



# NEW STUDENT ORIENTATION

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2023-2024

# MEET YOUR MAIN OFFICE STAFF



**MS. BUCKNER**

COUNSELOR



**MS. PRAK**  
PRINCIPAL



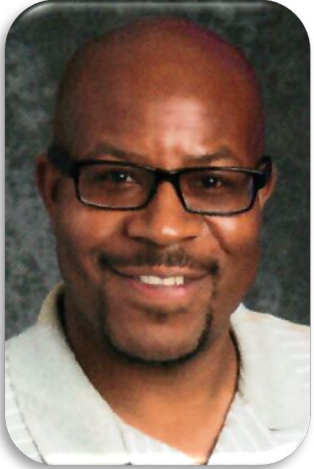
**MS. MOORE**  
OFFICE MANAGER



**MS. MOODY**

COUNSELOR

# MEET YOUR TEACHERS



Mr. Adkins



Ms. Bhambra



Ms. Hipolito



Mr. Hoffman



Ms. Holloway



Mr. Lawrence  
Shenk



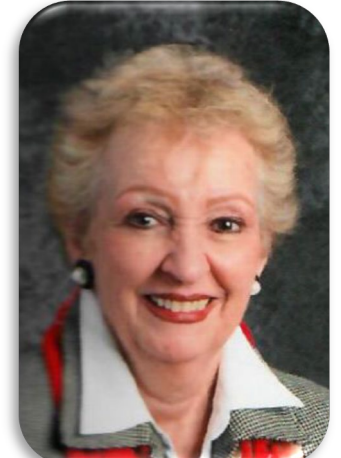
Ms. Rajasingh



Mr. Ross



Ms. Williams-Sams



Ms. Woolery



# MEET THE SUPPORT STAFF



Mr. Ballou  
Teacher/ Long-Term Sub



Ms. Perry  
Teacher/ Long-Term Sub



Mrs. Hoffman  
Textbook Clerk



Ms. Orellana  
WCCUSD Food Services



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# CCC PARTNERSHIP

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# VISIT THE CCC WEBSITE AT: [www.contracosta.edu](http://www.contracosta.edu)



**CONTRA COSTA COLLEGE**

≡ QUICK LINKS

📍 INSITE

😊 DONATE

📄 SITE INDEX

💡 APPLY

ADMISSIONS + AID	CLASSES	STUDENT SERVICES	CAMPUS	ABOUT	Q
Apply Now	Academic Calendars	Remote Services	Athletics	President's Welcome	
Admissions + Records	Academic Departments	Campus Resource Guide	Bookstore	Faculty + Staff	
Financial Aid	Class Schedule + Catalog	Career Services	Clubs + Student Life	Accreditation	
First Year Experience	Degrees + Certificates	Child Care	Events	College Plans	
High School Programs		Counseling	Learning Communities	Economic Impact	
Promise Programs		Disability Services	Library	Foundation	
Scholarships		EOPS, CARE + CalWorks	News	Mission + Vision	
		Transfer Services	Places to Eat + Study	Work at CCC	
		Tutoring	Visit Campus		
		Veterans Services	Wi-Fi		





