

# MIDDLE COLLEGE

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*at College of San Mateo*

## STUDENT HANDBOOK 2019-2020

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# San Mateo Middle College

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# STUDENT HANDBOOK

San Mateo Middle College is a San Mateo Union High School District alternative education program, located at College of San Mateo. The program, which began in August 1998, originally included 35 juniors and 35 seniors. In the Fall of 2017, Middle College expanded its program and currently includes 78 juniors and 74 seniors, selected from among the students in the seven district schools. Students in the Cabrillo Unified School District may be admitted by arrangements between the SMUHSD and the CUSD.

## SAN MATEO MIDDLE COLLEGE MISSION STATEMENT

San Mateo Middle College is an alternative education collaboration between the San Mateo Union High School District and College of San Mateo. Middle College, made up of students of diverse backgrounds, serves students whose needs are not being met by the traditional high school. Middle College also gives students an opportunity to achieve high school and college academic success, to explore and pursue vocational and career aspirations, and to prepare themselves for future college experiences in a supportive, academically-challenging environment.

## GOALS OF SAN MATEO MIDDLE COLLEGE

The goals of San Mateo Middle College include . . .

- helping students adequately prepare themselves for college;
- helping students adequately prepare themselves for a career;
- exposing students to several career opportunities and courses not available to typical high school students;
- providing students the support services needed to be successful in high school and college courses;
- giving students a solid foundation for "life as a college student";
- emphasizing that college can be "for all students";
- giving underrepresented minority students an opportunity to pursue higher education.

## EXPECTED IMPACT ON MIDDLE COLLEGE STUDENTS

The expected impact on students of the Middle College is to . . .

- create a strong connection and identification with a community of learners;
- increase motivation and engagement in project-based learning;
- accumulate college credit and prepare for college admission.
- increase maturity, independence and evidence of coping skills;
- pursue work experience and exploration of career options;
- graduate from high school;
- improve attendance and academic achievement.

## COLLEGE OF SAN MATEO MISSION STATEMENT

College of San Mateo, the first community college in San Mateo County, is an open-access, student-focused, teaching and learning institution which serves the diverse educational, economic, social and cultural needs of the community. By offering comprehensive, quality programs and services, College of San Mateo educates students to participate successfully in a changing world.

## SAN MATEO UNION HIGH SCHOOL DISTRICT MISSION STATEMENT

The mission of the San Mateo Union High School District is to provide each student with a stimulating and challenging learning environment that promotes intellectual growth, creativity, respect for self and others and physical and mental health. The primary goal is that all students achieve their maximum potential.

### ACADEMICS

The Middle College program is a rigorous program, in which high school juniors and seniors simultaneously enroll in high school and college courses at the College of San Mateo. A major goal of the program is to prepare students for college level work. While we recognize that some students may enter the program with lower GPAs due to various reasons, the goal and expectation of the program is that students will improve and achieve at a higher level while attending Middle College. Students and families should be aware that if a student does not experience greater success or if a student's performance worsens, then this program is not likely an appropriate placement. In short, students must develop and/or maintain good academic standing while enrolled in Middle College or risk being replaced at the home school or transferred to San Mateo Adult School, or Peninsula Alternative High School.

Good academic standing means....

- The student earns grades of C or better in their high school and college classes.
- The student maintains enrollment in a minimum of seven college units each semester (not including CRER classes).
- The students may only be enrolled in **one** online course per semester.
- The student does not have a pattern of withdrawing from college classes over multiple semesters.
- The student's behavior and academic integrity are above reproach.
- The student will meet the high school graduation requirements without the need of more than one online course by the end of the spring semester of the student's senior year.

Students admitted to the program with overall GPAs below 2.0 must attend a weekly Required Office Consultation (ROC) with the two Middle College instructors. When improvement is evident, this requirement may be removed.

