

### Registration Information

- The last day to start a math, Biology, or Chemistry class will be March 16, 2020
- The last day to start any other class will be April 6, 2020
- New and returning students will need to submit a new 2019-20 Referral Form

### Class Schedule and Offerings

Offered All Year September 9 <sup>th</sup> – May 28 <sup>th</sup>			Starting in Winter 2020 January 6 <sup>th</sup> – May 28 <sup>th</sup>	
Art Expression	English 3	Psychology	Algebra 1*	Chemistry*
Earth Science	English 4	Sociology	Algebra 2*	Geometry*
Economics	Government	US History	Biology*	Integrated Math 1*
English 1	Health	World History		Pre-Algebra
English 2	Physical Science			

- \*Algebra 1, Algebra 2, Biology, Chemistry, Geometry and Integrated Math 1 cannot be taken for original credit. Students may only take these courses as a make-up class.
- All coursework must be completed by Thursday, May 28, 2020. Progress will not carry over to any following semesters.
- Algebra 1, Algebra 2, Biology, Chemistry, Geometry, Integrated Math 1, and Pre-Algebra will be offered beginning in the Winter 2020 semester.
- The majority of courses offered are certified as fulfilling the “a-g” subject requirements for freshman admission to the University of California.

### How to Get Started

- Register in Building 30, Room 115 on the day you want to start class or before, whatever is convenient
  - You must bring:
    - A parent (or legal guardian)
    - Your signed referral form
    - A form of ID (e.g., state ID, student ID, yearbook, transcript with a picture)
    - A one-day parking permit from the parking permit machine in Student Lot H (\$4 cash or card)
- During registration you will complete an emergency card and receive a packet with more detailed information
- You can start class once you are registered
- You will get a printout that allows you to get a Mt. SAC ID and you need to get the ID by your second day of class

### If you have any questions...

Please call us at (909) 274-4937





## High School Referral Program Frequently Asked Questions

1100 N. Grand Avenue, Walnut, CA 91789  
High School Office: Building 30, Room 115  
(909) 274-4937

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### **What is the Mt. San Antonio College High School Referral Program?**

The High School Referral Program offers high school students the opportunity to retake classes to earn a higher grade and/or make-up credits. Credentialed teachers supervise the classroom and provide individual instruction and support.

### **Are there any requirements for admission?**

Students must be currently enrolled in high school and have a referral form signed by both a parent *and* a counselor.

### **Where is the program located?**

The program is located in Building 30 at Mt. San Antonio College.

### **What time is the program open?**

Class is in session from 4:00pm-8:00pm Monday-Thursday except for Art Expression which is in session from 5:30pm-8:30pm. Students do not need to attend for the entire class period.

### **How does the program work?**

Our program is:

- *Independent study*: Students are provided with all the materials they need to complete a course. Teachers and tutors are available for support.
- *Self-paced*: Students work at their own speed.

### **Is there any cost for the program?**

No. The program is free and textbooks are provided. However, students are required to have a Mt. SAC ID, which costs \$10. Also, parking permits are required for individuals who park on campus.

### **How do I complete a course?**

You must meet three requirements to get credit for a course: hours, coursework, and a "C" average.

- *Hours*: Courses take approximately 75 hours to complete. The minimum amount of attendance hours necessary for each 5 credit course is 62.5 hours.
- *Coursework*: Students are expected to complete and turn in assignments, projects, quizzes, and tests in order as specified by the syllabus. All work must be completed in the classroom.
- *Grade*: Students must achieve a 70% or better ("C") overall grade in the class. Credit will not be issued for any grade lower than a "C".

Courses must be completed by the end of the spring semester to receive credit. There is no carryover of coursework or hours into the following summer semester or school year.

### **How do my credits get applied to my transcript?**

Credits completed in the High School Referral Program are transferred to your high school. A transcript will be mailed to your high school approximately 2 weeks after completion of the course.



# High School Referral Guidelines

1100 N. Grand Avenue, Walnut, CA 91789  
High School Office: Building 30, Room 115  
(909) 274-4937

## **ATTENDANCE POLICY:**

- Class hours are Monday – Thursday 4:00-8:00pm (Art Expression is 5:30-8:30pm)
  - Courses take approximately 75 hours to 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.
- Use of translators is not allowed in the classroom.

## **ACADEMIC ADVISING:**

- The High School Program counselor can answer questions about attending Mt. SAC and college in general.

## **PROGRESS AND CREDITS:**

- All coursework and hours must be completed with a grade of 70% or better by May 28, 2020. 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 28, 2020 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 legal parent or 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.

#### **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:**

1. 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, a parent/guardian will be contacted and the disciplinary action will be recorded in the student's file.
2. If the behavior persists, or another disruption of the class occurs, the student will be sent down to the administrator and a parent/guardian can be called to pick up the student (if the behavior exhibited warrants this type of discipline).
3. 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.
4. For more serious discipline issues such as cheating, violence and stealing, students will be referred to the Student Life Office for disciplinary action.