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# MCHS RECAP

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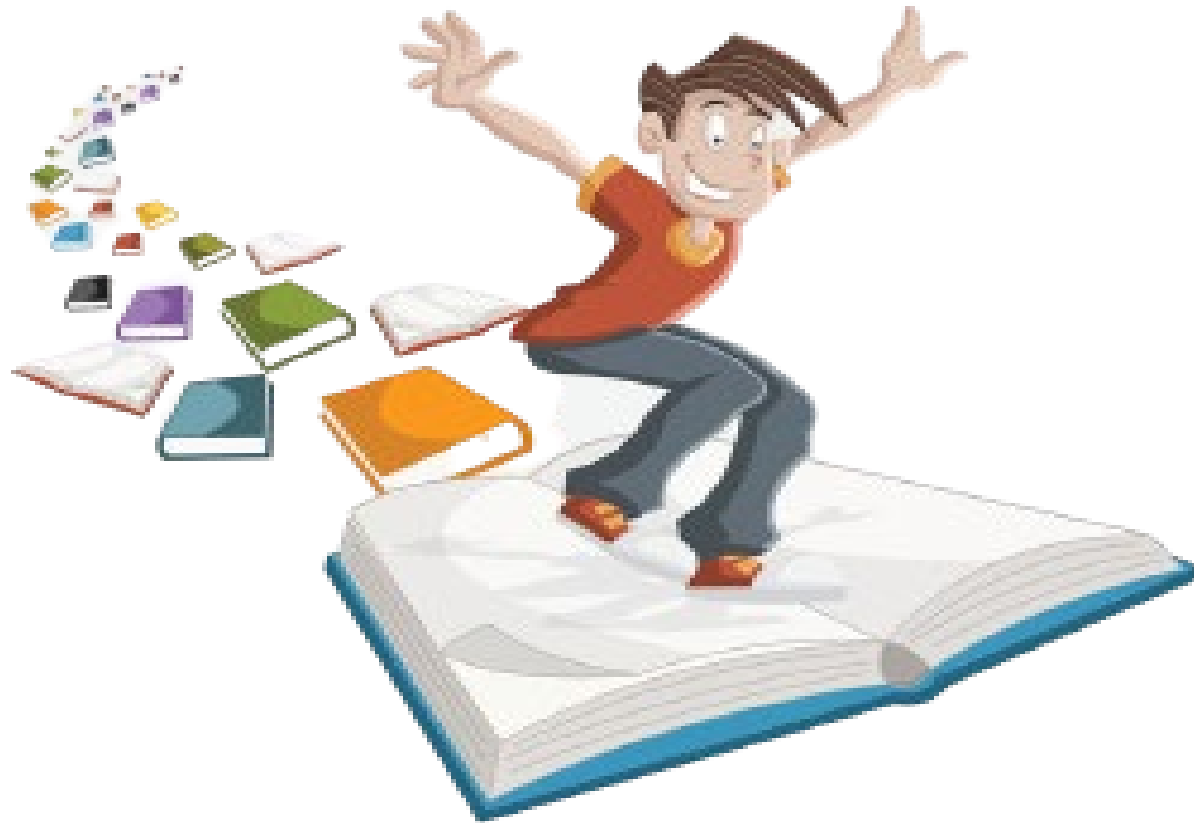




VISIT OUR WEBSITE AT:  
[www.wccusd.net/middlecollege](http://www.wccusd.net/middlecollege)



# STUDENTS... GET READY TO SOAR!



Your success from here on out is in your hands!

# Students...

what do you need to do to be successful at MCHS?



- Arrive to class on time, prepared to learn, and with a positive attitude.
- Politely ask questions if you need clarification.
- Turn in ALL assignments ON TIME.
- Attend ALL high school AND college classes.
- Be an active, engaged student in all classes.
- Respect the program and what it is designed to do.
- Be a mature, respectful, kind person at all times.
- Hold yourself to a high standard and be accountable for your decisions.
- Be prepared to work hard.
- Create your own learning community.



# HELICOPTER PARENTS... IT'S TIME TO LAND!



Your student can't soar if you are in the way.

# Parents...

what do you need to do to ensure your student is successful at MCHS?

- Help ensure your student has the means to arrive to school on time every day.
- Allow your student time and space to do homework/study.
- Allow your student to advocate for themselves. Intervene only when absolutely necessary.
- Provide advice and guidance and be a cheerleader for your student.
- Remember that your student is defined by more than the grades they receive.
- Understand that your student is human and a teenager. Encourage them to make appropriate choices, and TRUST them to do so.
- Trust in us, our program and our EdPlan.





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# MCHS

# DISCIPLINE MATRIX

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# CLASSROOM BEHAVIOR

Behaviors like disrespect to teacher, disrespect to other students, failure to follow reasonable requests, disruptive behavior, inappropriate language, misuse of school property, plagiarism, etc.

## Step 1

Reminder from teacher of MCHS expectations directly to student.

## Step 2

Phone call home from teacher to parent.

## Step 3

Referral to counselor.  
Parent will be contacted.

## Step 4

Referral to principal.  
Parent will be contacted.



## Removal from Program

Student will be referred back to their resident school.