Students with limited success in mathematics should note that there is a CSM placement examination and that students may be required to re-take math classes they have already passed. In this regard, it is important to note that the SMUHSD or CUSD does not give credit towards graduation for courses already passed. For example, if the placement exam puts a student back in Algebra 1-2 (Math 820 or 890) and they received a C or D in Algebra 1-2 at the home school, the students can use the new grades to replace the previous grade. However the student cannot earn new math credit. Students who have not yet finished Geometry 1-2 and Algebra 1-2 with grades of C or better by the time they enter Middle College

may struggle and may not be appropriately placed in this program. This struggle intensifies for students entering in the second semester of their junior year or in their senior year.

To help ensure student success, Middle College has designed an Academic Performance Contract, highlighting areas that students and parents need to review, areas that will contribute to the student's success in the program.

Middle College students must take three required high school courses during each semester they are enrolled in the Middle College program. The courses adhere to the SMUHSD-approved curriculum and satisfy high school graduation requirements.

**REQUIREMENTS FOR 2019-2020 SCHOOL YEAR  
(FOR SENIORS AND JUNIORS ENTERING IN FALL 2019)**

**Junior (Fall)**

English 3  
US History 1  
Advisory  
*Seven other college units*

**Junior (Spring)**

English 3  
US History 2  
Advisory  
Volunteering Program (minimum 24 hours/semester and optional)  
*Seven other college units*

**Senior (Fall)**

English 4  
Government  
Advisory  
*Seven other college units*

**Senior (Spring)**

English 4  
Economics  
Advisory  
*Eleven college units*

Students first enroll in courses that meet high school graduation requirements, then students will fill the remainder of their schedules with CSM courses. For many courses, students can earn both high school credit and college credit.

Students enrolling in the Middle College program should plan a program of study, which will meet their educational and professional goals. Their objective may be to remain at College of San Mateo or to transfer to another community college or a four-year college or university. Depending on the program they follow, students also may receive an Associate in Arts (A. A.) or an Associate in Science (A.S.) degree. On the other hand, the student's objective may be to enter an occupational field after becoming qualified through one of numerous Associates in Arts/Science degree programs or through one of several certificate programs.

Students should consult with Middle College staff members and CSM counselors to determine which courses will satisfy General Education requirements, which courses may lead to an A.A. or A.S. degree, and which courses are transferable to another college or university.

**Volunteering Program (optional for juniors)**

Students are encouraged to serve their community, pursue their educational experience beyond the campus, and further their academic goals using voluntary service in non-profit agencies, the public sector or educational institutions. Students meet first with their agency supervisor and then their instructor in

order to develop well-defined learning objectives. At the end of the course, students write an assessment report about the volunteer job. Students volunteer a minimum of 24 hours per semester.

### **Internship/Volunteer Program (optional)**

A goal of the Middle College program is to help students adequately prepare themselves for a career. Students are encouraged to serve as an intern or a volunteer in a career-related field. Students identify careers they'd like to pursue while in the Middle College program and in college. Then the students locate a local business or organization at which they'd like to work to gain valuable insights into a selected career.

Ideally, students will complete the internship/volunteer component during the fall semester of senior year. Interns work at least 24 hours per semester. Students will identify workplace issues and compile data during their internship. Students then create an implementation plan for a student-generated project and present their findings during the spring semester.

### **Advisory**

Students are required to take these courses during each semester in Middle College. Students attend one of three advisory sessions, either from 8:10-9 a.m. or 11:10-noon (M-F) or from 2:10-3 pm (M,W,F). Students are graded for this course based on activities, attendance, participation, behavior and appointments with teachers.

*Read the College of San Mateo 2019-2020 catalog for specific course, program and transfer information.*

## **ALTERNATIVES FOR STUDENTS**

While the hope is that all students who start the Middle College program will successfully complete the program, some students will not stay in the program because of various reasons.

Early in the semester, students can be returned to their home school. After the first six weeks of the SMUHSD semester, students may be unable to return to their home school due to the inability to receive full credits for high school classes. In that case, the Middle College program will seek alternatives for students. Some options may include transferring a student to Peninsula Alternative High School, or Adult School. In both cases, students will be referred to those programs by the Middle College administrator. Independent Study may be available to some students.

The Middle College staff will work with students who plan to graduate one semester or one year earlier than their graduating class. Students must consult with staff to arrange for an expedited educational plan.

