



# MURRIETA CANYON

## — A C A D E M Y —

# STUDENT HANDBOOK

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## 2022-2023

24150 HAYES AVE.  
MURRIETA, CA 92562  
(951) 696 -1409

Website: <https://www.murrieta.k12.ca.us/domain/1996>

# S. O. A. R.

Self-aware

Optimistic

Accountable

Resilient

## 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

Commit to every student, every day to ensure life readiness!

**MURRIETA VALLEY  
UNIFIED SCHOOL  
DISTRICT**

## **BOARD OF EDUCATION:**

KRIS THOMASIAN ·

ELLEN LARSON ·

PAUL F. DIFFLEY ·

LINDA LUNN ·

DR. TAKESHA COOPER

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## **SUPERINTENDENT:**

DR. WARD ANDRUS

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***"Our greatest glory is not in never falling, but in rising every time we fall." – Confucious***



# Principal's Message

*Welcome to Murrieta Canyon Academy, where our students “S.O.A.R. to Success” on campus and in the community. Students and staff are Self-aware, Optimistic, Accountable, and Resilient as they navigate through their educational experience. The small campus environment of Murrieta Canyon Academy supports the needs of all students with Social Emotional Learning (SEL) and Restorative Practices. With a school vision centered on “committing to every student, every day to ensure life readiness”, our teachers and support staff strive to create an individualized learning environment and campus community which provides students with an engaging and supportive educational experience.*

*Our campus consists of multiple educational opportunities to support the needs of our students. Most of our 10th-12th grade students attend the standards-based, college preparatory, Daily Program which follows a Block Schedule format. For students interested in an alternative learning platform, we offer a rigorous, college-prep, Independent Study Program with coursework provided through APEX Learning.*

*If you are interested in finding out more about Murrieta Canyon Academy, please see the “About Us” section or the Tab on the school website. Contact our school to set-up an informational meeting with our counseling team.*

*We look forward to working with you as you continue your educational journey at Murrieta Canyon Academy!*

*Matt Bean,  
Principal*



## ABOUT US

### 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 a school vision centered on “committing to every student, every day to ensure life readiness”, our teachers and support staff strive to create an individualized learning environment and campus community that provides students with an engaging and supportive educational experience.

Murrieta Canyon Academy is an Alternative High School of Choice that provides multiple learning models for its students. The MCA Daily Program consists of traditional face-to-face instruction like a comprehensive high school, but with smaller learning environments and built-in academic supports and interventions. Students in the MCA Daily Program can take up to eight classes following a block schedule format. All students in the Daily Program have a built-in “Guidance” class which meets daily to provide academic and socio-emotional support. Many students in the Daily Program also take an Academic Seminar Period which provides access to credit recovery using APEX Online Learning. Core classes in the MCA Daily Program utilize Board Approved Standards-Based Curriculum and meet district and state guidelines for CSU/UC (A-G) and NCAA approval.

In addition to the MCA Daily Program, students at MCA have access to Independent Study (I.S.) coursework which can be used as a full-time learning option or as a part-time program for acceleration or credit completion. Students can co-enroll in the Daily Program and the Independent Study (I.S.) Program. The MCA Independent Study Program also provides opportunities for students at the other district high schools to co-enroll. All classes in the MCA I.S. Program are provided through APEX Online Learning. Core classes in APEX meet CSU/UC (A-G) and NCAA requirements.

Murrieta Canyon Academy also houses the district’s suspended expulsion program, Carpe Diem. Under this program, students have access to grade-level coursework coordinated by a single classroom teacher in a self-contained classroom setting. The program emphasizes restorative practices, socio-emotional support, group dynamics, and coping strategies.

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All programs of instruction at Murrieta Canyon Academy provide students flexibility and support to create an individualized educational plan. Students can access rigorous Advanced Placement, Dual Enrollment, International Baccalaureate, and Career Technical Education (CTE) coursework at any of the comprehensive high schools in the district. MCA students can also participate in Visual/ Performing Arts programs and CIF sanctioned athletics as co-enrolled students at the comprehensive high schools. Finally, Murrieta Canyon Academy has established two CTE Pathways, Studio Art, and Construction, for its students and the students across the district.

