<p><u>CAREER EXPLORATION</u></p> <ol style="list-style-type: none">1. www.erissworks.com/riverside Riverside County employment development site with links to classified job listings.2. www.caso.com Extensive directory of distance learning locations3. www.myfuture.com Site directed at teens researching careers and colleges.4. www.jobshadow.org5. www.kuder.com
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HOW TO CHOOSE YOUR COLLEGE

Your task is to find a good college for YOU, the type that will fit YOUR needs and fields of interest. Talk with your parents, teachers and counselors to help you decide. Discuss the pros and cons of schools you are considering with recent graduates or students currently attending the school(s). When possible, personally visit the campus(es). Many schools will arrange an overnight/weekend stay in the dorm for prospective students. There are many reference tools available through your counselor, career center, internet, public library and/or local bookstores that can provide you with current information to aid you in making an informed decision as to the schools to which you will apply and the one you will attend.

When choosing a college, consider:

Curriculum: Does the college offer a program in your field of interest? In the course catalog, check the number of subjects offered in each department, especially those in your field.

Location: Do you want to attend college near home, or do you want to go to another section of the country such as New England, the Midwest or the South or outside of the United States?

Impaction: Research colleges or programs for information on impact.

Size: Do you want to go to a small, medium-size, or large college? Or does it matter? Do you want to go to college in a city, or in a rural environment?

Religious Affiliation: Do you want to attend a college which is affiliated with a particular religious' denomination?

Finances: Do you have specific plans for financing your college education? Remember that most financial aid is based on need.

Housing Facilities: Do you want to live in a dormitory, or would you rather live with a limited number of people or by yourself?

COLLEGE ADMISSION REQUIREMENTS

SAT/ACT: Check each of the colleges of your choice to determine what tests are required for admission consideration and their deadlines. For information refer to www.collegeboard.com or www.actstudent.org.

Transcript: You are responsible for requesting your transcripts. Requests for transcripts can be made online through the school website or see the MCA registrar.

Application: Students are responsible for completing on-line applications for admission to the college of their choice.

Recommendation Forms: If a recommendation is required, the recommendation letter checklist form can be downloaded on-line at the MCA website under "Counseling Important Forms". Complete this form and give a completed copy to your counselor and anyone who you are asking to write you a letter of recommendation.

CALIFORNIA STATE UNIVERSITIES

Do I meet minimum eligibility requirements for the CSU?

You are eligible for admission if you:

Have or will have graduated from high school. Meet the eligibility index with your grade point average and test scores (see the formula below). Have or will have completed with a grade of C or better a pattern of courses which total 15 units (see below). A "unit" is one year of study in high school. You may be required to meet higher admission requirements for impacted programs or campuses.

California Resident Eligibility Index Examples:

GPA	ACT Composite	SAT I Total
3.0	No minimum score requirement	
2.8	14	660
2.6	18	820
2.4	22	980
2.2	26	1140
2.0	30	1300

Below 2.00 does not qualify for CSU regular admission. The complete Eligibility Index table is available on the website:

<http://www.csumentor.edu> .

What is the eligibility index?

Use this formula to see if your grade point average and test scores meet the minimum required eligibility index for your intended campus(es).

SAT I Scores:

Your (GPA x 800) + Your SAT I Total

Your high school GPA (a-g courses only)

My index is _____

ACT Scores:

Your (GPA) x 200 + (10 x ACT Composite)

Your high school GPA (a-g courses only)

My index is _____

California residents must have a minimum index of 2900 using SAT I scores or 694 using ACT scores. Non-California residents must have a minimum index of 3502 using SAT I scores or 842 using ACT scores.

What are the 15 Units of courses I need?

You must complete with a grade of C or better (each semester) the following pattern of college preparatory subjects totaling 15 units.

4 years: English

3 years: Mathematics (Algebra I, Geometry, Algebra II, etc.)

2 years: Laboratory Science (CP Biology, Chemistry, Physics),

2 years: Social Science, World History, U.S. History

2 years: Foreign Language (same language)

1 year: Visual and Performing Arts: Art, Dance, Theatre/Drama, or Music.

1 year: Elective choice (refer to a-g course list)

15 total required courses

How will the CSU campus know if all admission requirements have been completed?

As a first time freshman applicant, you are required to submit a final high school transcript after you have completed your senior year of classes. The high school transcript must have a graduation date posted on it.

A final review will be done to verify that you have successfully completed all required courses and maintained the eligibility index required.

Is the foreign language requirement ever waived?

If you can demonstrate competency in a language other than English that is equivalent to or higher than that expected of students who have completed two years of foreign language study, you may be allowed a waiver. For further information, contact the CSU campus(es) where you are applying.

Are students with disabilities expected to complete the 15 units of college preparatory subjects?

All freshman applicants are encouraged to complete 15 units of college preparatory subjects. If you are otherwise qualified, but unable to complete certain subjects because of your disability, you should contact the director of Services to Student with Disabilities at the CSU campus you wish to attend to receive further information.