## **WITHDRAWALS**

Students who plan to withdraw from a class must meet with the Middle College administrator or advisor before making any changes. Any schedule changes must be approved by a Middle College staff member. Student will need to fill out an add/drop form (supplied by Middle College) and submit the completed form to the Middle College Office. Changes cannot be made using the Websmart on-line system.

## **CLASS ATTENDANCE**

Regular attendance in class and laboratory sessions is an obligation assumed by every student when enrolling in Middle College. When absent, a student misses both the content and continuity of a course. When absences place him/her in jeopardy academically, the instructor may drop the student from class. In all cases, it is the instructor's prerogative to determine when absences are excessive. A college instructor has the right to drop a student from class when such absences jeopardize the student's opportunity to complete the class work or to benefit from the instruction. A guideline used by many

instructors is that excessive absence is represented by twice the number of hours class meets in one week for semester-long courses and one-ninth of scheduled meetings in classes which meet for less than a full semester.

Students are strongly advised to attend the first class meeting for all classes. If students cannot attend, they should notify the instructor in advance. Without prior notification, a student may be dropped by the instructor and a waiting list student may be admitted in his/her place.

Middle College requires that students attend all classes. However, students usually are allowed no more than eight (8) absences (excused or unexcused) from high school courses per semester. Students who miss more than five (5) consecutive days must return to school with a doctor's note.

Middle College is required to verify all absences. Parental and student assistance in this area will avoid the need for staff members to call home. Parents/guardians should call the Middle College office at (650) 574-6536 and leave a message regarding the student's absence. Students whose parents did not call must report to a Middle College staff member upon return to school and present a note from the parent/guardian. Absences not cleared after 72 hours are considered truancies.

Absences are excused 1) for personal illness, death, or serious illness in the immediate family; 2) when the student is representing the school in a school-sponsored activity; and 3) for observance of recognized religious holidays and validated court appearances. Any absence not covered in the above categories will be considered an unexcused absence. When a student has an unexcused absence, teachers are not obligated to give make up work. If a student has an excused absence, it is the student's responsibility to make up assignments and missed tests.

Each student is responsible for attending all classes on time. Teachers require punctual attendance from their students and may assign penalties for students who come to class late. The Middle College teachers and administrators will verify student attendance and punctuality in the non-high school courses. Students who don't comply with attendance and punctuality issues may be removed from Middle College.

### **Final Examinations**

The dates and times for finals for high school courses will be determined at the start of the semester. The high school English and social science classes will continue to meet during the time when students may be taking finals for their other classes.

## **GRADES**

In the high school courses, students will receive two progress reports and a final report card. Progress report grades are distributed after six weeks and after twelve weeks. The grades will be mailed home by the Middle College staff. Additionally, students will receive progress reports and final grades from the SMUHSD home school. These progress report grades should be identical to the grades the student received from the Middle College program.

Middle College also sends three-week interim progress report to students who are struggling in their high school classes. Parents/guardians and students can meet with or contact the teachers or the administrator at any time during the semester to discuss the student's progress in the college or high school classes. Parents and students can review high school grades and assignments at [www.engage.com](http://www.engage.com)

Most college instructors issue midterm progress reports after nine weeks in the semester. These grades are mailed home to each student. Middle College asks college instructors to give us a progress report for the college classes. If instructors respond, the Middle College staff sends those reports home. However, the college instructors are not obligated to give the Middle College progress reports.

College of San Mateo does not mail home final semester grades. Instead those grades are posted on the CSM website for students to view. Two weeks after the semester concludes, parents/guardians may request college grades from the Middle College staff.

## DISCIPLINE

All members of the San Mateo County Community College District and the San Mateo Union High School District share the responsibility for preserving the freedom to learn. The college's policies and procedures are designed to safeguard this freedom. Students attending any college of the San Mateo County Community College District or attending any school of the San Mateo Union High School District will have full access to the rules and regulations under which these colleges and high schools operate and will be assured an impartial hearing in instances when a regulation allegedly is violated.