Murrieta Canyon Academy's climate and culture creates a foundation for support and opportunity. The school's motto SOAR—Self Aware, Optimistic, Accountable, and Resilient permeates throughout the campus and is integrated into activities and situations on campus. We believe these pillars should guide decision making as key Student Learning Outcomes. Murrieta Canyon students should **SOAR to Success, the Phoenix Way!**

#### **NON-DISCRIMINATORY STATEMENT:**

The Murrieta Valley Unified School District is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, religion, sex, sexual orientation, pregnancy, parental/marital or family status, primary language, medical condition, genetic information, or association with a person or group with one or more of these actual or perceived characteristics. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the protected characteristics named above.

(MVUSD AR/BP 1312.3, AR/BP 4030, AR 4031, AR/BP 5145.3, BP5146, BP5131.2)

#### **UNIFORM COMPLAINT PROCEDURE:**

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 to the district office. All parties involved in the complaint shall be notified of the complaint. The usual procedure includes a meeting/hearing and notification of the decision is made to all. The complainant is also notified of his/her right to appeal the decision at the next level.

Contact the *Director of Student Support Services* at 951- 696-1600.

## ADMINISTRATION & SUPPORT STAFF

### Administrative Staff

Principal.....Matt Bean

Assistant Principal .....Steve Rausa

### Counseling Staff

Alpha A - L.....Morgan Quick / Debra Kimble

Alpha M - Z.....Gabriela Arizola

### Support Staff

Site Secretary.....Sandra Prado

Attendance Clerk .....Sheri Welton

Campus Security.....Susie Abarca

Custodian.....Jason Frame

Guidance Technician .....Cheryl Tarabilda

Health Technician .....Ophelia Curiel

Library Technician .....LaDonna Hankins-Ramirez

School Nurse .....Beth Enniss

School Resource Officer/SRO.....Officer

School Psychologist.....Michelle Pighee

Mental Health Therapist.....Sherry Dew

Technology Support.....District Staff

## 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 students 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. No Food deliveries to campus!



## **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. We value student learning time; 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 /MOA administration has found it beneficial, timely, and cost effective to use technology to communicate with parents on a regular basis. Email and phone systems are used to communicate regular and emergency information to students and parents. The Murrieta Canyon Academy home page ([www.murrieta.k12.ca.us/Domain/1996](http://www.murrieta.k12.ca.us/Domain/1996)) is a great place to find campus information about school programs, events, schedules, progress report dates, Site Council meeting information, student calendars, and district updates. While the vast majority of families have internet access, other forms of communication are utilized which includes: a school-to-home automated telephone and/or email system 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 Murrieta Canyon Academy website at ([www.murrieta.k12.ca.us/Domain/1996](http://www.murrieta.k12.ca.us/Domain/1996)) under Staff Directory. You should expect messages to staff to be returned within a 24-hour time-period, which is a professionally accepted standard. We appreciate your patience in this regard.

## **CLOSED CAMPUS/SECURITY**

There are staff protocols and systems in place to assure a safe environment for all students and staff. MCA /MOA are closed campuses 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 /MOA 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 meet with an administrator.

### **PERSONAL ELECTRONIC DEVICES/CELL PHONES/AIRPODS/HEADPHONES/MP3**

Cell phones/Air Pods/Headphones/MP3 players and any other audio/visual electronic device are not to be seen during the school day. Please refer to the policy on electronic devices located within this handbook.

## **GUIDANCE / SEMINAR PERIOD**

Guidance / Seminar Period is daily during the 5th period. All students are assigned a Guidance teacher for the year and will have the opportunity to visit other classrooms for assistance during the Seminar portion of the block period. The intent of the time is to provide a "Home Room" for academic and socio-emotional support as well as provide students time to receive tutoring, additional assistance, make up tests and quizzes, and/or to complete homework assignments.

### **WHAT GUIDANCE PERIOD IS NOT :**

- 1) *Extra break time.*
- 2) *Time to socialize or play games.*
- 3) *Teacher prep time.*

### **ADVANTAGES :**

- 1) Students will have time within the school day to receive additional assistance, complete their work, and make up tests and quizzes.
- 2) Students may have access to computers who may not have access at home.
- 3) This is a definitive action step taken toward improving GPAs and test scores.

