



Mt. San Antonio College Adult Basic Education Center

High School Referral/



Program Information 2015-16

Class Hours

(subject to change)

Monday-Thursday 4:00pm-8:00pm

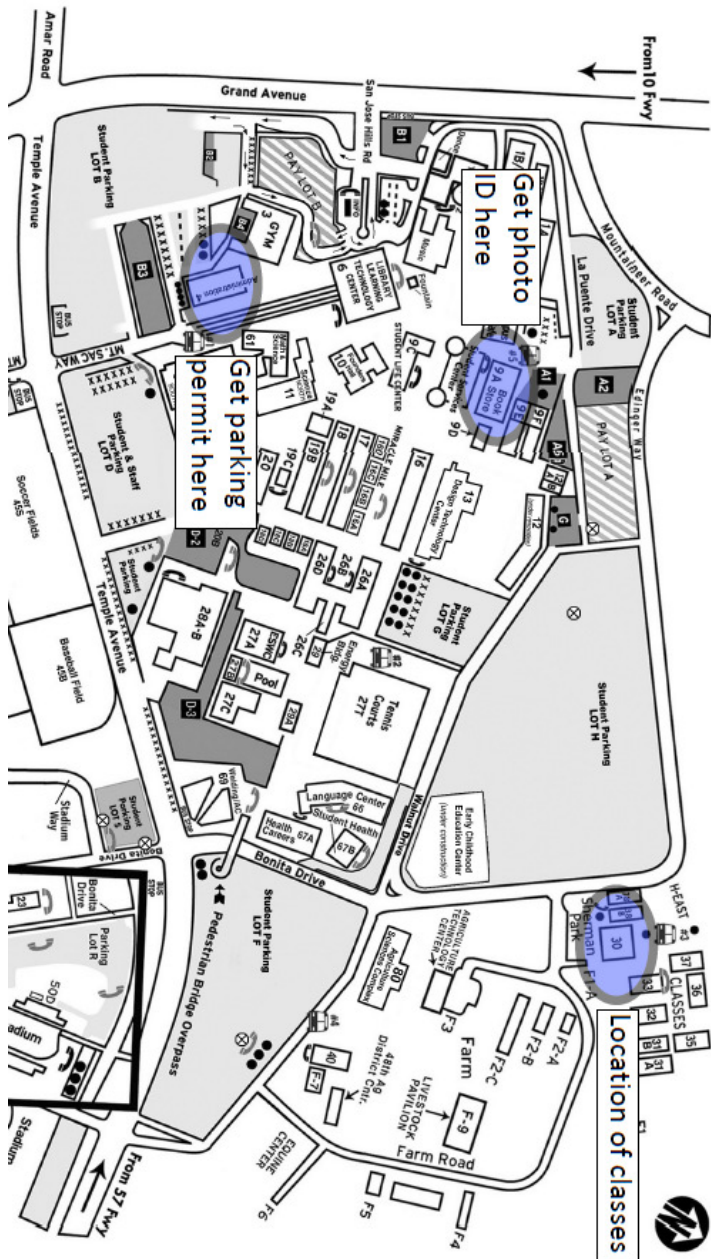
Office Hours

Monday-Thursday 8:30am-8:45pm

Friday 8:00am-4:30pm



Mt. San Antonio College, High School Referral Program, Building 30, Room 115
Tel. #: (909) 274-4937, Fax #: (909) 274-2934, Email abe@mtsac.edu



Mission

To provide educational and supportive services in a safe and diversified environment where students are prepared to become self-sufficient and skilled members of the work force and professional arena.

Vision

Adult Basic Education commits to providing educational opportunities for students from diverse backgrounds who are seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment.

Student Learning Goals

We will prepare all students to be:

Effective Communicators who:

- Acquire reading and listening skills
- Speak and write to be understood
- Work productively as part of a team
- Use technology to express ideas

Critical Thinkers who:

- Gather, organize, and analyze information from a variety of sources
- Form and express a logical opinion or conclusion
- Demonstrate problem-solving skills
- Apply knowledge to personal, professional, or academic situations

Lifelong Learners who:

- Take responsibility for setting and implementing educational plans and career plans
- Use technology and emerging resources
- Develop capacity for resilience
- Participate productively in the community

Accreditation & A-G Articulation

Our school is accredited through the Western Association of Schools and Colleges (WASC). In addition, the majority of our courses are certified as fulfilling the “a-g” subject requirements for freshman admission to the University of California. For more information on approved courses, you can view the UC certified course list at: <https://doorways.ucop.edu/list>. The code for the Mt. San Antonio College High School Referral Program is 004494.