# GENERAL BEHAVIOR

Behaviors like bullying, inappropriate language, disorderly conduct, drug paraphernalia, illegal substances, harassment, destruction of property, fighting/inciting a fight, loitering/trespassing, disrespecting adults on campus, theft/robbery, running/playing in buildings, dropping a college class without permission, cutting classes, dress code violations, etc.

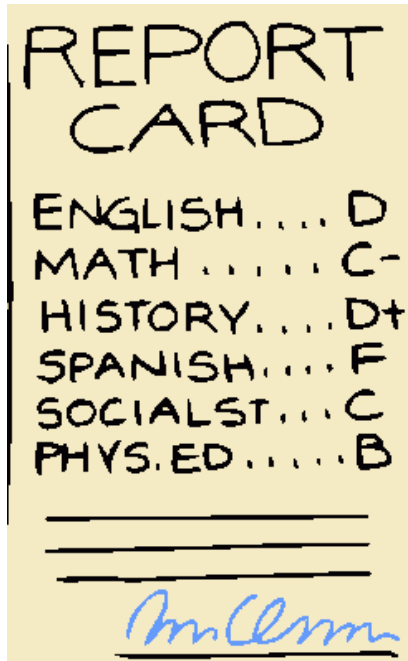


## Mandatory Meeting

Meeting with the Principal and parents.  
Depending on severity and circumstances, the principal will determine whether the student will be allowed to remain in the program.

## Removal from Program

Student will be referred back to their resident school.



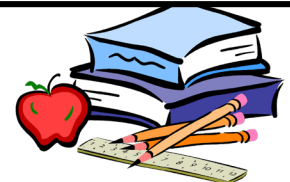
## GRADES

Receiving a grade lower than a “C” in any class.

### Academic Probation

Student will be placed on Academic Probation where an academic plan will be created. The student must follow the plan, including tutoring, and show progress in order to remain in good standing. Any course with a final grade of D or F will have to be retaken. Parents will be notified of expectations.

*Tutoring*



### Removal from Program

If student fails to follow the academic plan and/or does not show signs of improvement, the student will be referred back to their resident school.



# ATTENDANCE

Excessive absences, **whether excused or not.**

These are automatically generated letters from WCCUSD based on attendance shown in PowerSchool.

## Truancy Letter 1

A meeting with the counselor will be required to find out what is going on and discuss next steps. Parents will be notified.

## Truancy Letter 2

A meeting with the principal will be required to determine next steps. Parents will be notified.

## Truancy Letter 3

### Removal from Program

Student will finish out the year and then will be referred back to their resident high school.



# FAQ's

- How much does MCHS cost? What are the fees for? What about books?
- How do I clear attendance?
- I cleared my child's attendance. Why does it still show in PowerSchool?
- I cleared my child's attendance. Why did I get a Truancy Letter?
- What do I do if I have a question about my child's grade?
- Do they have a set, scheduled lunch break?
- What does it mean if my child receives an Academic Probation letter?
- Can I play a sport?
- My family is going on vacation. Can I get a homework packet for my student?
- I got a job. Can I work during school hours?
- I want to take different classes, or I already took something in Middle School. Can you change my schedule?
- Who do I contact if I have problems, questions, etc.?