When should I send transcripts?

The campus to which you are applying will inform you when to submit your official high school transcript.

Do I have to take any placement tests for the CSU?

The English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) are required of all incoming students PRIOR to enrolling in classes; therefore, you will need to take the tests unless you are exempt.

How can I be exempt from the placement tests?

English Placement Test (EPT): A score of 550 or higher on the SAT I Critical Reading or 24 on the English part of the ACT will exempt you from the EPT. Other EL M/EPT exemptions are described in individual CSU campus catalogs, the www.csumentor.edu website, or CSU ELM/EPT booklets.

Entry Level Mathematics Test (ELM): A score of 550 or higher on the SAT I Mathematics or 23 on the Math part of the ACT will exempt you from the ELM. Other ELM/EPT exemptions are described in individual CSU campus catalogs, the www.csumentor.edu website, or CSU ELM/EPT booklets.

Can I take the EPT/ELM tests at any CSU campus?

You may schedule and take the test(s) at any CSU campus. Just indicate on the test form the CSU campus(es) that should receive your scores.

What does my score on the English Placement Test (EPT) and/or the Entry Level Mathematics Test (ELM) mean?

Depending on your scores on the EPT and/or the ELM, you may be required to complete one or more specific remedial courses upon enrollment as indicated by the campus. The classes must be completed satisfactorily within one academic year.

Do I have to declare a “Major” to apply to a CSU campus?

Most CSU campuses allow you to apply as an “undeclared” major if you are not sure about the career path you want to follow. Cal Poly Pomona and/or San Luis Obispo, California Maritime Academy, and Channel Islands require all applicants to choose a major and will not accept students who do not declare a major. Other campuses may require upper division applicants to declare a major.

DIRECTORY OF CALIFORNIA STATE UNIVERSITIES

-Semester Term Campuses-

California State University, CHICO
www.csuchico.edu

California State University DOMINGUEZ HILLS
www.csudh.edu

California State University, FRESNO
www.csufresno.edu

California State University, FULLERTON
www.fullerton.edu

HUMBOLDT State University
www.humboldt.edu

California State University, LONG BEACH
www.csulb.edu

California State University, MARITIME ACADEMY
www.csum.edu

California State University, MONTEREY BAY
www.csumb.edu

California State University, NORTHRIDGE
www.csun.edu

California State University, SACRAMENTO
www.csus.edu

SAN DIEGO State University,
www.sdsu.edu

SAN FRANCISCO State University
www.sfsu.edu

SAN JOSE State University
www.sjsu.edu

California State University, SAN MARCOS
www.csusm.edu

SONOMA State University
www.sonoma.edu

4 - 1 - 4 Campus

California State University, STANISLAUS
www.csustan.edu

-Quarter Term Campuses-

California Polytechnic State University, SAN LUIS OBISPO,
www.calpoly.edu

California State University, BAKERSFIELD,
www.csub.edu

California State University, EAST BAY
www.csueastbay.edu

California State University, LOS ANGELES
www.calstatela.edu

California State Polytechnic Univ. POMONA
www.csupomona.edu

California State Univ., SAN BERNARDINO,
www.csusb.edu

UNIVERSITY OF CALIFORNIA

The University considers you a freshman applicant if you are applying for UC admission and are either still in high school or have graduated from high school and have not enrolled in a regular session at any college or university. If you attend a summer session immediately after graduating from high school, you are still a freshman applicant.

California Residents

There are three pathways to satisfying the University's minimum admission requirements for freshman students: Eligibility in the Statewide Context, Eligibility in the Local Context and Eligibility by Examination Alone.

Eligibility in the Statewide Context

Eligibility in the Statewide Context is the pathway by which most students attain UC eligibility. To be eligible in the statewide context, you must satisfy the Subject, Scholarship and Examination requirements described here.

Subject Requirement

UC's admission requirements are changing, effective with the class entering in fall 2012. If you will be applying for admission to that term or beyond, you will need to complete 15 college preparatory courses (a-g) with at least 11 finished by the end of junior year. Earn a GPA of 3.0 or better in those courses, with no grade lower than a C. Take the ACT with Writing or the SAT Reasoning Test by December of senior year. The UC system will not require the SAT Subject Tests for fall 2012 admission, but scores may be submitted to show mastery of a particular subject. Some campuses may recommend certain Subject Tests for some competitive majors.