**\*\*Students causing problems during Guidance / Seminar will be sent to the office for consequences which may be the removal of the privilege to choose a specific class for the period.**

## POLICY FOR CLASS CHANGES & 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 forms will not be accepted after the fifth day of the semester.

### 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 six-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 distributed to students at the six-week and twelve- week time period per semester. Weekly and daily progress report forms are available for students in Student Services.**

### ABI/AERIES ACCESS THROUGH PARENT PORTAL

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

## ACADEMIC DISHONESTY

Students need to take personal responsibility for their academic performance and demonstrate academic integrity. Academic dishonesty includes, but is not limited to, cheating or the attempt to copy assignments from other sources (another person or online), using notes without permission, turning in work that's done by someone else, forging, altering and/or duplicating school documents or signatures, plagiarism, sending text messages of answers, and using photography to capture / reference assessment data, assignment answers, or other information. Consequences for academic dishonesty may be implemented by both administration and at the discretion of the teacher. This may result in zero credit for the assignment as well as progressive discipline. Consequence severity will increase if the offense repeats.

## 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:** Introduces 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.

**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 can 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.

## **SCHOOL-WIDE RULES & REGULATIONS**

The goal of MCA /MOA is to provide a safe and comfortable learning environment. School and district rules are based on a few simple considerations: good taste, courtesy, and safety. 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.

### **THE RULES ARE AS FOLLOWED:**

1. All Students **MUST** have their identification card in their possession at school and while attending school related activities.
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.



## SCHOOL-WIDE RULES & REGULATIONS

4. To ensure student safety, MCA /MOA are closed campuses. Students are not permitted to leave campus at any time without prior authorization. This includes break and lunch.
5. Food and drinks are not permitted in the classrooms or hallways at any time. At lunch, keep campus beautiful and throw away all trash.
6. 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.
7. School and club 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 MVUSD approved)
8. No sharpie pens or any other type of permanent marker may be carried by students on campus at any time.
9. Students caught jay walking may receive a citation for unsafe conduct in the parking lot.

## 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 turned off and out of sight 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 locker rooms. If students need to call a parent or guardian, they must come to the student support center or the attendance office. This includes any audio or video devices such as ear buds, AirPods, headphones, 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, you do so at your own risk. MCA /MOA 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 administration and 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 will be delivered to student services by teacher. 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. An administrator will call parent and notify them of second offense.

**Third Offense** – The electronic device is taken away by staff member and taken to student services. The parent must pick up the device. The student will be assigned a Saturday school for defiance.

## **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. An administrator for various infractions or for un-served discipline places students on the "No-Go List". If a student needs to schedule an alternative time or activity to serve the consequences before the next activity, he/she needs to see an 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.

*The Governing Board believes that the responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, the Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.*

*School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender neutral and consistent. This policy applies to all individual schools. Schools may not enact more restrictive or less restrictive dress and grooming codes.*

### **MINIMUM SAFE ATTIRE**

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- a)** Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- b)** When the body is standing straight, clothing must cover the chest, torso, and lower extremities from the armpit to mid-thigh. At no time may any part of a student's buttocks be exposed.
- c)** Clothing must cover undergarments. No underwear may be visible, including but not limited to: boxers, briefs, bras and bra straps, panties, thongs. Bare midriffs are prohibited.
- d)** Clothing may not be see through.
- e)** Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards, specialized attire, or safety gear is required.

Attire or grooming depicting or advocating violence, criminal activity, gang-related activity (including professional sports wear and/or colors identified by MPD as gang-affiliated), use of alcohol or drugs, pornography, or hate speech, and clothing that reveals undergarments or accessories that could be considered dangerous or could be used as a weapon are prohibited.



## DRESS CODE ENFORCEMENT

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet acceptable standards. All school certificated and classified personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the students will be required to change into proper attire. Continued violations of the dress code will be considered defiance and will be referred to an administration for disciplinary action.

- **Administration reserves the right to determine appropriate dress code as fashion trends change.** Students must abide by the MVUSD student dress code on school spirit days.

## DISCIPLINE RELATED TO TARDY INFRACTIONS

Students are allowed 5 tardy infractions, regardless of the reason, for the year. The 6th tardy will result in:

- Lunch and afternoon detentions will be assigned by an administrator.
- Unfortunately, this may cause some students to miss opportunities for dances, field trips, etc.