**Students who engage in cheating or plagiarism are subject to immediate dismissal from the high school program.**



## High School Referral Biology & Chemistry Information Winter & Spring 2020

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### **Program Goal**

To offer students the full laboratory component of a life or physical science in order to meet A-G requirements necessary for acceptance into the California State University and University of California systems.

### **Attendance**

- Lab is once per week during part of the spring semester (March 16<sup>th</sup>-April 30<sup>th</sup>)
- Specific lab days will be announced once class has begun.
- You must arrive at the laboratory when class starts and are expected to stay the full time.
- You cannot finish all required labs and thus will not complete the course if you fail to attend the entire session on lab day.
- You are required to complete all labs assigned during the semester(s) you are attending in order to receive credit for the course.
- Once you have completed the laboratory work you can spend the remainder of the time completing your science curriculum.

### **Location**

- Will be announced once class has begun.
- Park in **Lots B or D**. A valid student parking permit must be purchased and displayed in order to use student parking lots.

### **Guidelines**

- Only 30 students can be in the lab at any given time; priority is given on a first come first serve basis.
- Use of the laboratory is a privilege and requires that your attitude is serious and mature at all times.
- You must follow all safety rules and scientific procedures at all times when using the laboratory (see attached safety rules).
- You will be asked to leave the lab if you do not adhere to all lab requirements. In order to return and complete the course you will need to schedule a parent teacher conference. If you are asked to leave a second time you will no longer be allowed to use the science lab and will not be able to complete the course.



# High School Referral

## Science Safety Guidelines (Biology & Chemistry Students)

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When working in the science laboratory, you will have certain responsibilities that do not apply to other classrooms. You will be working with materials and apparatus, which, if handled carelessly or improperly, have the potential to cause injury. A science laboratory will only be a safe place if you are prepared, alert, and cautious. The following procedures must be followed:

### General Procedures

1. Prepare for each laboratory activity by reading all instructions before coming to class. Follow all procedures exactly. Make note of any changes in procedure given by the instructor.
2. Place books, purses, and backpacks in a designated storage area. Take only laboratory materials and notebooks into the working area.
3. Perform only those laboratory activities for which instructions and permission have been given.
4. Use only materials and equipment authorized by the instructor.
5. Keep work areas clean. Floors and aisles should be kept clear of equipment and materials.
6. Eating or drinking in the laboratory or from lab equipment is not permitted.
7. Confine long hair during a laboratory activity.
8. Student apparel should be appropriate for laboratory work. Long hanging necklaces, bulky jewelry, and excessive and bulky clothing should not be worn in the laboratory.
9. Roll long sleeves up above the wrist. Remove coats and bulky sweaters.
10. Wear appropriate eye protection, as directed by the instructor. Safety goggles must be worn during more hazardous experiments involving caustic/corrosive chemicals, heating of liquids, and other activities that may injure the eyes.
11. Know the location of the emergency shower, eye and face wash fountain, fire extinguisher, and exits.
12. Know the proper fire drill procedure.
13. Report any accident to the teacher immediately, no matter how minor. This includes any burn, scratch, cut, or corrosive liquid on skin or clothing.

### Equipment

14. Check labels and equipment instructions carefully. Be sure the correct items are being used in the proper manner.
15. Hot glass looks just like cold glass. Determine if an object is hot by bringing the back of your hand up close.
16. Use a mechanical pipette filler or bulb (never the mouth) with a pipette to measure small volumes of liquids.
17. When removing an electrical plug from its socket, pull the plug, not the electrical cord.
18. Light gas burners only as instructed by the teacher.
19. Use a burner with extreme caution. Keep your head and clothing away from the flame, and turn it off when not in use.
20. Do not bring any substance into contact with flame unless specifically told to do so.
21. When heating material in a test tube, do not look into the tube while heating it or point it in the direction of another student.