Students enrolled in the San Mateo County Community College District and the San Mateo Union High School District are expected to conduct themselves as responsible citizens and in a manner compatible with the community college function as an educational institution. Students are subject to civil authority and to the specific regulations established by College of San Mateo and by the San Mateo Union High School District. Violators shall be subject to all disciplinary action, including possible cancellation of registration in the community college district and may be denied future admission to the colleges of the San Mateo County Community College District.

The Middle College administrator must recommend expulsion for a) causing serious physical injury to another person; b) possessing a firearm, knife, explosive, or other dangerous object; c) unlawful sale of a controlled substance; and d) robbery or extortion.

### **Alcohol, Drugs**

San Mateo County Community College District and College of San Mateo, as well as the San Mateo Union High School District, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibit the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on district or college property or at any function sponsored by the district or college.

### **Weapons**

The San Mateo Union High School District has a Zero Tolerance Policy for weapons or dangerous objects of any kind. Weapons include, but are not limited to guns, replicas of guns, pellet guns, and knives of any kind—penknives, Swiss Army knives, Boy Scout knives, etc. Students found in possession of any weapon or dangerous object will be removed from the Middle College program and recommended for expulsion from the San Mateo Union High School District.

### **Smoking**

California State Law prohibits smoking on school campus, and at any school-sponsored event. Students in violation of smoking on campus will be warned, parents will be contacted, and if necessary, an administrator-parent-student meeting will be held. Students repeatedly in violation of this rule will be removed from Middle College.

### **Fireworks**

Fireworks, firecrackers, or any explosives are illegal and must not be brought on campus under any circumstances. Possessing these items on school property is a violation of state and local law. Students bringing such items to school are subject immediate suspension, removal from Middle College and police action.



### **Gambling**

Coin pitching, dice, or any other forms of gambling are causes for removal from Middle College.

### **Theft and Possession of Stolen Property**

The sense that one's personal belongings are safe from theft is an important element of a positive campus atmosphere. Both theft and possession of stolen property are violations of law. Those who are caught stealing or in the possession of others' property will be subject to arrest by the San Mateo Police Department and removed from Middle College.

### **Graffiti/Vandalism**

Damage to school property or another person's possessions is illegal. Students who vandalize or damage property will be subject to arrest by the San Mateo Police Department and removed from Middle College. The Education Code of California states that any pupil who defaces, damages, loses, or destroys school property, including books, may be suspended or expelled, and the parent or guardian shall be liable for such damages. It is up to the parent and student to pay for damages. Students guilty of such offenses may not be allowed to return to school until the parents have made complete restitution or have started on a program of payment to which the school agrees.

### **Fighting**

Fighting of any kind is strictly prohibited on the CSM campus. Anyone taking part in a fight will be suspended and may be removed from Middle College. Students are encouraged to bring their disputes to the office before they become physical fights. Any student instigating, encouraging, or abetting a fight will be subject to suspension. Any student at the scene of a fight who fails to disperse or in any other way fails to cooperate when so directed by campus authorities is liable to suspension for defiance.

*Read the College of San Mateo Student Handbook in the 2018-2019 catalog for more information.*

## **BULLYING AND HARASSMENT**

Harassment or bullying of students or staff is taken very seriously. This includes, but is not limited to, cyber bullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

## **SEXUAL HARASSMENT**

It is the policy of the San Mateo Middle College High School to promote a school environment free from all forms of harassment, including sexual harassment. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual and physical conduct of a sexual nature where the conduct is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. The procedure for filing a sexual harassment complaint is covered in SMUHSD District Policy 114.4. Students, parents and staff are encouraged to report immediately incidents or sexual harassment to the principal or designee. The complete policy is available in the Middle College office.

## **CHEATING**

Cheating is unfair to those students who seek honest appraisal of their ability and effort. One of the responsibilities of the school is to create a climate where a student can be proud of honest accomplishments and achievements. Middle College employs a value system that accepts honest work and honest endeavor and looks upon deviations from this goal as repugnant.

Listed below are the behaviors that define cheating:

### **Taking information**

- Copying homework assignments from another student.
- Working together on a take-home test or homework when not specifically permitted by the instructor.
- Looking at another student's paper during an examination.
- Looking at a text or notes during an examination when not specifically permitted by the instructor.
- Providing information
- Giving work to another student to be copied.
- Giving answers to another student during an examination
- After taking an exam, informing students in another section of the course of questions that appear on the test.
- Providing a term paper to another student.