Notes

[illegible]

Mt. SAC Standards of Conduct, cont.

Immediate Interim Suspension (Education Code Section 66017)

The College President/CEO may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

Removal from Class (Education Code Section 76032)

Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the College President/CEO and the Director, Student Life. The Director, Student Life shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Director, Student Life shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Director, Student Life from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

Records and Privacy

All student records are secure and confidential. Physical records are kept in locked cabinets and electronic records are restricted to approved users on the Mt. SAC intranet. Student records will not be released without the student's written consent, with some exceptions. A complete list of exceptions is available in the Mt. SAC College Catalog and can be obtained from the ABE Front Office and/or High School Office.

Student Complaint/Grievance Policy

Mt. San Antonio College has an official Complaint Policy available for all students, including those enrolled in the High School Referral Program. Student complaints may also be called grievances and are in one of three categories: Academic, Non-Academic, and Discrimination. If you would like to file a formal complaint, the forms and procedures are located at www.mtsac.edu/students/studentlife/student_grievance_form.doc. You can also read the policy on the College's website at www.mtsac.edu/catalog or in the catalog. If you wish to handle the complaint informally, you may contact an ABE administrator or supervisor by coming into the ABE front office or via email (abeinfo@mtsac.edu).

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Important Dates for 2015-16

Start and End Dates

Fall 2015

September 8 (Tuesday) - December 10 (Thursday)

Winter 2016

January 4 (Monday) - February 11 (Thursday)

Spring 2016

February 22 (Monday) - May 26 (Thursday)



Last Day to Start New Class

March 14

Biology and Chemistry

April 4

All other classes

Students cannot enroll in a new class after this date. Please plan accordingly.

Holidays

November 11 (Wednesday)

November 26-27 (Thursday & Friday)

January 18 (Monday)

February 12 (Friday)

February 15 (Monday)

March 31 (Thursday)

May 30 (Monday)

High School Referral

Overview

The High School Referral Program is designed to allow high school students the opportunity to retake classes to earn a higher grade, make up credits and/or get ahead in their studies. Credentialed teachers supervise the classroom and provide individual instruction and support. Students must be currently enrolled in high school and have parent and counselor consent to participate.

Important Facts

Requirements	<ul style="list-style-type: none"> • Approval from your high school counselor • Approval from your parent/guardian
Cost	<ul style="list-style-type: none"> • Classes are free • Parking • \$10 Mt. SAC ID
Courses	<ul style="list-style-type: none"> • The counselor at your high school will identify which course you need to take and will provide you with a referral form. • You may only take one course at a time. • Credits are attained by completing course requirements <u>and</u> maintaining the minimum required attendance (see "Time").
Time	<ul style="list-style-type: none"> • The program is self-paced. • A minimum of 62.5 class hours is required for 5 credits. • Some students may need additional hours to complete required coursework. • Courses <u>must</u> be completed by the end of Spring 2015 to receive credit. Progress will not be carried over into subsequent (i.e. Summer or Fall 2015) semesters.
Future	<ul style="list-style-type: none"> • Credits are transferred to your high school • Grade reports are mailed to the students' high schools approximately 2-3 weeks after completion of the course.
Notifications	<ul style="list-style-type: none"> • Progress reports are sent out periodically throughout the semester. They are mailed to students' homes and to their high school counselors. • Parents can call the High School Office to receive updates on students' progress.

8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Mt. SAC Standards of Conduct

Extracted from Board Policy Section 5500

References:

Education Code Section 66300; Accreditation Standard II.A.7.b

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.

Student Success and Support

Registration, Orientation, & Assessment

The High School Referral Program is open to the whole community and will provide service to anyone. High school students must have approval from their parent(s) and high school counselor to enroll and a parent/legal guardian must attend orientation with the student.

Orientations

Prior to registering for classes, we require that you participate in an orientation session which is designed to provide you with information regarding the program.

1. Orientations are offered regularly throughout the semester.
2. To register for an orientation please call (909) 274-4937 or come to the High School Office (Building 30, Room 115).
3. When you come to orientation please bring:
 - * Parent/Legal Guardian
 - * Referral form (obtained from and signed by your high school counselor)
 - * A pen to complete forms
4. Please be on time to the orientation. If you are late, you will have to reschedule.

Student Registration

1. Complete a registration card at the orientation. You may only enroll for the course indicated on your referral form.
2. Purchase your Mt. SAC ID card.
3. Purchase your parking permit (if needed).

Obtaining Textbooks

1. Bring your ID card to the Bookroom (next to Room 115 in Building 30).
2. Give the Bookroom attendant your ID and s/he will give you the textbook.
3. You must return the book to the bookroom each day before you leave campus.