California High School Students

If you attend high school in California, the courses you take to fulfill the Subject Requirement must be certified by the University as meeting the requirement and must be included on your high school's UC certified- course list. <https://doorways.ucop.edu>

Guaranteed Admission

If you are a California resident, you will be guaranteed admission to UC if you are:

- Eligible in the statewide context, meaning you rank in the top 9 percent of California high school students, according to our admissions index, or
- Eligible in the local context (ELC), ranking in the top 9 percent of your class

UNIVERSITY OF CALIFORNIA DIRECTORY

University of California, BERKELEY

www.berkeley.edu

University of California, DAVIS

www.ucdavis.edu

University of California, IRVINE

www.uci.edu

University of California, LOS ANGELES

www.ucla.edu

University of California, MERCED

www.ucmerced.edu

University of California, RIVERSIDE

www.ucr.edu

University of California, SAN DIEGO

www.ucsd.edu

University of California, SANTA BARBARA

www.ucsb.edu

University of California, SANTA CRUZ

www.ucsc.edu

SUBJECT REQUIREMENT

a. HISTORY/SOCIAL SCIENCE 2 years required. Two years of history/social science, including one year of U.S. History or onehalf year of U.S. History and onehalf year of civics or American government; and one year of world history, cultures and geography.

b. ENGLISH 4 years required. Four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature. Not more than two semesters of ninth grade English can be used to meet this requirement.

c. MATHEMATICS 3 years required, 4 years recommended. Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two and three dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.

d. LABORATORY SCIENCE 2 years required, 3 years recommended. Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology (which includes anatomy, physiology, marine biology, aquatic biology, etc.), chemistry and physics. Laboratory courses in earth sciences are acceptable if they have as prerequisites or provide basic knowledge in biology, chemistry or physics. The appropriate two years of an approved integrated science program may be used to fulfill this requirement. Not more than one year of ninth grade laboratory science can be used to meet this requirement.

e. LANGUAGE OTHER THAN ENGLISH 2 years required, 3 years recommended. Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading and composition. Courses in language other than English taken in the seventh and eighth grade may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.

f. VISUAL AND PERFORMING ARTS (VPA) 1 year required. One year of visual and performing arts chosen from the following: dance, drama/theater, music and/or visual art.

g. COLLEGE PREPARATORY ELECTIVES 1 year required. One year (two semesters), in addition to those required in "af" above, chosen from the following areas: visual and performing arts (nonintroductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement or two years of another language).

COMMUNITY COLLEGES

Are a good choice if ...

You wish an excellent value in education. The community college offers education at a lower than a traditional 4 year college/university.

You plan to earn a bachelors' degree by spending your freshman and sophomore years at a community college and then transferring to a four-year college/ university at the junior level.

You wish to attend college for one or two years to earn an Associate's Degree or complete a certificate program.

Admission:

Requirements: Any one of the following: a) high school diploma; b) 18 years of age; c) successful completion of the California High School Proficiency Examination; or d) General Educational Development Examination with an overall average of 55 and no score below 50.

Applications: Applications are completed on-line at the website of your community college of choice.

Fees: None

Placement Tests: Placement tests are administered free of charge at all community colleges and some local high schools.

Transcripts: Students must take a copy of their transcript to their counseling/advising appointment.

Expenses: Current fees (Fees are subject to change and vary by county) include: Enrollment fee, health fee, parking permit.

Nonresident tuition varies. The cost of books and supplies will vary depending upon unit load and specific class and/or program requirements.

Transfer Programs: Community colleges offer a full range of lower division general education courses for university-bound students. While in high school, students should prepare for the community college by following a pattern of selected courses similar to those required by the California State Universities and the University of California. These courses should fulfill as many high school requirements as possible and include college preparatory courses. Such preparation will help facilitate a successful transfer. With careful planning, students intending to transfer may enter a baccalaureate-granting college or university at the junior level after completing two years of community college work.

Vocational Programs: Vocational and technical programs prepare students with entry level and upgraded job skills and training necessary for employment. Programs range in length from one semester to two years. At some community colleges units earned may be applied toward the associate degree.

Concurrent Enrollment Program For High School Students: Concurrent enrollment programs provide an enrichment opportunity for eligible high school students to enroll in courses at the community college and earn college credit. Generally, students must have completed their sophomore year with a minimum overall grade point average of 3.0. Students may enroll in up to a maximum of two college courses per semester provided they maintain a minimum daily attendance in high school. Students applying for the program must complete a special concurrent enrollment application; enrollment is subject to approval by the principal, high school counselor and the college admissions officer.

Community Colleges in the Area:

Mt. San Jacinto Community College

Menifee Valley Campus

www.msjc.edu

Mt. San Jacinto Community College

San Jacinto Campus

www.msjc.edu

Riverside Community College

www.rcc.edu

Palomar Community College

www.palomar.edu

NORCO Community College

www.norcocollege.edu

NATIONAL

SUICIDE

PREVENTION

LIFELINE

TM

1-800-273-TALK (8255)

suicidepreventionlifeline.org

Keep Schools Safe - See Something Say Something
www.murrieta.k12.ca.us/tips

What's Your Mindset?

It is important to have a 'growth' mindset in order to realize your goals. You need to be able to face and overcome challenges and barriers with a positive attitude. Assess yourself by answering the questions below:

1 How will you remain positive? _____

2 What will you do when negative thoughts enter your mind? _____

3 How will you handle challenges to reaching your goal? _____

4 How will you remain confident with a can do attitude? _____

5 How will you keep motivated to realize your goal? _____
