



2023-2024

GROSSMONT MIDDLE COLLEGE HIGH SCHOOL

Student Handbook

Student Handbook

Grossmont Middle College High School
An Alternative High School on the Grossmont College Campus
A Partnership with Grossmont Union High School District
8800 Grossmont College Drive
El Cajon, CA 92020
619.644.7524
www.middlecollege.guhsd.net

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Grossmont Union High School District Vision Statement:

The Grossmont Union High School District is dedicated to providing a safe and collaborative learning environment which supports academic achievement and social development for all students.

The Grossmont District operates on the premise that success for every student is dependent upon all groups in the organization including teachers, administrators, parents, staff, students, and the community working together to support all students in their development as life-long learners, thinkers, and successful contributors to the community.

Grossmont Middle College High School Mission Statement:

The mission of Grossmont Middle College High School is to provide a bridge from school to career utilizing real life experiences via internships and enriched and rigorous educational opportunities. Our mission is to assist college capable students in the successful completion of high school while concurrently completing coursework that earns college credit and meets freshman entrance requirements.

All students:

- Take English and social science classes with high school instructors
- Successfully complete at least 6 units of college classes each semester
- Present a culminating senior exhibition

Students enrolled in Grossmont Middle College High School are part of the Grossmont Union High School District and are required to adhere to the same behavioral expectations as those students enrolled in any of the other schools in the Grossmont District.

Through our partnership with Grossmont College, students are able to take courses that are not available at most comprehensive high schools, such as: anthropology, American Sign Language, Japanese, philosophy and History of Rock. Students continue to work towards such career interests as medicine, education, and theater while others may change their minds more than once. The options are unlimited and the path is theirs to find.

GMCHS Student Learning Outcomes:

GMCHS students will prepare for success beyond high school by:

1. Expanding their academic experiences through courses not available at traditional high schools.
2. Developing critical thinking skills and social/political awareness.
3. Exploring career pathways through internships and the “world of work.”
4. Becoming effective communicators via the spoken and written word, and through the mastery of technology.

GMCHS 2023-2024 Bell Schedule:

Time:	Monday	Tuesday	Wednesday	Thursday	Friday*
8:30 am – 10:00 am	English 12	English 12	English 12	English 12	English 12
10:05 am – 11:35 am	Am Gov't/Econ	Am Gov't/Econ	Am Gov't/Econ	Am Gov't/Econ	Am Gov't/Econ
11:40 am – 1:10 pm	English 11	English 11	Junior Tutorial 11:40-12:35 English 11 12:40-1:40	English 11	English 11
1:15 pm – 2:45 pm	US History	US History	US History 1:45 - 2:45	US History	US History

Time:	2nd Thursday of every month* modified schedule
8:30 am - 9:30 am	English 12
9:30 am - 10:30 am	Senior College Prep with Mr. Martinez
10:35 am - 11:35 am	Am Gov't/Econ
11:40 am - 12:40 pm	Junior College Prep with Mr. Martinez
12: 40 pm - 1:40 pm	English 11
1:45 pm - 2:45 pm	US History

GMCHS Administration and Staff:

Dr. Sarah Thaller, English Instructor	619.644.7000 x 2424	sthaller@guhsd.net
Social Science, Instructor	619.644.7000 x 2423	TBA
Christina Hazlewood, Admin Asst	619.644.7524	CHazlewood@guhsd.net
Jason Martinez, Counselor	619.644.7000 x 2376	jmartinez@guhsd.net
Dave Napoleon, Principal	619-956-4612	dnapoleon@guhsd.net

Academics:Grade Point Average:

Grades are calculated on a 4.0 scale. (i.e.: A=4, B=3, C=2, D=1, F=0). Honors courses receive an extra point (A=5, B=4, C=3).

- o **College classes** that meet A-G requirements are weighted, and earn honors credit.
- o GMCHS classes (English and social science classes) are honors classes and receive honors credit, also.

Graduation Requirements:

Listed below are the graduation requirements as adopted by the Grossmont Union High School District's Board of Education. Each course passed is worth 5 units per semester (10 per year) and these requirements include the transfer credits from a student's ninth and tenth grade years.