# WHO TO CONTACT

WHAT	WEBPAGE/FORM	WHO	WHERE	EMAIL	PHONE
<i>If you don't see your category listed below contact Ms. Moore.</i>					
Attendance - Absences	<a href="#">Report An Absence</a>	Ms. Moore	AA-103B	<a href="mailto:kmoore@wccusd.net">kmoore@wccusd.net</a>	510-215-3881
Attendance - Incorrect Mark by Teacher		Contact the teacher in question directly - see website for teacher directory - and CC Ms. Moore in the email so that she is aware you are questioning it			
Chromebook General Questions Not Working Lost Stolen	<a href="#">Chromebook Handbook</a> <a href="#">Chromebook Fix-It Ticket</a> <a href="#">Missing Chromebook</a> <a href="#">Stolen Chromebook</a>	Ms. Moore	AA-103B	<a href="mailto:kmoore@wccusd.net">kmoore@wccusd.net</a>	510-215-3881
College - Fees	<a href="#">CCC Cashier's Office</a>	CCC Cashier	SSC		510-215-4892
College - Registration Help	<a href="#">CCC Registration Instructions</a>				
Grade - Concern (College)		STUDENT should reach out to college instructor - see the class syllabus			
Grade -Concern (High School)		Contact the teacher in question directly - see website for teacher directory - and CC Ms. Buckner in the email so that she is aware of the issue			
Internships	<a href="#">Internship Information</a>	Ms. Buckner	AA-118	<a href="mailto:rachelle.buckner@wccusd.net">rachelle.buckner@wccusd.net</a>	510-215-3861
PowerSchool	<a href="#">PowerSchool Login</a>	Ms. Moore	AA-103B	<a href="mailto:kmoore@wccusd.net">kmoore@wccusd.net</a>	510-215-3881
Schedules		Ms. Moore	AA-103B	<a href="mailto:kmoore@wccusd.net">kmoore@wccusd.net</a>	510-215-3881
Sports	<a href="#">Sports Eligibility Packet</a>	Ms. Prak	AA-126	<a href="mailto:fprak@wccusd.net">fprak@wccusd.net</a>	510-215-3864
Student -General Concern		Ms. Buckner	AA-118	<a href="mailto:rachelle.buckner@wccusd.net">rachelle.buckner@wccusd.net</a>	510-215-3861
Student- On Track to Graduate	<a href="#">MCHS Grad Requirements</a>	Ms. Buckner	AA-118	<a href="mailto:rachelle.buckner@wccusd.net">rachelle.buckner@wccusd.net</a>	510-215-3861
Student Activity - Clubs, Fundraisers, Reimbursements, Elections, etc.		Ms. Williams		<a href="mailto:kwilliams2@wccusd.net">kwilliams2@wccusd.net</a>	
Teacher - General Concern		Contact the teacher in question directly - see website for teacher directory - and CC Ms. Buckner in the email so that she is aware of the issue			
Teacher - General Concern (no resolution)		Ms. Buckner	AA-118	<a href="mailto:rachelle.buckner@wccusd.net">rachelle.buckner@wccusd.net</a>	510-215-3861
Transcripts	<a href="#">Transcript Request</a>	Ms. Moore	AA-103B	<a href="mailto:transcripts.mchs@wccusd.net">transcripts.mchs@wccusd.net</a>	510-215-3881
Textbooks		Mrs. Hoffman	Textbook Room	<a href="mailto:maria.perezdehoffman@wccusd.net">maria.perezdehoffman@wccusd.net</a>	
Work Permits	<a href="#">Work Permit Information</a>	Ms. Prak	AA-126	<a href="mailto:fprak@wccusd.net">fprak@wccusd.net</a>	510-215-3864

This chart will help you figure out who to contact when you have a specific problem or question, and you don't know who to ask.

You can find this chart on our website at [www.wccusd.net/middlecollege](http://www.wccusd.net/middlecollege) on our home page and under the Our School tab