### **Plagiarism**

- Copying homework answers from a text to hand in for a grade.
- Failing to give credit for ideas, facts or conclusions derived from another author. Failure to use quotation marks when quoting directly from another person, whether a paragraph, a sentence or a part thereof.
- Submitting a paper purchased from a "research" or term paper service, or submitting an assignment or paper taken from online services.
- Retyping a friend's paper and handing it in as a student's own work.
- Taking a paper from house files and handing it in as a student's own work.
- Claiming credit for artistic work done by someone else such as a music composition, photos, painting, drawing, sculpture or design.

### **Other examples of academic dishonesty**

- Planning with one or more fellow students to commit any form of academic dishonesty together.
- Giving a term paper to another student knowing that student will plagiarize it.
- Having another student take an exam, or do a computer program or lab experiment.
- Lying to an instructor to increase your grade.
- Submitting a paper, substantially the same, for credit in two courses without approval of the instructors involved.
- Altering a graded work after it has been returned, then submitting the work for regrading.

## DRESS GUIDELINES

The San Mateo Union High School District recognizes that the type of clothing and style of hair are a matter of personal choice. Three primary factors influence the District's expectations for what is acceptable. Students are expected to dress in a manner that is not disruptive to the learning process, is safe, and does not construe gang affiliation. Listed below are examples of what the school district considers inappropriate. This list is representative but not all inclusive.

- Suggestive, revealing, or transparent attire that could divert attention from the learning process or may contribute to inappropriate conduct;
- Clothing that does not cover undergarments completely;
- Clothing that does not cover midriff;
- Clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence;
- Clothing that demeans others with regard to gender, race, sexual orientation, religion, etc.;
- Clothing that indicates gang involvement as determined by the school administration and based on consultation with the local law enforcement agency;
- Clothing, jewelry, or accessories which are potentially dangerous; and
- Being barefoot.
- Violations will result in a change of clothing. The student may be required to go home and parents will be notified. Repeated violations may result in disciplinary action.

## LOITERING

The Penal Code Section 626.6 prohibits unauthorized people from being on a campus.

### **Section 653G of the Penal Code - Warning**

Every person who loiters about any school or public place at or near which children attend or normally congregate is a vagrant, and is punishable by a fine of not exceeding five hundred dollars (\$500) or by imprisonment in the county jail not exceeding six months, or by both such fine and imprisonment. This also pertains to visitors for students and guests of students, unless properly cleared. As used in this section, "loiter" means "to delay, to linger, or to idle about any such school or public place without a lawful purpose for being present." Additionally, Middle College students are not allowed to return to high school campuses unless permitted by that school's administrators or authorized by the Middle College staff. Students who don't comply with these guidelines may be removed from the Middle College program.

## CELL PHONES/ "WIRELESS COMMUNICATIONS DEVICE"

Middle College students may possess cell phones or other "wireless communication devices" while at CSM, but these devices need to be shut off during high school and college class time and the phone should not be visible during class.

"Wireless communications device" means a handheld electronic device having the ability to receive and/or transmit voice, text, or data messages without a cable connection, such as cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDA phones (personal digital assistants with wireless communications capabilities), or computers with wireless internet access.

To make phone calls home, students can go to the Middle College office or use a campus phone. Also, parents can leave messages for students with school office staff. Middle College is not responsible for any lost or stolen cell phones or other electronic devices.

Failure to comply with these procedures may result in confiscation of electronic devices or personal property and students may be subject to disciplinary action.

*First offense: Phone or device is taken and returned to student after school, following a meeting between teacher and student. Parent/guardian is notified.*

*Second offense: Phone or device is taken and is returned to student, only after a meeting between parent/guardian, student and teacher.*

*Third offense: Phone is taken and is returned to parent during a meeting between, parent/guardian, student, teacher and administrator. Student is suspended one day.*

*Fourth offense: Student may be removed from the Middle College program.*

Should a student refuse to hand over a cell phone when requested to do so by school personnel, the consequence will be a one-day suspension.