## SEXUAL HARASSMENT

### 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

- Welcomed behavior
- Leaves you feeling positive
- Respectful
- Fun
- Flattering
- Enjoyable

### VS.

### SEXUAL HARASSMENT

- Un-welcome behavior
- Leaves you feeling negative
- Disrespectful
- No fun
- Unpleasant
- 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 or 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

### **NOTE: ONLY A PARENT/GUARDIAN MAY CLEAR ABSENCES, TARDIES, OR REQUEST AN OFF-CAMPUS PASS. TO REPORT AN ABSENCE**

Parent/Guardian may send a written note with your student or call the Attendance Office. If you choose to call, please call the attendance.

24-hour voicemail at **(951) 696-1409** , press 1 for attendance. Please leave the following information: the student's first and last name (please spell the last name), date of the absence, reason for the absence, your name and relationship to the student, and your contact phone number.

**Absences must be cleared within 3 school days.** The absence will be unverified if not cleared. *The Murrieta Valley Unified School District Board of Education desires to emphasize the importance of school attendance. Therefore, students in grades nine through 12, **with excessive unverified absences (20) per semester** shall receive a failing grade and shall not receive credit for the class(es).*

*-Board Policy 5121*

### **TARDY STUDENTS**

*Students are considered tardy if they are not in class when the bell rings. All students arriving late must check in through the attendance office before proceeding to class.*

**Chronic tardiness** without a note or phone call: Receive a Detention.

A parent/guardian may call **on the same day** to clear the tardy and remove the detention.

### **TO CLEAR A LATE ARRIVAL**

Please send a written note or leave a phone message **before** your student arrives to clear their late arrival. Be sure to include the reason for being late.

## OFF-CAMPUS PASSES

**Student Driver:** Parents/Guardians should call in advance (1 hour if possible) to request the pass. Please leave the following information: student name, time leaving, student driver, reason for leaving, your name and relationship to student, and your contact phone number. The student is required to show their valid driver's license. If the student brings a note in, you will be contacted to verify the note. If you cannot be reached, the student will not be allowed to leave campus.

**Parent Pick-up:** Parents/Guardians are required to come to the Attendance Office to sign their student out. Please call in, advance (1 hour if possible) to request the pass. If someone else is picking up your child, please leave their full name. If they are not a sibling, they must be over 18 years old. Anyone signing out a student must show a valid picture ID.

## PERSONAL BUSINESS/FAMILY TRIPS

Parent/Guardian must call in advance, and student should contact teacher ahead of time for schoolwork that will be missed. This absence is coded as "U" unexcused, according to state guidelines. It is at the teacher's discretion to give make-up work.

## TRUANCY

A student is considered truant if they are off campus or out of class more than 30 minutes without a valid excuse. Consequences: meeting with an administrator, parent meeting, referral to SRO and/or referral to School Attendance Review Board (SARB).



# LIBRARY INFORMATION

## HOURS

The library at MCA /MOA is open Monday through Friday. Students may come in before school, after school, 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: [www.murrieta.k12.ca.us](http://www.murrieta.k12.ca.us). 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: mvusd

Password: murrieta2022!

### Encyclopedia Britannica Online

General encyclopedias for all grade levels plus links to Online resources:

<http://school.eb.com>

User ID: mvusd

Password: Library

## GENERAL INFORMATION

A School ID card is required to check out library and textbooks. 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.

The library environment is reserved for quiet study. Students should seat themselves at existing seating, no more than eight per table, 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.

## 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 T-dap 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.

### SPORTS PHYSICALS

Any student planning to participate in a sport at a district school (including spirit groups) must have a sports physical yearly. Contact the Athletic office at the specific school for information regarding athletic clearance and physicals.

### 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. 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 and assistance with health related issues, a phone is located in the health office and is available for use during break and lunch.

## HEALTHY STUDENTS LEARN BETTER

– Ophelia Curiel, Heath Technician – Beth Ennis, School Nurse

## ACTIVITIES AND CLUBS

1. Administrators and faculty members have full authority to admit, refuse admission to, or dismiss any student /guest from any event.
2. All MCA/ MOA 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 administration or advisor.
5. **At events**, all students may be asked to present a Student ID card.
6. Guests at formal school dances within the district will be required to obtain a guest pass before the dance and present **a photo ID and the guest pass at the entrance door**. No guest passes will be issued at the time of a dance.
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.