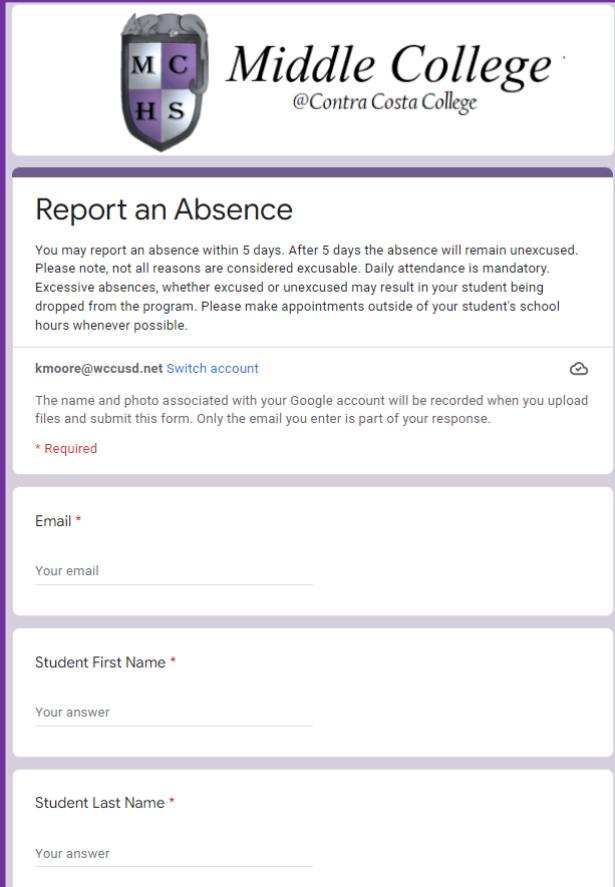
# GOOGLE FORM FOR REPORTING ABSENCES

You can access the form two ways:

Find the form on our website at:  
[wccusd.net/middlecollege](https://wccusd.net/middlecollege)

OR

<https://forms.gle/HKCC7WEs6M4cnXm96>



The screenshot shows the Google Form interface for reporting absences. At the top is the Middle College @ Contra Costa College logo, which includes a shield with 'M C' and 'H S' and the text 'Middle College @Contra Costa College'. Below the logo is the title 'Report an Absence'. A paragraph of instructions states: 'You may report an absence within 5 days. After 5 days the absence will remain unexcused. Please note, not all reasons are considered excusable. Daily attendance is mandatory. Excessive absences, whether excused or unexcused may result in your student being dropped from the program. Please make appointments outside of your student's school hours whenever possible.' Below this is the user's email 'kmoore@wccusd.net' with a 'Switch account' link. A note says: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.' There are three required fields, each marked with a red asterisk: 'Email \*' with a text input field labeled 'Your email'; 'Student First Name \*' with a text input field labeled 'Your answer'; and 'Student Last Name \*' with a text input field labeled 'Your answer'.