### TEXTBOOKS

The high school textbooks used by Middle College students will be checked out to the student during the school year. Students are expected to take good care of the textbooks and return the textbooks to the Middle College staff members by the conclusion of the course. Students who do not return the textbooks or who damage high school textbooks will be responsible for paying for a replacement textbook.

Middle College requires that students purchase their own college textbooks from the CSM Bookstore or from an online textbook service. Students will be able to write in and highlight in the books as needed, and later resell the textbook to the CSM bookstore or to an online business for a portion of the original purchase price. Students also can rent books from the CSM Bookstore. Many college students keep their college textbooks and use the books as a resource either for other courses or for occupational experiences.

Middle College has set up an account to help purchase textbooks for students with a financial need. Students who need financial assistance for textbook costs can complete a rationale for fee waiver. See the administrator for more information. These textbooks remain property of the SMUHSD and Middle College. Students who do not return these textbooks or who damage them will be responsible for paying for a replacement textbook. Student may not write in or deface the textbooks in any way.

The following guidelines have been established for Middle College students who need the program to purchase some or all of the college books:

1. Books for dropped or withdrawn classes must be returned within first two weeks of the semester or student is responsible for purchase price of the book.
2. Students are responsible for the cost of books in courses in which they receive an F or a non-credit grade.

Students are responsible for paying for study guides, workbooks, solution manuals, course syllabi, class supplies or materials, other disposable items, and other non-textbook items.

## **STUDENT FEES**

The College of San Mateo and the San Mateo County Community College District are required to charge fees for high school students who are taking 11.5 or more college units in one semester. Such a student is referred to as a “special admit full-time student.”

Students enrolled in 11.5 or more units are charged the full fee of \$46\* per unit for every unit the student is enrolled in.

Students enrolled in 11.5 or more units by the start of the semester must drop below 11.5 units before the final day to drop classes (usually two weeks after the first day of the semester) in order to avoid being charged for the units. (Consult the class schedule booklet for the exact dates.)

Students who want to take more 11.5 or more units may do so with the permission of the Middle College administrator or counselor. Full-time college students typically take between 12 and 15 college units. So Middle College students enrolled in 11.5 or more college units, in addition to their three high school classes, are taking on a heavy academic load and responsibility.

Students who want to remain in 11.5 or more college units and are unable to pay the full fee may apply for the Board of Governors waiver. This waiver is intended to help students and their families who are unable to afford the college fees. Contact the CSM Financial Aid office.

*\*subject to change*

## **PARKING**

Students will need to complete a vehicle registration card to receive a CSM parking permit. Students who receive a parking permit must park in lots designated for student parking. Parking fees for the fall and spring semesters are \$58 per semester for one vehicle (Fall/Spring permit is \$106). Parking fees for summer school are \$27 per semester for one vehicle. Daily permits may be purchased for \$3. Students with special needs can contact the Disabled Students Center for special parking privileges.

*Read the College of San Mateo Student Handbook in the 2019-2020 catalog for more information.*

## **GUESTS/VISITORS**

Visitors and guests of students cannot be accommodated during the school day. This is particularly true when other schools are through for a semester or out during a holiday period. However, guests are permitted for good and sufficient reasons if the request is made in writing, at least 24 hours in advance. The letter then is presented to a Middle College staff member, who will issue a visitor's pass upon completion of the student visitor application.

## **TRANSPORTATION**

The San Mateo Union High School District will not provide transportation for students to and from College of San Mateo. Students will need to provide their own transportation to CSM and to work experience or internship/volunteer sites. The Middle College staff may make arrangements for students to attend field trips or other excursions. Public transportation, namely SamTrans, runs from cities in the SMUHSD and Half Moon Bay to CSM. Contact SamTrans for more information.

## **CAMPUS CLEANLINESS**

It is important that we keep the college campus, classrooms, facilities and surrounding areas clean.

## **ATHLETICS, DRAMA, BAND**

Students have permission to return to their home school to compete in sports, though several individuals need to be involved in the decision. The Middle College administrator and teachers need to approve of the plan as well as the home school administration, athletic director and coach.