## DANCE BEHAVIOR

### **All Students MUST Stand While Dancing.**

- Both feet must be on the ground
- No dancing while bending in an acute or 90° angle with the partner behind them



### **No Inappropriate Touching**

- No touching someone below the waist
- Dancing face-to-face and front-to back is accepted as long as there is ample space between dance partners
- No kissing or public display of affection

### **No Dancing That Could Potentially Hurt Others**

- No jumping on other people
- No mosh pits

### **CLUBS/ORGANIZATIONS**

MCA / MOA offer 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 MVUSD guidelines. Contact an administrator if you wish to start a new club. Clubs meet during lunch or after school. Check the school website for a list of clubs/groups and additional information.

## **ATHLETIC PARTICIPATION**

### **To participate in athletics at a MVUSD High School, a student must:**

- 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.
- Complete an Athletic Participation Handbook.
- Must co-enroll at the school of participation for at least one class.
- Student-athletes are encouraged to purchase a USB / ASB Card at the school of participation to receive discounts on athletic events.



## ATHLETIC PARTICIPATION

### FALL

#### (AUGUST - NOVEMBER)

Football- V/JV/Frosh  
Girls Volleyball- V/JV/Frosh  
Co-ed Cross Country- V/JV  
Girls Golf- V  
Girls Tennis- V/JV  
Boy's Water Polo- V/JV  
Cheerleading- V/JV/Frosh

### SPRING

#### (FEBRUARY - MAY)

Softball- V/JV/Frosh  
Baseball- V/JV/Frosh  
Co-ed Track- V/JV  
Boys Tennis- V/JV  
Boys Golf- V  
Co-ed Swimming- V/JV  
Cheerleading- V/JV/Frosh  
Boys Lacrosse- V/JV  
Girls Lacrosse- V/JV

### WINTER

#### (NOVEMBER - FEBRUARY)

Boys Basketball- V/JV/Frosh  
Girls Basketball- V/JV/Frosh  
Girls Water Polo- V/JV  
Boys Soccer- V/JV  
Girls Soccer- V/JV  
Wrestling- V/JV/Frosh  
Cheerleading- V/JV/Frosh

## GRADUATION AND UC/CSU ADMISSIONS REQUIREMENTS

### VALEDICTORIAN/SALUTATORIAN

Valedictorian/Salutatorian will be determined by using the seniors' seven semester grades and the 12week grades of their eighth semester. **\*\* Not awarded at MCA or MOA**

***To earn a high school diploma from MCA a student must:***

**1. Successfully complete a minimum of 200 semester credits as described on the next page.**

**2. Successfully complete Community Service:**

- Each student must participate in 10 hours per academic year (hours may be subject to change) of volunteer work in an approved non-profit community service project or program.

**3. Successfully complete the Senior Exit Interview by their senior year.**

**\*\* Murrieta Options Students meet modified graduation requirements (see counselor)**

# REQUIREMENTS

MCA Graduation	California State University	University of CA.
<b>English</b> - (40 Credits)	4 years	4 years
<b>Math</b> - (30 Credits)	3 years	Math I, II, III (4 years recommended)
<b>US History</b> - (10 Credits)	1 year	1 year
<b>World History</b> - (10 Credits)	1 year	1 year
<b>Govern. / Economics</b> (10 Credits)	1 year	1 year
<b>Science</b> - (30 Credits)	3 years	Biology, Chem., Physics
<b>World Language</b> (10 Credits)	2 years	2 years of same language (3 preferred)
<b>VPA</b> (10 Credits)	1 year	1 year (UC/CSU 1 year or 2 semester courses from the same discipline)
<b>PE</b> - (20 Credits)		
<b>Health /Career</b> (10 Credits)		
<b>Electives</b> (50 /20 Credits)	1 year (UC / CSU Approved)	1 year (UC / CSU Approved)
<b>Total</b> <b>230/200 Credits</b>		

### **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 / MOA is 10 hours per academic year (hours may be subject to change) 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: [www.murrieta.k12.ca.us/Domain/1996](http://www.murrieta.k12.ca.us/Domain/1996).