High School Referral Guidelines

PROGRAM GOALS:

To assist students in being successful in their educational goal/program.

ATTENDANCE POLICY:

Class hours are Monday – Thursday 4pm-8pm (Electives are 5:30pm-8:30pm) and are subject to change.

- * Courses take approximately 75 hours to complete. Therefore, students attending each night for 4 hours will finish a semester course in a month providing coursework is complete.
- * The minimum amount of hours necessary for each semester course is 62.5 hours.
- You are not required to supply a note if you are going to be absent.
- Our office **will not** call your home if your son or daughter is absent from school.
- All students must be in class or off campus. The High School Program has a **no loitering policy**. Students are expected to check in to class within five (5) minutes of arrival and leave the campus immediately after checking out of class.
- Students must sign-in and sign-out of the classroom every night they are in attendance in order to get credit for their hours. They must also check in and out at the High School Office each day with a Mt. San Antonio College student ID card.

BOOK POLICY:

- You may borrow all necessary books from the High School Office. If it becomes lost or stolen the student will be charged for the replacement value.
- In order to obtain a textbook you must have a current Mt. San Antonio College student ID card.

PARKING:

Drop-off, pick-up, and parking is in **Lot H** only.

CAMPUS:

Mt. San Antonio College is an open campus; students are allowed to leave at any time. However, as a courtesy, we may call parents of students not returning to class after break.

CLASSROOM PROCEDURES:

- Each instructor will explain his or her individual classroom procedures and policies.
- You are responsible for bringing all necessary school supplies to class including a calculator.
- All cell phones need to be turned off at all times when you are in class; otherwise, you will be sent home.
- Use of translators is not allowed in the classroom.

Obtaining a Mt. SAC I.D. Card

1. Obtain your registration printout (either at orientation or from the High School Office, Building 30, Room 115). * You will need to bring a form of picture identification to obtain your printout from the High School Office.
 2. Take your registration printout to the Bookstore, Building 9A. Please check the website or call (909) 274-4475 for their hours.
 3. You must provide an alternate form of picture identification at the Bursar's Office. There are no exceptions to this policy.
 4. The cost of the identification card is \$10.00 and must be paid when you take your picture.
 5. Your Mt. SAC ID card will be issued at the time your picture is taken.
- *Note: Your printout is only valid for the current semester. If you wait until another semester to get your ID you will need an updated printout.*

A Mt. San Antonio College student identification card entitles students to the following services:

- Library access/book checkout
- ID for cashing checks at student stores or the bookstore
- Access to computer labs on campus
- Campus childcare (priority for ABE students may be limited)

Student must have an I.D. card. Without a current Mt. San Antonio College I.D. card, students will be unable to attend class.

To get Mt. SAC Library access go to the High School Office **each semester** and

- Get a copy of your registration printout
- Get and fill out a "Continuing Education Student Form"
- Take the printout and the form to the front desk at the Library

PARKING, CONTINUED from page 9

Disabled Persons

- Individuals with a valid, current State issued Disabled Persons placard or license plate may park in the spaces in front of Building 30 or in the disabled persons spaces in Staff Lot H.

If you receive a parking citation, please contact (909) 274-4299.

For more information, please go to:

http://www.mtsac.edu/safety/general_info.html

*Parking fees and information are subject to change.

Parking Information

The closest parking lot for High School Referral students is Student Lot H
(across Bonita Drive)

Parking permits are **required** for everyone who parks on campus.

There are two ways to get a parking permit; in person or online.

	In Person	Online
Steps to get permit	<ol style="list-style-type: none"> Go to Building 40 or the Bursar's Office (Building 4) Input the required info the designated computer Once steps 1&2 are completed, you can pay in the Bursar's Office 	<ul style="list-style-type: none"> Go to the Mt. SAC portal at my.mtsac.edu Go to the student tab #31 and follow the instructions provided Help claiming your portal & additional assistance available in the ABE Lab (Building 30, Room 111)
How to pay	Check or cash	Credit or debit card
Time to get permit	Immediately in Bursar's Office	<ul style="list-style-type: none"> 7-10 business days Can print a temporary permit ONLY at the time permit is purchased
Information needed	To get a permit either from the Bursar's Office (Building 4) or online, you will need to know your name, date of birth, & address as well as your car make, model, color, and state of registration, license plate number or VIN, and the name of the registered owner.	
Higher One Financial Aid Debit Card	Purchasing a Mt. SAC parking permit may result in being sent a Higher One financial aid debit card. If you do not need this card, please set it aside (do not activate it).	