# MAIN OFFICE

*for absences, attendance and general information*

**Office Manager:** Kris Moore

**Email:** [kmoore@wccusd.net](mailto:kmoore@wccusd.net)

**Phone:** 510-215-3881



# HIGH SCHOOL COUNSELORS

*for academic and social counseling questions*



**Counselor:** Rachelle Buckner

**Email:** [rachelle.buckner@wccusd.net](mailto:rachelle.buckner@wccusd.net)

**Phone:** 510-215-3861

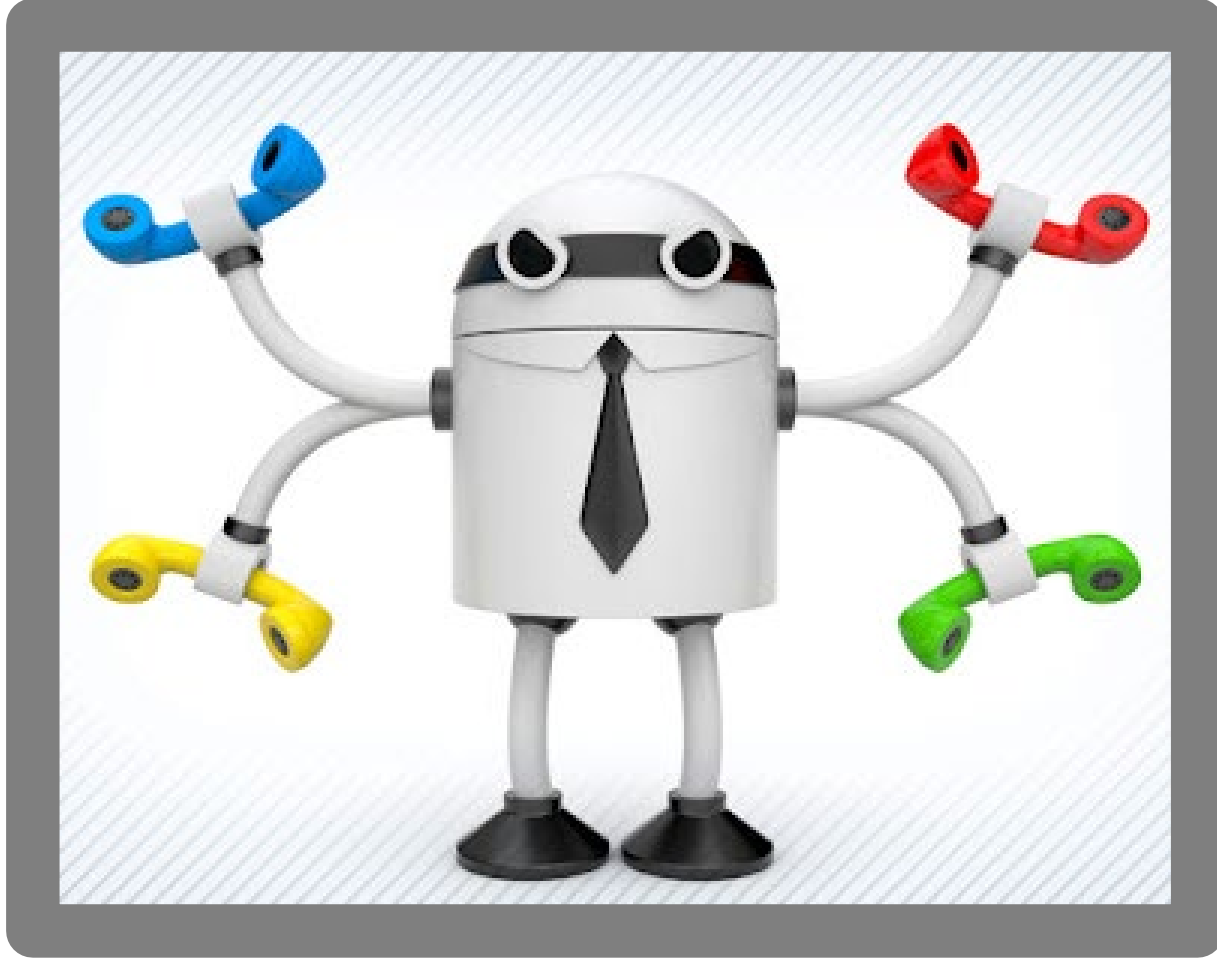
**Counselor:** Teaya Moody

**Email:** [teaya.moody@wccusd.net](mailto:teaya.moody@wccusd.net)

**Phone:** 510-215-3881



# CONNECTED AUTO DIALER



Otherwise known as a "robo-call."  
You will receive these recorded phone calls periodically from the district and MCHS to the **home phone number on file** in PowerSchool. It is important that you keep the office updated regarding any changes in your home phone number.

If you would prefer the robo-call to go to a different number, please email Ms. Moore at [kmoore@wccusd.net](mailto:kmoore@wccusd.net).

# HOMework FOR THIS WEEK...



- 1) COMPLETE GOOGLE FORM
- 2) COMPLETE THE ANNUAL SCHOOL FORMS
- 3) READ & SIGN CONTRACTS

# 1) COMPLETE GOOGLE FORM FOR STUDENT/GUARDIAN INFO

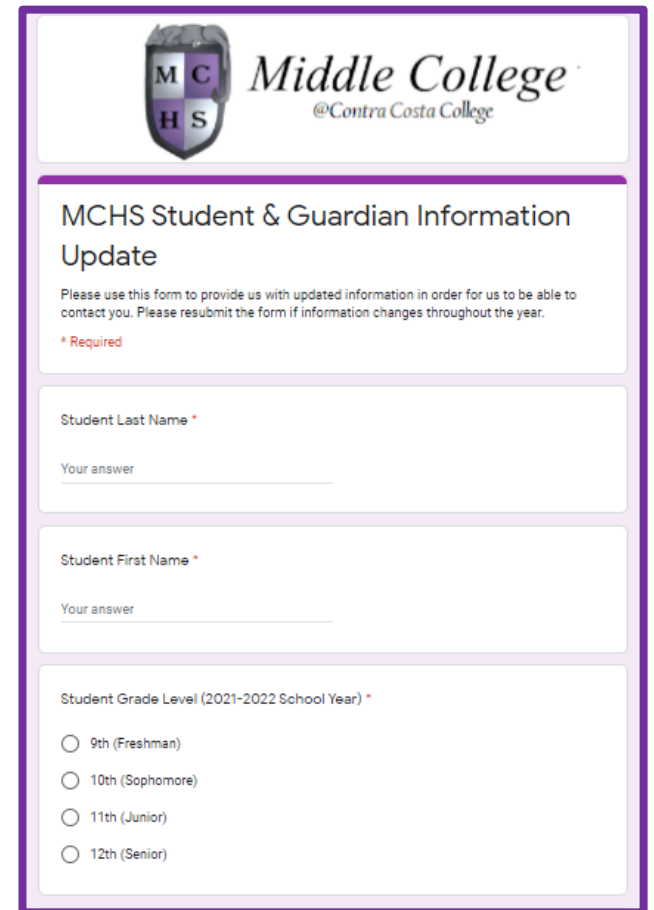
This form will ensure we have the most up-to-date way of getting information out to you, along with calls home, etc.