## **POST-HIGH SCHOOL PLANNING**

The role of the 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:** [www.murrieta.k12.ca.us/Domain/1996](http://www.murrieta.k12.ca.us/Domain/1996) 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 your counselor 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.

For SAT I deadline dates and SAT II dates, please refer to the website:  
[www.collegeboard.com](http://www.collegeboard.com)

# STEPS TO ACHIEVING NCAA ELIGIBILITY

## 9th Grade

### **REGISTER**

- Start Planning NOW! Take the right courses and earn the best grades possible
- Find the list of NCAA-approved core courses: [eligibilitycenter.org/courselist](http://eligibilitycenter.org/courselist)
- Register for a free Profile Page account at: [eligibilitycenter.org](http://eligibilitycenter.org) for information on NCAA initial eligibility requirements

## 10th Grade

### **PLAN**

- If you fall behind academically, ask your counselor for help finding approved courses you can take
- If you are being actively recruited by an NCAA school and have a Profile Page account, transition it to a Certification account
- Monitor the task list in your Eligibility Center account for next steps
- At the end of each school year, ask your counselor to upload an official transcript to your Eligibility Center account

## 11th Grade

### **STUDY**

- Check with your counselor to make sure you are on track to complete the required number of NCAA approved core courses
- Take the SAT/ACT and submit your scores to the Eligibility Center using code 9999
- Ensure your sports participation information is correct in your Eligibility Center account
- At the end of the school year, ask your counselor to upload an official transcript to your Eligibility Center account

## 12th Grade

### **GRADUATE**

- Complete your final NCAA approved core courses as you prepare for graduation
- Take the SAT/ACT again, if necessary, and submit your scores to the Eligibility Center using code 9999
- Request your final amateurism certification beginning April 1 (fall enrollees) or October 1 (winter/spring enrollees) in your Eligibility Center account
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation to your Eligibility Center account
- Reminder: Only students on an NCAA Division I or II school's institutional request list will receive a certification



## 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

Certification Processing  
P.O. Box 7136  
Indianapolis, IN 46207-7136

### Web address

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### NCAA Eligibility

P.O. Box 6222  
Indianapolis, IN 46206-6222

### Eligibility Customer Service Center

Toll free (877) 262-1492  
Fax (317) 968-5100

## 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.

## NCAA CLEARINGHOUSE

**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.

**Payment:** Your account will be eligible for processing only with payment of an application fee of \$70.

## 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 the PSAT/NMSQT offered at **MMHS. Check with MMHS for dates and times.**

## COLLEGE PLANNING AND CALENDAR

### **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 18th. 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/ MOA. (See your counselor)

### **March/April**

- See our internships, advanced high school student's 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 school's respective college websites for additional information.



## COLLEGE PLANNING AND CALENDAR

- 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 (SubjectTests) 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.

## COLLEGE PLANNING AND CALENDAR

- 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 StateAid (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.

# COLLEGE PLANNING AND CALENDAR

## 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

### COLLEGE EXPLORATION

1. [www.csumentor.edu](http://www.csumentor.edu) - (Cal State)
2. [www.ucop.edu/universityofcalifornia.edu](http://www.ucop.edu/universityofcalifornia.edu)
3. [www.aiccu.edu](http://www.aiccu.edu) - (CA Private)
4. [www.gocollege.com](http://www.gocollege.com)
5. [www.embarc.com](http://www.embarc.com)
6. [www.petersons.com](http://www.petersons.com)
7. [www.collegequest.com](http://www.collegequest.com)
8. [www.californiacolleges.edu](http://www.californiacolleges.edu)
9. [www.collegeispossible.org](http://www.collegeispossible.org)

### FINANCIAL AID

1. [www.fastweb.com](http://www.fastweb.com)
2. [www.sssc.com](http://www.sssc.com)
3. [www.salliemae.com](http://www.salliemae.com)
4. [www.pin.gov](http://www.pin.gov)
5. [www.fafsa.gov](http://www.fafsa.gov)
6. [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
7. [www.questbridge.com](http://www.questbridge.com)

### TESTING

1. [www.collegeboard.com](http://www.collegeboard.com)
2. [www.act.org](http://www.act.org)
3. [www.princetonreview.com](http://www.princetonreview.com)