- Social Science 35 credits (3½ years)
- English 40 credits (4 years)
- Math 30 credits (3 years)
- Science 20 credits (2 years)
- Art or World Language 10 credits (1 year)
- Electives 60 Credits
- Physical Education 20 credits (2 years)
- **Technology** requirement met with approved technology course, competency, or testing
- **Post-Secondary Plan** requirement met through a PSP Meeting
- Final **Senior Exhibition** that showcases the GMCHS experience

Schoology and Infinite Campus: Grades may be viewed online at any time through *Infinite Campus*. Infinite Campus is the grade of record through GUHSD. While Schoology is where teachers will provide assignments and resources for class, students should always refer to Infinite Campus for their overall grade in GMCHS classes.

Academic Integrity Policy: Academic dishonesty includes presenting, as a student's own work, material produced by or in unauthorized collaboration with others, or permitting or assisting others in presenting work as their own without proper acknowledgment. Students should never copy work obtained from other written or oral sources without proper acknowledgement of the source. *Students who work "together" on individual assignments, even with permission from the teacher, should not have identical work, unless the assignment specifies one product from a pair or group of students.*

Academic dishonesty includes looking at or copying work from another student or student(s) *with or without their permission*. Academic dishonesty also includes recording, passing on, or making available, in any form (oral, written, digital), information about an exam, test, or quiz to other students. Teachers reserve the right to move a student who is not following proper testing procedures or to confiscate testing materials.

Plagiarism is the use of any idea, or phrasing of an idea, traceable to a single source without proper acknowledgment. Teachers will discuss the specifics of plagiarism in class and how to avoid unwittingly committing it. If students have questions about whether or not what they have written or used in a class assignment constitutes plagiarism, they should always ask!

Turnitin.com: Turnitin.com compares work to all written material available on the internet as well as all papers submitted by students worldwide on Turnitin.com. Students are expected to submit original work and site sources to material as appropriate.

1st Offense: Zero credit, no make-up on assignment

2nd Offense: "Academic dishonesty" notation on discipline record

3rd Offense: Return to school of origin

Note: If a student is dropped from a college class for academic dishonesty, that may be grounds for dismissal from Grossmont Middle College High School.

Grossmont College coursework and grades: At GMCHS, there are no bells, no hall passes, and no campus supervisors; students are college-capable and treated with the same responsibilities and privileges as any other Grossmont College student. On the Grossmont College campus, there are many special interest groups, and we encourage students to get involved and enjoy the full college experience. In most cases, GMCHS students have the same rights and responsibilities as Grossmont College students.

1. The GMCHS counselor must approve all college courses prior to registration to ensure they meet high school graduation and college admission requirements.
2. Students must successfully complete at least **six college units** each semester with a grade of "C" or better to remain in good academic standing.
3. Enrollment in more than 11.5 units requires approval of the counselor and generates a tuition charge of \$46 a unit.

Students are encouraged to contact their professors for a grade report throughout the semester. Final grades are available through [WebAdvisor](#)

Timetable for College Courses:

Important dates and deadlines for college courses are available on the Grossmont College website. In general, from the beginning of a full-semester course, they are:

- **Two (2) weeks to add or drop a class without a withdrawal ("W") on record**
- **Six (6) weeks to apply for Pass/No Pass or Credit/No Credit**
- **Twelve (12) weeks to drop a class with "W" on record**
- **Sixteen (16) weeks in a semester (plus final exams)**

Priority Registration protocol: Grossmont Middle College High School students are fortunate to have Grossmont College priority registration. Listed below is the protocol that Grossmont College requires of GMCHS students. Any questions about this protocol should be directed to the GMCHS counselor.

1. GMCHS students must register for only college courses that have been approved by the GMCHS counselor.

2. GMCHS students register for 6-11.5 units (usually 2-3 classes) on-line on or after their priority registration time.

3. GMCHS students may attempt to crash (add) courses starting the first day of classes. An add code obtained from the instructor is required.

4. The following applies to any middle college student who wishes to enroll in 12 or more units:
- Students must have GMCHS counselor approval and GC Admissions approval.
 - Students will be considered full-time and are no longer exempt from paying fees/tuition for *all* units at a rate of \$46/unit.

Dropping a college course:

Any schedule change requires completion of a schedule change request form and approval from parents/guardians and the counselor prior to any changes.

