MIDDLE COLLEGE
AT CONTRA COSTA COMMUNITY COLLEGE
2020-2021 APPLICATION FOR ADMISSION

THE APPLICATION DEADLINE IS MARCH 21, 2020
Applications that are incomplete or late WILL NOT be accepted.

FOLLOW THE INSTRUCTIONS BELOW EXACTLY.

1. Read the entire application thoroughly to determine eligibility and requirements.
2. The application and all responses must be completed in BLUE or BLACK INK only.
3. The student must complete pgs. 5 & 6 with no assistance.
4. A parent or guardian must complete pgs. 4 & 7 (assistance is okay if needed).
5. A current English teacher must complete pg. 8.
6. A current Math teacher must complete pg. 9.
7. Your counselor must complete pg. 10 and include the necessary requested information.
   If your school does not have a counselor, an administrator or his/her designee may complete this portion of the application.
8. Provide verification of WCCUSD residency, 2 years enrollment in CA schools, & parent ID.
   See pg. 11 for examples of acceptable proof.
9. Enclose pgs. 4, 5, 6, 7, 8, 9 & 10 and all requested documentation. Do not fold. Do not staple.
   Use the checklist on pg. 11 to ensure all documentation has been collected and included.
10. MAIL YOUR APPLICATION by the March 21st deadline to:
    Middle College High School
    ATTN: Kris Moore
    2600 Mission Bell Dr.
    San Pablo, CA, 94806
    Anything postmarked after March 21st will be discarded and a non-acceptance letter automatically mailed.
11. Please keep pages 1, 2, 3 & 11 for your records. DO NOT SEND THEM BACK TO US.

APPLICATION PROCESS:
Mail completed application and all required documentation by the deadline.
MCHS/CCC Selection Panel will review each application.
Letters of Acceptance/Non-Acceptance will be mailed by June 5th,
A response will be required for acceptance by June 18th or you will forfeit your space and it will be offered to another student.

PLEASE NOTE:
• Applications that are illegible, incomplete or missing requested information will be discarded and will not be considered.
• Do not fax, email or submit in person, anything to MCHS or CCC. All paperwork must be submitted TOGETHER by MAIL ONLY. Do not fold, or staple any paperwork. Paper clips are okay.
• Late applications will be discarded and will not be considered.
• All teacher and counselor recommendations MUST be submitted with the application. If it’s submitted in a sealed envelope, DO NOT OPEN. If a teacher/counselor refuses to provide a recommendation, please write that on the recommendation form and submit.
• MCHS is open to WCCUSD residents only, regardless of transfer status within the district.
• If we are unable to reach you by the address or phone numbers provided, your application may be denied. Please call us with any changes.
• MCHS does not have an appeals process. Spaces are limited and all decisions are final.

PLEASE DO NOT CONTACT MCHS OFFICES REGARDING YOUR APPLICATION STATUS PRIOR TO JUNE 15, 2020.
KEEP THIS PAGE FOR YOUR RECORDS
TO: Prospective Middle College High School Applicants, Parents, and Guardians:

Thank you for considering Middle College High School (MCHS) for your high school program. Before completing the application, we request that you give careful consideration to the information below to determine if MCHS is the most suitable educational experience for you. Please make special note of the expectations you and your child will be agreeing to if s/he is accepted at MCHS.

**About MCHS**

MCHS at Contra Costa College (CCC) was established in 1989 as a collaborative effort between the WCCUSD and CCC. The program is structured to provide successful, challenging, and meaningful experiences for students identified as high risk of not meeting their full academic potential in a traditional high school setting.

Students in grades 9-12 are not only offered the opportunity to earn a high school diploma and meet the university a-g entrance requirements, but also take college courses for which they receive college credit through concurrent enrollment. By following the MCHS educational plan, students can complete upwards of 60 units of general education transfer credits. All MCHS students gain job skills through mandatory internships on campus or in the community.

Our students earn scholarships and honors commensurate with those of traditional high schools. Our Ed Plan provides students with the opportunity to earn credits towards an AA degree in Liberal Arts: Math and Science. Many students opt to stay an additional fifth year at CCC to complete their lower division requirements before transferring to a four-year college or university, often with college junior status.

MCHS currently has a population of approximately 300 students, allowing for smaller classes and personalized attention from both college and high school faculty and staff.