You can access the form two ways:

Find the form on our website at:  
[wccusd.net/middlecollege](https://wccusd.net/middlecollege)

OR

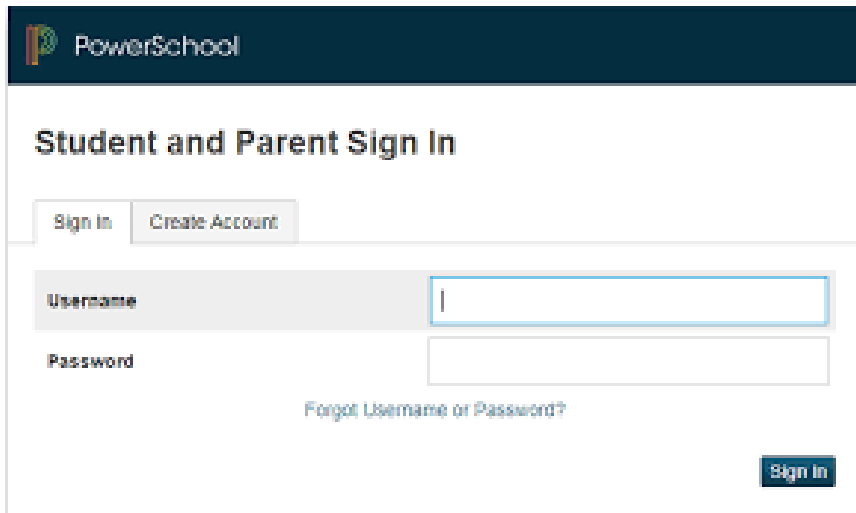
<https://forms.gle/QTXIYUURTQmRjg3i7>



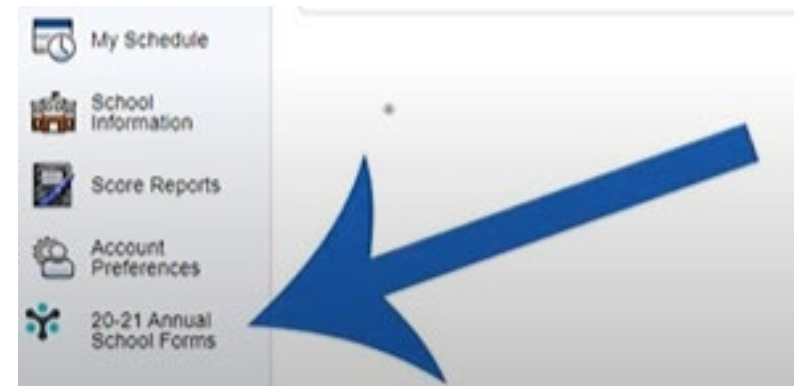
The screenshot shows a Google Form titled "Middle College @Contra Costa College" with a logo. The form is titled "MCHS Student & Guardian Information Update". Below the title, it says "Please use this form to provide us with updated information in order for us to be able to contact you. Please resubmit the form if information changes throughout the year." and "Required". The form has three sections: "Student Last Name" with a text input field, "Student First Name" with a text input field, and "Student Grade Level (2021-2022 School Year)" with four radio button options: "9th (Freshman)", "10th (Sophomore)", "11th (Junior)", and "12th (Senior)".

## 2) LOG IN TO POWERSCHOOL AND COMPLETE THE ANNUAL SCHOOL FORMS

Log in to the **PARENT** account you created and complete the annual school forms.