### Chemicals

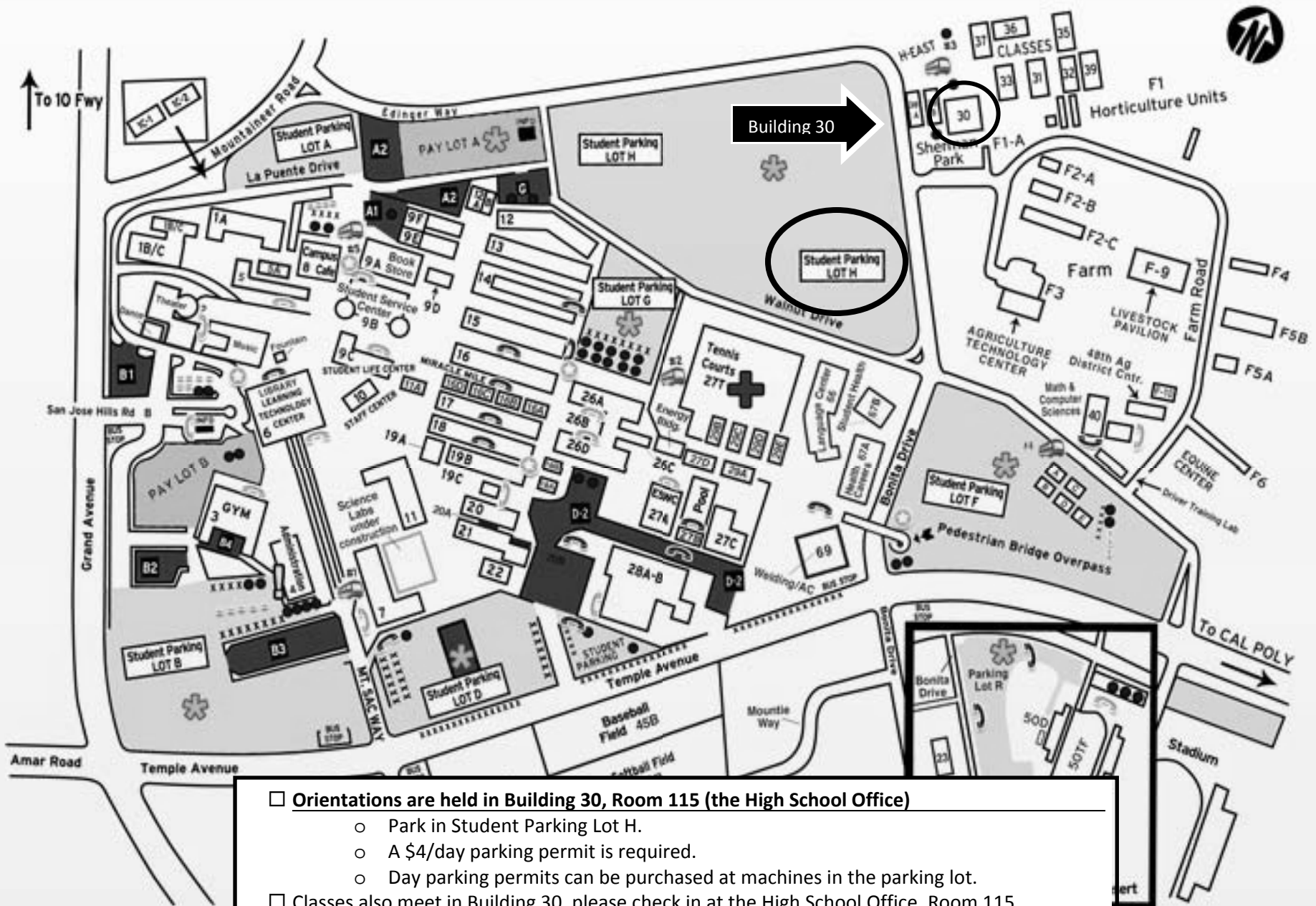
22. Never carry hot equipment or dangerous chemicals through a group of students.
23. Never taste or touch any chemicals with the hands unless specifically told to do so.
24. Always test for odor of chemicals by waving your hand above the container and sniffing cautiously from a distance.
25. Never pour reagents back into bottles, exchange stoppers of bottles, or lay stoppers on the table.
26. In case of a burn from an acid or alkali, wash the affected area immediately with plenty of running water. If in the eye, irrigate it for at least 15 minutes. Report the incident immediately.
27. Keep hands away from face, eyes, and body while using solutions, specimens, equipment or materials in the laboratory.

### Dissection

28. Handle scalpels or razor blades with extreme care. Never cut material toward you; cut away from you.
29. Notify your teacher immediately if you cut yourself when in the laboratory.

### Disposal and Cleanup

30. Do not throw used matches into the trashcan. A container should be provided for their disposal.
31. Dispose of litmus paper, wooden splints, toothpicks, and so on in the same manner as matches.
32. Throw all other solid waste in designated wastebaskets, jars, or other containers. Do not discard any solids such as glass tubing, cover slips, or sand into the sinks.
33. Hazardous or toxic liquids must be disposed of properly. Follow the directions of your instructor.
34. If an acid or base is spilled, report the spill to the instructor.
35. Report broken glass and/or thermometers to the instructor immediately. Never handle broken glass with bare hands.
36. Wash hands thoroughly at the end of the laboratory period.



- Orientations are held in Building 30, Room 115 (the High School Office)**
  - Park in Student Parking Lot H.
  - A \$4/day parking permit is required.
  - Day parking permits can be purchased at machines in the parking lot.
- Classes also meet in Building 30, please check in at the High School Office, Room 115.**
  - Park in Student Parking Lot H for class.
  - Student parking permits are required for Lot H. You will receive information at orientation on how to purchase a permit for the semester.