**Eligibility and Target Population**

The criteria considered in determining MCHS student eligibility are:

- Current resident of the WCCUSD school district, and have lived in California for at least 2 years.
- Exemplary attendance (no more than 70 period absences/10 days/2wks in Semester 1) and exceptional behavior.
- Demonstrated ability in reading, writing and math (reflected by student responses on application, standardized test scores, marks earned, counselor and/or teacher recommendations).
- Evidence of being “at risk” of not performing to potential at a traditional high school (total application).
- Demonstrated ability to make mature, independent, and productive choices and to succeed in challenging college and high school classes.
- Demonstrated willingness to be challenged intellectually.
- Demonstrated desire to make education a priority over social and recreational interests.

**KEEP THIS PAGE FOR YOUR RECORDS**
ATTENDANCE POLICY

Middle College High School follows the same calendar as Contra Costa College, NOT the WCCUSD calendar. Our school year is configured differently to coincide with Contra Costa College’s schedule. This means that we start much earlier than the other schools, usually the first week of August, and conclude at the end of May. Attendance to all high school and college classes is mandatory. If a student must miss a college class for any reason, he or she is responsible for notifying the college professor. Any absences from high school classes must be reported to the MCHS main office within 5 days or they will be considered unexcused, and you will not be eligible to make up missed assignments. Excessive absences, whether excused or not, will result in the student being dropped from our program and referred back to their school of residence.

ENROLLMENT AGREEMENTS

If accepted to MCHS, students must agree to ALL of the following expectations:
- Be punctual and maintain excellent attendance in all classes, both high school and college.
- Take responsibility for his/her own learning, behavior and success.
- Devote a minimum of two to three hours each evening to homework, studying and reading.
- Behave in a manner that shows respect for the college, school facilities, and equipment.
- Understand that our existence on the college campus is a privilege, not a right.
- Demonstrate the ability to make mature, independent, productive choices, and accept responsibility for those choices.
- Understand that MCHS is a high school which focuses on academics, and has no organized athletics and few student body activities.
- Maturely handle flexible scheduling and be able to make productive use of unscheduled time.
- Adhere to technology agreements of CCC and WCCUSD.
- Complete all WCCUSD and MCHS graduation requirements.
- Plan to continue in college after graduation.
- Understand that s/he may be dropped from MCHS and referred back to the school of residence if he or she does not maintain a 2.8 GPA, receives any mark lower than a “C” in any college class, exhibits inappropriate behavior, or fails to maintain exemplary attendance.

If the student is accepted to MCHS, parents must agree to ALL of the following expectations:
- Provide a minimum of two to three hours each evening for the student to do homework, study and read.
- Ensure that the student has transportation to get to school every day and on time.
- Support daily attendance, and call the school to report any absence from a high school class.
- Schedule family vacations when school is not in session. Vacations, incl. out of country are not excused.
- Attend and participate in parent/school functions, including Parent Nights.
- Keep up on MCHS activities by reading all material sent home and visiting our website.
- Understand that MCHS is a high school which focuses on academics, and has no organized athletics and few student body activities.
- Recognize the fact that the student is responsible for his or her behavior, choices, and academic performance.
- Understand that the student may be dropped from MCHS and referred back to the school of residence if s/he does not maintain a 2.8 GPA, receives any mark lower than a “C” in any college class, exhibits inappropriate behavior, or fails to maintain exemplary attendance.

This is a small example of the MCHS expectations for continued enrollment that you must agree to upon acceptance into Middle College High School.

KEEP THIS PAGE FOR YOUR RECORDS
MIDDLE COLLEGE
AT CONTRA COSTA COMMUNITY COLLEGE
2020-2021 APPLICATION FOR ADMISSION

APPLICANT INFORMATION

PLEASE PRINT CLEARLY AND LEGIBLY IN BLUE OR BLACK INK ONLY

STUDENT NAME: ________________________, ________________________ APPLYING FOR GRADE: _______

(First Name) (Middle Initial)

GENDER: ○ Male ○ Female AGE _____ DATE OF BIRTH: _____/____/____ CURRENT GRADE: _______

BIRTH PLACE: ________________________ If born outside of the U.S., please indicate date of entry into the U.S.: ________________________

HOME ADDRESS: ________________________, ________________________, ________________________ (City/State/Country)

HOME PHONE: (__) ______-_____, (__) ______-_____, (__) ______-_____, (__) ______-_____, (__) ______-_____, (__) ______-_____, (__) ______-_____ (House #, Street Name & Apt if applicable) (City) (Zip)

YOUR RESIDENT WCCUSD HIGH SCHOOL: ________________________ CURRENT SCHOOL: ________________________

If not currently attending a WCCUSD school, have you ever attended or been enrolled in a WCCUSD school at any time? Yes ___ No ___