The image shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are input fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is at the bottom right.



It should show 23-24 Annual School Forms

# 3) READ & SIGN CONTRACTS

Once you complete the Google Form from assignment 1, check your email for 6 forms that will be sent to you by Ms. Prak via InformedK12.

Read all the forms thoroughly! Complete and sign electronically then submit.

These are the forms you will be receiving:

- **Student Enrollment Contract**
  - This must be signed by you, the student, in order for you to be an MCHS student
- **Parent Enrollment Contract**
  - This must be signed by your parent in order for you to be an MCHS student
- **Consent to Release**
  - This allows the college to give us your grades so that you can get credit for high school diploma requirements
- **CCC Tech Use Agreement**
  - This allows you to use the technology provided by CCC and to use the college computers once we are allowed to resume school on campus
- **WCCUSD Tech Use Agreement**
  - This allows you to use the technology provided by WCCUSD
- **WCCUSD Tablet Agreement**
  - This allows you to use and take home a district provided laptop while you are a student at MCHS



# CHECK YOUR EMAILS DAILY...

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Remember to check your personal email,  
wccschools.org email, as well as your  
CCC InSite Portal email EVERY DAY!

You will be getting emails from MCHS,  
CCC, your high school teachers, and your  
college teachers.

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## AND FREQUENTLY!!!





# WHAT TO EXPECT THE FIRST 3 WEEKS

## Day 1 – SPECIAL SCHEDULE

All 9<sup>th</sup> graders report to 1<sup>st</sup> period and will go to the gym as a class for Link Crew Activities

All 10<sup>th</sup> – 12<sup>th</sup>:

- 8:30 – 10:00 – Rules & Expectations Assembly
- 10:00 – 10:25 – Break
- 10: 30 – 12:00 – Team Building/Get to know each other activities

## Rest of Week 1 – Follow Modified Schedule

- Get to Know CCC & MCHS
- ID Badges
- Tablet Distribution

## Week 2 – Follow Modified Schedule

- Schedule Distribution
- High School Instruction
- HS Textbook Distribution
- Picture Day - Friday August 11th

## Week 3 – Follow Modified Schedule

- High School Instruction
- College Textbook Distribution



**FULL SCHEDULES WITH  
COLLEGE CLASSES  
BEGINS 8/21**

# 1<sup>ST</sup> WEEKS OF MODIFIED HIGH SCHOOL INSTRUCTION

(BY LAST NAME)

9 <sup>TH</sup>	Ms. Bhambra AA-142	Ms. Rajasingh AA-143	Mr. Lawrence Shenk AA-145
8:30 – 9:30	A - Ga	Go - Pa	Ph - Z
9:45 – 10:45	Ph - Z	A - Ga	Go - Pa
11:00 – 12:00	Go - Pa	Ph - Z	A - Ga

10 <sup>TH</sup>	Ms. Williams-Sams AA-135	Ms. Hipolito AA-133	Ms. Woolery AA-131
8:30 – 9:30	A - E	F - O	P - Z
9:45 – 10:45	P - Z	A - E	F - O
11:00 – 12:00	F - O	P - Z	A - E

# PLACES TO EAT ON CAMPUS

**Student Lounge**, Student & Administration Building – WCCUSD lunches served from 10 am to 1 pm

**Aqua Terra Grill**, Student & Administration Building, Room 130 – Culinary Arts students prepare and serve seasonal lunch appetizers, entrees and desserts in an affordable gourmet restaurant setting. Open Tuesday – Thursday, 11 a.m. – 1:15 p.m.

**Pronto**, Student & Administration Building, Room 147 – Culinary Arts students prepare and serve coffee, pastries and a lunch menu from a take-away window. Open Monday – Friday, 8:30 a.m. to 1:15 p.m.

**Bookstore**, Student & Administration Building, Room 170 – The bookstore sells snacks, coffee and other beverages. Open Monday – Thursday 8 a.m. – 5:45 p.m. and Friday 8 a.m. -3 p.m.

WE ARE A CLOSED CAMPUS –  
STUDENTS MAY NOT LEAVE CAMPUS TO  
GET FOOD DURING SCHOOL HOURS



# MCHS FOLDERS





# Final Questions