Steps required before dropping a class:

- Instructors let you know the best way to contact them. **Meet with the college instructor;** most have regular office hours as noted on the course syllabus. Take advantage of their availability.
- Work with a study group or attend subject-specific tutorials or learning centers on campus.
 - The Math Center in the Tech Mall
 - Science tutors in the lab building
 - The writing center, also available in the Tech Mall
- Meet with your counselor to **develop a plan** to complete the course
- If all else fails, Meet with the counselor for approval of the drop.

Senior Exhibition: Juniors and Seniors at GMCHS must complete an online portfolio of their learning and growth during their time here. The purpose of the portfolio is for you to reflect on your growth as a student over the course of your tenure at GMCHS. Building an online portfolio will also give students experience with creating and managing tech tools. The portfolio grade will be considered part of the final for each semester in your CTCR course.

Tutorial: Designed to support junior students in their college level math courses, tutorial is a once a week dedicated time built into the school day where students receive support or provide support in academic coursework. Attendance is mandatory.

Critical Thinking and College Readiness: CTCR is the third course GMCHS students attend. Built into the existing bell schedule, students build critical thinking skills through activities and discussions; additionally, college readiness activities are designed to support our college capable students. Students receive elective credit for this course.

Remediation of Failure: Students who attend GMCHS are college capable and should demonstrate a skill level where they can pass honors level coursework. In the event of a course failure, students must meet with the academic counselor to plan remediation of grades. Options include community college summer courses, GUHSD summer school, or personalized plans with the teacher. Students who fail multiple courses may be recommended to return to the school of origin.

Academic Standing and Academic Probation: To participate in activities in which students represent GMCHS, students must remain in good standing by meeting minimum expectations, which include:

- No **D** or **F** grade in any high school or college class

2. Successful completion of at least **6** college units each semester
3. Completion of "Schedule Change Request" prior to dropping a class
4. Satisfactory conduct and effort which may include:
 - o No excessive absences or tardies
 - o No late or missing work
 - o Active class participation

Failure to meet minimum expectations will result in academic probation during the following eight weeks, or to the end of the semester, depending on the student's progress. Probation will be cleared once the student meets minimum expectations during the next 9-week grading period.

Students who meet minimum expectations with progress report grades (at 9-weeks), may serve as GMCHS representatives.

Students who do not meet minimum expectations may not be invited to return to Middle College.

Honor Graduates: Students are recognized at graduation for earning a 3.5 or higher, cumulative grade point average along with outstanding citizenship. Honors graduates will be determined after 7th semester grades in conjunction with 8th semester high school progress report grades.

Valedictorian and Salutatorian Selection: The GMCHS **Valedictorian** and **Salutatorian** will be selected by the staff from among the top students in the class, based upon the following:

- **Outstanding academic record** as reflected in the accumulated transcript at the end of the 7th semester in conjunction with 8th semester high school progress report grades.
- **Depth, breadth and rigor of studies**
- **Excellence in comportment** (behavior and attitude/ respect), reflecting the highest ethical standards.

Students on academic or behavioral probation may be excluded from consideration.

Attendance Policy: Students can only benefit from and make the most of their educational opportunities if they attend school regularly and on time. There is a clear connection between student attendance and student performance in school and consistent attendance is a key factor to the success a student achieves at school. Absence from school limits a student's educational opportunities, which can have a direct impact on their grades, academic achievement, self-esteem, and ultimately success in future endeavors.

If students are healthy and can attend school, please support regular attendance. Whenever possible, schedule doctor appointments and other non-school activities outside of the instructional day. 90% attendance sounds good, but means that a student misses:

- One half day each week
- Nearly four weeks every school year
- Over one school year in a school career

Absences: Parents must notify the school of the reason for their student's absence, as soon as it is known a student will be absent, or within 24 hours. School Administrators will classify the absence as excused or unexcused according to Ed. Code 48205, which stipulates that absences are excused only if they meet one of the following criteria:

1. Personal illness*
2. Health department quarantine
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for an immediate family member
5. Jury duty or any other court order (such as a subpoena) requiring a personal appearance
6. Exclusion for failure to present evidence of immunization
7. Observance of a religious holiday
8. Military Family reunification

Any absence, for a reason other than those listed above is UNEXCUSED.

Per Assembly Bill No. 983: Absences associated with suspension or student discipline will be treated as excused absences and students will be provided homework that they would otherwise have been assigned. Teachers may elect not to grade homework given during a suspension, but they may not then include the assignments as part of the suspended student's grade if they were turned in by the student in a timely manner.