STUDENT’S E-MAIL ADDRESS: ________________________

LANGUAGES SPOKEN AT HOME: ________________________

Are you the first person to attend college in your family? Yes ___ No ___ (if no, who provide name: ________________________)

Do you know someone who attends or attended MCHS? Yes ___ No ___ (if yes, who provide name: ________________________)

If yes, please indicate relationship: □ Parent □ Sibling □ Cousin □ Aunt/Aunt/ Uncle □ Friend/Neighbor □ Other ________________________

Have you attended any other CCC college-related programs (like METAS or College For Kids, etc.)? Yes ___ No ___

If yes, please list which one(s): ________________________

Have you attended any college level classes? Yes ___ No ___

If yes, please list which ones: ________________________ (Attach an unofficial copy of your college transcript)

PARENT/GUARDIAN INFORMATION:

FATHER’S EDUCATION LEVEL: □ Grad Degree □ College Grad □ Some College □ High School Grad □ Non- High School Grad □ Decline

NAME: ________________________ WORK #: (__) ______-_____, CELL #: (__) ______-_____, OCCUPATION: ________________________

(First Name) (Middle Initial) (Last Name)

MOTHER’S EDUCATION LEVEL: □ Grad Degree □ College Grad □ Some College □ High School Grad □ Non- High School Grad □ Decline

NAME: ________________________ WORK #: (__) ______-_____, CELL #: (__) ______-_____, OCCUPATION: ________________________

(First Name) (Middle Initial) (Last Name)

PARENT E-MAIL ADDRESS: ________________________

STUDENT LIVES WITH: □ Both Parents □ Shared Custody □ Mother □ Father □ Guardian □ Other Relative (indicate: ________________________)

PRIMARY RESIDENCY: □ Permanent Housing □ Foster Family □ Temporary Housing □ Shelter □ Hotel/Motel □ Other (indicate: ________________________)

ARE THERE ANY CUSTODY/COURT ORDERS RESTRICTING RIGHTS OF EITHER PARENT: Yes ___ No ___

If yes, please indicate and attach documentation: □ Sole Custody □ Guardianship □ Other: ________________________
Student’s Name (first & last): ____________________________________________________________

Students: In your own handwriting, in your own words, please answer ONE of the following essay prompts. Use blue or black ink only. You may use the back of this page if additional space is needed. Do NOT attach additional pages.

- PROMPT #1: If you had a chance to have a 1-hour conversation with any person (dead or alive) whom would you ask for a dinner and why? Make up a list of questions you would like to ask.

- PROMPT #2: If you were given $100,000 that you had to spend, and the only rule was that you could not keep any of it for yourself, how would you spend it and why?

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STUDENT PAGE

Student’s Name (first & last): ________________________________

Students: Please answer each of the following questions in your own handwriting, in your own words, in the space provided. Use blue or black ink only. DO NOT write on the back of this page. We are looking for you to be able to answer concisely.

1. How did you hear about MCHS? Who and/or what encouraged your decision to apply?

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

2. Imagine you are a Middle College student on a Thursday. For the following week you have a college math midterm on Monday, a 10-page college research paper due on Tuesday, and a high school project due to be submitted online by 11:59 pm Monday night. You only have 5 pages done on your research paper, and haven’t started the high school project yet. Tell us what you would do to prioritize and complete all assignments. (You may use the back of this page for this question ONLY).

_________________________________________________________________________
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3. Please tell us what you think about the attendance policy and enrollment agreements on page 3 of this application, and why.

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

4. Schedules for MCHS students can begin as early as 7:20 am and end as late as 6 pm. Students enrolled in Drama and taking part in various other activities may be required to be at school until 10 pm or later. What kinds of adjustments will you need to make to meet this kind of schedule and still ensure time to devote to homework, studying and socializing?

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

5. Use this space to tell us anything else that you would like us to consider in reviewing your application.

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

By signing below, I attest that the above responses were composed and written by me.

_________________________________________  __________________________________________
Student’s signature  Date
Parents: Please answer the following questions. You may write in your native language, if preferred.