Students may not be excused early from the Middle College classes to participate in athletic practices and games. Middle College students who intend to return for athletics still must enroll in the three required high school classes and must meet California Interscholastic Federation eligibility guidelines.

Although students may be allowed to return for drama or band, most students choose not to participate in the home school activities. For more information, contact the Middle College administrator.

## **BABYSITTING**

Babysitting services are not provided in the Middle College program. Do not bring children or siblings to campus. The Mary Meta Lazarus Child Development Center at College of San Mateo provides services for children from 2 1/2 to 5 years old.

*Read the College of San Mateo Student Handbook in the 2019-2020 catalog for more information.*

## **SCHOOL PICTURES AND IDENTIFICATION**

Middle College students may want to have a CSM student identification card made in the Student Activities Office. Students will be responsible for the cost of the ID card. However, students are responsible for taking pictures at, then obtaining ID cards from, their home schools. Most schools schedule photo sessions in the first month of the school year. Students who want high school ID cards and want their pictures in the home school yearbook must attend the home school photo sessions. Call the home school for more details.

## **HUMAN REPRODUCTION INSTRUCTION**

The San Mateo Union High School District is required by law to notify parents about any class in which reproductive organs and their functions are described, illustrated, or discussed. The courses of study listed below are offered at the College of San Mateo and contain instruction about human reproduction:

<b><u>CSM Course Title</u></b>	<b><u>CSM Course Number</u></b>
General Health Science	Health Science 100
Intro to the Life Sciences	Biology 100
General Principles of Biology	Biology 110
Human Biology	Biology 130
Anatomy	Biology 250
Physiology	Biology 260
General Psychology	Psychology 100
Figure Drawing and Portraiture	Art 206
Life Drawing	Art 207
Courtship, Marriage and The Family	Sociology 110
Courtship, Marriage and The Family	Psychology 110

The courses mentioned above have been taught at CSM for some time, and include material that is appropriate and essential for mature students. Should parents/guardians have questions about the course content or instructional materials, please call the Middle College office.

### ONLINE COURSES

Middle College students are advised against taking online courses. Middle College is intended to give students a feel of college life in a college classroom setting. By taking online courses, students are deprived of that college experience. High school district guidelines prevent students from taking certain online courses. Contact the Middle College administrator for special circumstances.

## SAN MATEO UNION HIGH SCHOOL DISTRICT GRADUATION REQUIREMENTS (CLASS OF 2019-2020)\*

All students must complete a minimum of 220 credits of course work: English (40 credits); Social Science (35); Physical Education (20); Science (20); Mathematics (30); World Languages (10); Fine Arts or Performing Arts (10); Health Education (5); Career Technical Education (10); Electives (40).

<p>Passing grades in 220 credits of course work are required for graduation. Of the 220 credits, 180 must be in the required subjects. The counselor will answer questions you have about requirements.</p> <p><b>PURPOSE OF REQUIREMENTS</b> The San Mateo Union High School District Board of Trustees has set these graduation requirements to ensure that every student satisfactorily completes a minimum course of study which is consistent with the educational philosophy and objectives of the district.</p> <p><b>HOW TO SATISFY THE SUBJECT REQUIREMENT</b> Fifty credits are elective. Students may choose them on the basis of personal interest, college or career requirements, or the need for remedial work.</p> <p>The remaining credits must be taken in specific areas. However, there are usually a variety of classes that meet each requirement with classes designed for different levels of ability and/or interests. If you are not sure which class is best for you, discuss it with your teacher/advisor.</p>	<p><b>English</b> 40 credits</p> <p><b>Social Science</b> 35 which will include Modern World History 1 and 2; Contemporary World Studies, United States History 1 and 2; American Government; Economics</p> <p><b>Physical Education</b> 20 credits, 10 credits completed in grade 9 and at least 10 credits completed in grades 10 or may be deferred to grade 11 based upon student need.</p> <p><b>Science</b> 20 credits, all being science classes. No alternatives or substitutions. At least one course must meet the “d” requirement on the UC “a-g” list, and 10 credits must be in Biological Science and 10 credits must be in Physical Science.</p> <p><b>Mathematics</b> 30 credits, which must include 10 credits of Algebra 1-2. Any course below Algebra 1 does not receive high school math credit.</p> <p><b>World Languages</b> 10 credits to be completed by the end of grade 10</p> <p><b>Fine and Performing Arts</b> 10 credits</p> <p><b>Career Technical Education (CTE)</b> 10 credits</p> <p><b>Health</b></p>
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	5 credits  <b>Electives</b> 40 credits  <b>220 credits REQUIRED MINIMUM</b>
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## The California High School Exit Exam