### ATHLETICS

1. [www.ncaa.org](http://www.ncaa.org)

### CAREER EXPLORATION

1. [www.erissworks.com/riverside](http://www.erissworks.com/riverside)
  - Riverside County employment development site with links to classified job listings.
2. [www.caso.com](http://www.caso.com)
  - Extensive directory of distance learning locations
3. [www.myfuture.com](http://www.myfuture.com)
  - Site directed at teens researching careers and colleges.
4. [www.jobshadow.org](http://www.jobshadow.org)
5. [www.kuder.com](http://www.kuder.com)

## 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 impaction.

**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](http://www.collegeboard.com) or [www.actstudent.org](http://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 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 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:

<u>GPA</u>	<u>ACT Composite</u>	<u>SAT I Total</u>
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  $(\text{GPA} \times 800) + \text{Your SAT I Total}$   
Your high school GPA (a-g courses only)  
My index is \_\_\_\_\_

#### **ACT Scores:**

Your  $(\text{GPA} \times 200) + (10 \times \text{ACT Composite})$   
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)

## **THERE ARE 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](http://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](http://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](http://www.csuchico.edu)

California State University  
DOMINGUEZ HILLS

[www.csudh.edu](http://www.csudh.edu)

California State University, FRESNO

[www.csufresno.edu](http://www.csufresno.edu)

California State University, FULLERTON

[www.fullerton.edu](http://www.fullerton.edu)

HUMBOLDT State University

[www.humboldt.edu](http://www.humboldt.edu)

California State University, LONG BEACH

[www.csulb.edu](http://www.csulb.edu)

California State University,  
MARITIME ACADEMY

[www.csum.edu](http://www.csum.edu)

California State University,  
MONTEREY BAY

[www.csumb.edu](http://www.csumb.edu)

California State University, NORTHRIDGE

[www.csun.edu](http://www.csun.edu)

California State University, SACRAMENTO

[www.csus.edu](http://www.csus.edu)

SAN DIEGO State University,

[www.sdsu.edu](http://www.sdsu.edu)

SAN FRANCISCO State University

[www.sfsu.edu](http://www.sfsu.edu)

SAN JOSE State University

[www.sjsu.edu](http://www.sjsu.edu)

California State University, SAN MARCOS

[www.csusm.edu](http://www.csusm.edu)

SONOMA State University

[www.sonoma.edu](http://www.sonoma.edu)

#### **4 - 1 - 4 Campus-**

California State University, STANISLAUS

[www.csustan.edu](http://www.csustan.edu)

#### **-Quarter Term Campuses-**

California Polytechnic State University,  
SAN LUIS OBISPO,

[www.calpoly.edu](http://www.calpoly.edu)

California State University, BAKERSFIELD,

[www.csub.edu](http://www.csub.edu)

California State University, EAST BAY

[www.csueastbay.edu](http://www.csueastbay.edu)

California State University, LOS ANGELES

[www.calstatela.edu](http://www.calstatela.edu)

California State Polytechnic Univ.  
POMONA

[www.csupomona.edu](http://www.csupomona.edu)

California State Univ., SAN BERNARDINO,

[www.csusb.edu](http://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](http://www.berkeley.edu)

University of California, DAVIS

[www.ucdavis.edu](http://www.ucdavis.edu)

University of California, IRVINE

[www.uci.edu](http://www.uci.edu)

University of California, LOS ANGELES

[www.ucla.edu](http://www.ucla.edu)

University of California, MERCED

[www.ucmerced.edu](http://www.ucmerced.edu)

University of California, RIVERSIDE

[www.ucr.edu](http://www.ucr.edu)

University of California, SAN DIEGO

[www.ucsd.edu](http://www.ucsd.edu)

University of California, SANTA BARBARA

[www.ucsb.edu](http://www.ucsb.edu)

University of California, SANTA CRUZ

[www.ucsc.edu](http://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 one-half year of U.S. History and one-half 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 this entire 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 “a-f” above, chosen from the following areas: visual and performing arts (non-introductory 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, Temecula Campus, San Jacinto Campus

[www.msjc.edu](http://www.msjc.edu)

### **Riverside Community College**

[www.rcc.edu](http://www.rcc.edu)

### **Palomar Community College**

[www.palomar.edu](http://www.palomar.edu)