Student’s Name (first & last): ____________________________________________________________

1. How will you support your child in a program that includes taking college courses with adult college students, as well as taking high school courses in a college setting?
   __________________________________________________________
   __________________________________________________________
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   __________________________________________________________

2. Student schedules will have various start and end times each day, and sometimes students will be required to stay late (10pm or later) for some events and productions. How will you support your student in meeting this type of scheduling?
   __________________________________________________________
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3. Describe and explain two examples of how your child fits the profile of a Middle College High School/Contra Costa College student. (How your child demonstrates the ability to make mature, independent, and productive choices, the willingness to be challenged intellectually, the desire to make education a priority over social and recreational interests, etc.)
   __________________________________________________________
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4. Is there anything on your student’s academic, discipline, or attendance record that you would like to address? Yes___ No ___
   If yes, explain:
   __________________________________________________________
   __________________________________________________________
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   ____ I attest that the above responses were composed and written by me.
   ____ I received help from ______________________________________ with the responses on this page.

Parent’s signature ____________________________________________ Date __________________________
ENGLISH TEACHER RECOMMENDATION PAGE – please use this form ONLY
DO NOT EMAIL/FAX/MAIL/ETC. SEPARATELY

Teachers: If you have additional concerns regarding a student that you do not wish to include, or if you wish to revoke your recommendation, please contact the school. Applications submitted without a teacher recommendation will not be accepted.

Check if submitting in a sealed envelope □

Student’s Name (first & last): ____________________________________________________________     Grade Level: _______

Current English Teacher (print name): ___________________________________________________

- Is this an English Language Learner (ELL) student? □ No □ Yes: ELL Level ______
- Does this student have a current IEP? □ No □ Yes - Designation: 504 ____ Speech ___

Choose the box in each category that best represents this student:

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<th>Excellent</th>
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Please rate the student's desire (not the parent) to attend Middle College, 1 being lowest: 1 2 3 4 5

Additional comments:__________________________________________________________________________________________
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RECOMMENDATION: □ Highly Recommended □ Recommended □ Unsure □ Not Recommended

TEACHER’S SIGNATURE: __________________________________________________ DATE: ______________
MATH TEACHER RECOMMENDATION PAGE – please use this form ONLY
DO NOT EMAIL/FAX/MAIL/ETC. SEPARATELY

Teachers: If you have additional concerns regarding a student that you do not wish to include, or if you wish to revoke your recommendation, please contact the school. Applications submitted without a teacher recommendation will not be accepted.

Check if submitting in a sealed envelope ☐

Student’s Name (first & last): ____________________________________________ Grade: ________

Current Math Teacher (print name): ______________________________________________________________________________

☐ Student’s Current Math Level: □ Math 8 □ Pre-Algebra □ Algebra 1 □ Geometry □ Other:_______________

☐ Does this student have a current IEP? □ No □ Yes - Designation: 504 _____ Speech _____

Choose the box in each category that best represents this student:

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<td>Submits/completes work on time</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
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<td>o</td>
</tr>
<tr>
<td>Prepared to work in a college setting</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Works well independently &amp; in groups</td>
<td>o</td>
<td>o</td>
<td>o</td>
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<th>MATHEMATICAL ABILITY</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>NO BASIS</th>
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<tr>
<td>Consistency</td>
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<td>o</td>
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<td>Data analysis</td>
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<tr>
<td>Problem solving</td>
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<td>o</td>
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<tr>
<td>Computational skills</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
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<td>o</td>
</tr>
<tr>
<td>Mathematical reasoning</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

Please rate the student’s desire (not the parent) to attend Middle College, 1 being lowest:       1          2          3          4          5

Additional comments:__________________________________________________________________________________________

____________________________________________________________________________________________________________

______________________________________________________________________________

Please rate the student’s desire (not the parent) to attend Middle College, 1 being lowest:       1          2          3          4          5

Additional comments:__________________________________________________________________________________________

____________________________________________________________________________________________________________

______________________________________________________________________________

RECOMMENDATION: ☐ Highly Recommended ☐ Recommended ☐ Unsure ☐ Not Recommended

TEACHER’S SIGNATURE: ____________________________________________ DATE: __________
COUNSELOR (or Administrator) RECOMMENDATION PAGE – please use this form ONLY
DO NOT EMAIL/FAX/MAIL/ETC. SEPARATELY

Counselors: Your recommendation may be placed in a sealed envelope if you choose. If you have additional concerns regarding a student that you do not wish to include, or if you wish to revoke your recommendation, please contact the school. All other requested paperwork should be visible to the student to ensure their application is complete. You may include the log entries in the sealed envelope if you have a security/confidentiality concern.

Applications submitted without a counselor recommendation will not be accepted.