All students must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. This graduation requirement is mandated by state law (Education Code Section 60851). The exam is divided into two parts: (1) English-Language Arts and (2) Mathematics. Students must pass both parts of the California High School Exit Exam to receive their high school diploma.

### CABRILLO UNIFIED SCHOOL DISTRICT GRADUATION REQUIREMENTS

CUSD students who are attending the Middle College program should contact the Middle College administrator or their home school administrator to verify graduation requirements.

*\*a list of the graduation requirements is available in Spanish upon request; some SMUHSD schools have additional high school requirements. Check with the grade advisor for clarification.*

### MIDDLE COLLEGE GRADUATION

The Middle College program has a graduation ceremony at the end of the spring semester. All Middle College seniors are encouraged to participate in the ceremony.

District guidelines dictate that seniors who don't meet all graduation requirements, including a minimum of 220 credits and passing both portions of the California High School Exit Exam, are not allowed to participate in the graduation ceremony. Also, seniors must have all fees and fines paid, and all books and equipment returned.

Seniors have permission to return to their home school for the graduation ceremony and the senior activities, as long as the student has been in good standing in the Middle College program and receives permission from both the Middle College and home school administration.

Seniors and their parents/guardians should stay in contact with the home school to keep aware of the important dates leading to the home school graduation ceremony. Most schools require that seniors order cap and gown during the fall semester. However, we will work with students to order their graduation items.

Seniors wishing to take senior portraits at the home school must call the school for more information. Middle College is not responsible for notifying students about picture dates.

### REQUIREMENTS FOR CALIFORNIA COLLEGES AND UNIVERSITIES

UC(a-g)	SUBJECT	HS Grad Requirements	College Entrance Requirements***		
			UC	CSU	Community College



A	World History/US History Government/Economics	3.5 years	2yrs	2yrs	*
B	English	4 years	4yrs CP	4yrs CP	*
C	Math	3 years, including 1yr Algebra 1-2. Any course below the level of Algebra 1-2 does not receive high school math credit.	3yrs (4yrs rec.) Algebra 1-2, Geometry, Algebra 3-4	3yrs (4 yrs rec.) Algebra 1-2, Geometry, Algebra 3-4	*
D	Lab Science	2 years, 1yr completed in grade 9 and at least 10 credits completed in grades 10 or may be deferred to grade 11 based upon student need.	2yrs Lab Science (3yrs Rec.)	2yrs Lab Science (3yrs rec.)	*
E	World Language	1 year, completed by end of grade 10	2yrs, same language** 3yrs Rec.	2yrs, same language **	*
F	Visual/Perf. Arts/Fine Arts (Drama/Art/Dance/Music)	1 year	1 year	1 year	
G	Electives	50 credits	1yr of CP Electives 2-3yrs Rec.	1yr of CP Electives	*
	Health Education	5 credits	None	None	
	Career Tech	10 credits	None	None	
	Physical Education	2 years			

\*To be eligible for enrollment at a California community college, a student must be 18 years old, and have a high school diploma or the equivalent of a high school diploma.

\*\*Arrangements can be made for varying proficiency in another language.

\*\*\*For out-of-state and private colleges, consult that college's catalog or the college and career center representatives.

CP=College Prep; Rec.=Recommended

## TRANSCRIPTS

At the end of each semester, students will need to include college grades on their high school transcripts. Students may not select certain courses to place on a high school transcript.

## **COMMUNITY COLLEGE COURSE EQUIVALENCY CHART**

The San Mateo Union High School District has approved a course equivalency chart, granting college credit for particular community college classes. The chart is available in the Middle College office. Contact the site administrator for a copy of the chart.