How to report an absence:

Please notify the school office of your student's absence by calling the GMCHS office at 619-644-7524

Students should communicate with instructors (high school and college) if class must be missed.

Per FERPA, The GMCHS office does not communicate with college instructors on behalf of students. College instructors expect students to attend class. Students may be dropped from a class without warning if as many sessions as are offered in a week are missed. Students should consult their college class syllabi for individual course attendance expectations.

Tardies: Students are expected to be in class on time. Punctuality is an important life skill. Tardiness is disruptive to class and is inconsiderate of teachers and fellow students.

Truancies: Truancy is defined by California Education Code 48260 as a student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant.

Cell phone and electronics policies: GMCHS encourages students to be mindful of bringing expensive electronic devices to school, and assumes no responsibility for loss or damage of any such items. Students may appropriately use electronics before school, between classes or after school. During class time, cell phones must remain off during class. In case of emergency, family members should contact the GMCHS office and NOT the student's cell phone.

Under NO circumstances are students permitted to talk or text on cell phones during class time. Students may use laptop computers in the classroom for educational activities. Laptops are not to be used for any non-educational purpose during class time (games, social media, email, etc.)

- **First offense:** Confiscated by the teacher and returned to the student at the end of the class period. Parent/Guardian notified via email.
- **Second offense:** Kept in the school office until the end of the school day, then returned to the student.

- **Third offense:** Kept in the school office until a parent comes to pick up the device. Devices will not be returned to the student. Parent pick up is mandatory.
- **Additional offenses:** Kept in the school office until a parent comes to pick up the device.
 - A parent, student, and Assistant Principal conference is required.
 - Possible loss of electronic device privileges on campus.

Discipline policies: Per GUHSD board policy 5144, the Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Suspendable offenses may result in immediate removal from GMCHS. They include, but are not limited to, the following:

- Any use of drugs, alcohol, or tobacco while on the Grossmont College campus, or while attending any GMCHS sponsored activity
- Use of vulgar or hateful language, or repeated offenses of disrespectful behavior towards the teachers or staff of GMCHS
- Fighting or causing serious physical injury
- Possession of a dangerous object (knife, firearm, explosives, etc.)

Disciplinary steps for non-suspendable infractions may include the following:

1. Student-Teacher/Counselor contact, parental notification
2. Student-Administrator contact, parental notification
3. Student-Parent-Administrator-Teacher/Counselor meeting
4. Return to school of origin

Visitors and Guests: Students who are interested in applying to GMCHS are welcome to visit. Notify the GMCHS office prior to the visit. There are no provisions for visitors otherwise.

Parking: Students may obtain parking permits online by logging into WebAdvisor. The purchase of a parking permit does not guarantee a parking space will be available. Student parking permits cost \$40, and are static cling so they may be transferred to another vehicle only if owned by the same person. The permit must be clearly displayed on the front window, either side, inside the lower corner.

Disabled Placards: All students or staff displaying a disabled placard also must display a GCCCD parking permit. There are a limited number of permits available through EOPS, ARC and DSPS offices for those who demonstrate need.

Emergency procedures: We want to provide for the safety and security of our students and their families in case of an incident. If an incident occurs, we ask that students who are not in the GMCHS classroom but may be in a college class, on the college campus, at their internship, or en route to school do the following:

Contact the GMCHS office, via phone or email, as soon as is practicably possible (phone 619-644-7524, e-mail CHazlewood@guhds.net or fax 619-644-7011). Let us know that you are safe, where you are,

and your plans to reunite with your family.

Campus Safety: The Grossmont Police Department provides 24/7 police services to persons and property. Campus Police are sworn police officers and have full law enforcement powers. It is unlikely that students will need the services of the campus police; however, it is important to have this information.

Emergencies, criminal activities, or other incidents may be reported at any time, day or night by calling...

- Emergencies 911
- Grossmont College Police 619-644-7654
- El Cajon Police 619-579-3311
- San Diego Sheriff 858-565-5200

It is important to be aware of your surroundings at all times. Emergencies and other requests for services can be reported to the Grossmont College Police by using one of the **Call Boxes** located in the parking lots. The District Police provide **safety escorts** to anyone on district property who is in fear for their safety, especially during evening hours.

Direct questions or concerns to a GMCHS staff member.