Check if submitting in a sealed envelope ☐

Student’s Name (first & last): ___________________________________________ M __ F __

Counselor or Administrator (print name/title): ________________________________

Please rate the student’s desire (not the parent) to attend Middle College, 1 being lowest: 1 2 3 4 5

• Does this student qualify as high potential? □ No □ Yes
• Is this an English Language Learner (ELL) student? □ No □ Yes: ELL Level ______
• Does this student have a current IEP? □ No □ Yes - Designation: 504 _____ Speech _____

Why do (or don’t) you think this student would benefit from a program like Middle College High School?

_____________________________________________________________________________________
_____________________________________________________________________________________

This student will be expected to behave in a mature, respectful way at all times. Please describe any positive and/or negative behaviors you have observed.

_____________________________________________________________________________________
_____________________________________________________________________________________

RECOMMENDATION: □ Highly Recommended □ Recommended □ Unsure □ Not Recommended

COUNSELOR’S SIGNATURE: _______________________________ DATE: __________

PLEASE PROVIDE THE STUDENT WITH THE FOLLOWING: (Applications missing requested information will not be processed)

☐ Copy of Birth Certificate or Passport
☐ Copy of Immunization Record
☐ Current Grades & Attendance (Quick Lookup)
☐ Unofficial Transcript (7th grade and Semester 1 8th)
☐ Student/family info (address/phone #’s/guardian info, etc. (Demographics)
☐ Discipline Records (Log Entries)
☐ Recent Standardized Test Scores if available
☐ Copy of current IEP with accommodations or 504 plan if applicable.

PLEASE DO NOT FOLD OR STAPLE REQUESTED PAPERWORK!
Paperclips are okay.

If submitting a sealed recommendation, please keep these pages separate so students can ensure a complete application.

If not attending a WCCUSD school, please include school information, including contact and fax numbers on letterhead, as well as your school’s version of the requested information above. Information can be included on the letterhead if no printout is available.

MCHS OFFICE USE ONLY

MARKS FOR SEMESTER 1: Math 8 ______ Pre-Algebra ______ Algebra 1 ______ Geometry ______ English ______
US History ______ Science ______ Spanish ______ Other(s) ______

Attendance: Period Absences ______ Tardies ______ Discipline entries: ________________

Evaluator #1: ________________________________________ Accept: _______ Decline: _______ Unsure: _______
Comments: ____________________________________________

Evaluator #2: ________________________________________ Accept: _______ Decline: _______ Unsure: _______
Comments: ____________________________________________

Evaluator #3: ________________________________________ Accept: _______ Decline: _______ Unsure: _______
Comments: ____________________________________________
HELPFUL CHECKLIST FOR MIDDLE COLLEGE APPLICATION SUBMISSION:

REQUIRED (if anything is missing, your application will automatically be denied):

___ Application for Admission (pg. 4)
___ Student Essay (pg. 5)
___ Student Page (pg. 6)
___ Parent Page (pg. 7)
___ English Teacher Recommendation (pg. 8)
___ Math Teacher Recommendation (pg. 9)
___ Counselor Recommendation (pg. 10)
___ Birth Certificate or Passport
___ Immunization Record
___ Current Grades & Attendance (Quick Lookup)
___ Unofficial Transcript (all grades for 7th & Semester 1 8th)
___ Demographics (address/phone #/guardian info)
___ Discipline Records (Log Entries)
___ Recent Standardized Test Scores (if available)

___ Proof of WCCUSD Residency
   (i.e.: utility bill- PG&E, EBMUD or Richmond Sanitary- dated w/in 45 days, or lease agreement stating utilities are included in rent, in parent/guardian name)

___ Photocopy of parent’s state issued Driver’s License or State ID

___ Proof of enrollment in California schools for the last 2 years if different from the above requested transcript
   (i.e.: report cards/transcripts/etc.)

ONLY IF APPLICABLE:

___ Court paperwork/custody documentation
___ College Transcript
___ IEP or 504
___ Non-WCCUSD school contact information

Things to ask yourself before you submit your application

- Have all pages been signed that ask for a signature? Yes ___ No ___
- Was BLUE or BLACK INK used to complete the application and student pages? Yes ___ No ___
- Have all questions been thoroughly answered? Yes ___ No ___
- Are all of my answers well-thought out, clear and legible? Yes ___ No ___
- Will people reading this get a complete idea of who I am and the type of student I am? Yes ___ No ___
- Is everything included that was requested? Yes ___ No ___
- Did I provide proof of residency within WCCUSD boundaries? Yes ___ No ___
- Did I remember to keep pages 1, 2, 3 & 11 for my records? Yes ___ No ___

(If you answered NO to any of the above questions, go back and review your application)

KEEP THIS PAGE FOR YOUR RECORDS