Semester Parking Permits

- Permits are \$50 for Spring or Fall Semester; \$25 for Summer or Winter.
- Replacement fee \$25 for Fall or Spring and \$12 for Summer or Winter.

Day Parking

- You can park in any student lot for \$4.00 per day/evening.
- An automated all-day parking pass machine is located on the West side of Parking Lot H.



Parking Regulations

- Parking regulations are enforced during all semesters.
- You do not need a permit to park in Student Lot H during the first two weeks of the fall and spring semesters, the first week of the summer semester, and the first week of the winter semester.

High School Referral Guidelines, cont.

EDUCATIONAL ADVISOR:

The High School Program has an Educational Advisor available to answer questions about attending Mt. SAC and college in general. If you are interested in speaking with them please make an appointment in the High School Office.

PROGRESS AND CREDITS:

- All coursework and hours must be completed with a grade of 70% or better by May 26, 2016. There is no carryover of coursework or hours into the following summer semester or school year.
- Students are expected to complete and turn in assignments, projects, quizzes, and tests in order as specified in the syllabus. All work must be completed in the classroom. Work completed outside of class will not be accepted.
- Student work will not be accepted out of the required order.
- Progress reports will be mailed to the student's home and to the school periodically throughout the semester.
- Students who are not making adequate progress will be referred to a counselor to discuss barriers to progress. Examples of inadequate progress include: completing less than 50% of the coursework after over 50 hours of attendance; earning a grade of less than 70%; and/or not completing enough hours to complete the course before the May 26, 2016 deadline.
- At any time during the semester you are welcome to call or come to the College to check on your student's progress.
 - * The Adult Basic Education Center staff is responsible for verifying that any adult inquiring about the progress of a minor is the parent or legal guardian.
 - * Any school official inquiring about the progress of your son or daughter will be given any and all necessary information.
- Students must achieve a 70% or better ("C") overall grade for the class. Credit will not be issued for any grade lower than a "C."
- Credit will not be issued if there are missing assignments. Students must complete all course requirements to receive credit.
- Upon completion of your course an official copy of your grades will be mailed to your school. A record of course completion will not be sent home. Please check with the registrar at your school to verify they have received your grade.

High School Referral Guidelines, cont.

COMPUTER AND EQUIPMENT USAGE:

We are happy to provide current software and computer equipment for your use at no charge. Please assist us in maintaining the equipment in the best possible condition. The following applies to usage of the computer equipment and software:

- * Internet usage is for educational purposes only.
- * No chat rooms, music videos, or other inappropriate sites are to be accessed.
- * Offensive materials either on disk or the Internet are not allowed on any College computer.
- * Students may print one copy of their document. Excessive printing will result in the loss of this privilege.

DISCIPLINE POLICY:

The Adult Basic Education Center is privileged to provide services and academic support to students enrolled in the High School Program. Every attempt will be made to ensure that all students have ample educational opportunities. However, the success of the program is foremost the student's responsibility. If it becomes necessary to refer students to the administration, the following steps will be taken.

- * The student will be sent down to speak with an administrator regarding the behaviors exhibited in the classroom. This will count as a warning. Furthermore, the guardian will be contacted and the disciplinary action will be recorded in the student's file.
- * If the behavior persists, or another disruption of the class occurs, the student will be sent down to the administrator and the parents can be called to pick up the student (if the behavior exhibited warrants this type of discipline).
- * If a student is sent home for disciplinary reasons, he/she must meet with an administrator to sign a behavior contract prior to going back to class. This contract will outline specific requirements necessary for the student to complete the course.

For more serious discipline issues such as cheating, violence and stealing, students will be referred to the Student Life Office for disciplinary action.

Student Success and Support Student Support Services

Want to register for credit classes at Mt. SAC but don't know how to enroll or what classes to take?

Counselors and educational advisors are available to meet with you and help create a supportive bridge to the college campus for credit classes. Counselors and educational advisors are available to:

1. Discuss with you a step-by-step checklist for applying to the College and enrolling in classes.
2. Meet with you throughout the enrollment process to help you register quickly and easily.
3. Guide you through the application process.
4. Provide you with important forms.
5. Tell you how to locate and utilize campus resources like Financial Aid.
6. Determine if you need to take any placement tests and provide you with sample tests and testing information, if needed.
7. Help you figure out your academic goals.
8. Assist you in selecting college classes and creating a short-term course plan for college graduation and transfer.

You can make an appointment by coming into the High School Office.

Students with Disabilities

Individuals with disabilities are assured equal access to educational institutions and all systems of communication under federal and State laws. (Mt. SAC Board Policy Board Policy 5140)

Sexual Harassment

For more information, see AP 3430. The College is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.