College Registration Fees (per semester):

1. Enrollment fees of \$48/unit are **waived** for GMCHS students up to 11.0 units
2. Student representation fee of \$2 is **required** for GMCHS students
3. Health fee of \$22 is **required** for GMCHS students
4. Parking fee is \$40

Self Service:

In order for students to register for college classes, they need to create an account on Self-Service, which can be accessed on the Grossmont College website. How to log into Self-Service and to get your College ID #.

1) go to grossmont college web page <https://www.grossmont.edu/index.php>

2) in upper right corner, select Self - Service :

<https://selfservice.gcccd.edu/Student/Account/Login?ReturnUrl=%2fStudent>

3) Your User name is: First Name.Last Name

If you have a common name, you might have numbers after it. If this is the case and you do not know them, please do the Forget your user name and see what the numbers are.

4) Your Password is: six digit date of birth. (It is only your date of birth if this is your first time signing in.) If you do not remember your password, please do the Forgot your password.

5) Once you are logged in to Self-Service, go to the three lines in the upper left corner.

6) Go to: User ID/Profile

7) Under your name, you will see your student ID number. It should start with 09...

If you are still having trouble, please contact Ms. Hazlewood @ 619-644-7524

Once on the site, click on the "Students." Then, under "User Account," go to "I'm New to Web Advisor." Follow the instructions to set up an account. Your user name is typically firstname.lastname.

Use Self-Service to:

- Change password
- Make a payment using a credit card
- Complete College Math/English Questionnaire for class placement
- View Assessment results
- Search college course schedule
- Register for college classes
- Add/Drop/Waitlist college classes
- View “My Class Schedule”
- View grades by term
- View academic history (all college grades)
- Purchase a parking permit using a credit card
- View “My textbooks”

College Textbook Resources: Students are required to purchase (new or used) or rent their own college textbooks and supplies. If any equipment that has been issued to a student is lost, stolen, or broken the student will be required to pay for it.

Sources of Textbooks:

[Grossmont College Bookstore](#)

[Amazon Textbooks](#)

[Ebay](#)

[Barnes and Noble Textbooks](#)

[Chegg](#)

[DirectTextBook](#)

[ECampus](#)

Family Education Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act declares that “no one outside the institution shall have access to nor will the institution disclose any information from the student’s education records without the written consent of students...” (Grossmont College Catalog).

College Admission Websites

“A-G” Course List :California High School UC certified course list; includes the courses that have been certified as fulfilling the “a-g” subject requirements for admissions to California State Universities.

Assist: ASSIST shows how course credits earned at one public California college can be applied when transferred to another.

Cappex: A college and scholarship search engine for new and transferring students

College Board: provides information on all tests and products produced by the College Board, as well as excellent college admissions information.

[California Colleges](#): makes finding and applying to a school in California a snap. It helps students find the school that best meets their interests, financial aid, transferring units, etc.

[College Navigator](#) () Identifies schools based on criteria such as location, size, degree programs, test scores, etc.

[College Xpress](#): College and Scholarship search feature

[Fast Web](#): the largest, most comprehensive free scholarship and search service.

[FinAid](#): One of the most comprehensive collections of information about student financial aid on the web.

[HACU](#): Hispanic Association of Colleges and Universities represents more than 300 colleges and universities committed to Hispanic higher education success.

[HBCU](#): The website for historically Black colleges and universities.

[Hillel](#): Extensive resources for Jewish students.

[Kaplan](#): Test prep and college comparison information.

[My Options](#): myOptions is the nation's largest free college and career planning program

[Niche](#): A resource to help students narrow down the college search, includes data, reviews, and other information.

[Petersons](#): Information about colleges and universities, summer opportunities, financial aid, test preparation, and career exploration.

[Princeton Review](#): Information on colleges and universities, careers and test preparation.

[Western Undergraduate Exchange](#): has a list of colleges and universities that offer reduced out-of-state tuition in the West.

Testing Information

ACT and SAT:

The California State University (CSU's) and the University of California (UC's) no longer consider SAT or ACT exams as part of the admissions process. Students applying to private universities or out of state universities should look at each individual colleges' admissions criteria to determine if the SAT or ACT is required.

To register for the ACT go to www.act.org

ACT Registration (No Writing) Fee is \$63.00

ACT Registration (Plus Writing) Fee is \$88.00

To register for the SAT, go to www.collegeboard.com

SAT Registration Fee is \$55.00