

Registration Information

Registration begins Tuesday, March 10th
Registration ends Thursday, May 14th at 8:00pm

**Bring your referral to the High School Office on
TUESDAYS, WEDNESDAYS, OR THURSDAYS
Between 5:00pm-8:00pm to get registered!**

Registration is by priority as follows:

1. Seniors- Class of 2020
2. Seniors- Class of 2021
3. Juniors- Class of 2022
4. Sophomores- Class of 2023
5. Freshman- Class of 2024
6. Late referrals

Class Schedule

Session A → June 8 – June 25 (3 weeks)

Semester **A** classes offered (i.e. Biology A)
M-Th: 2:30 p.m. – 8:30* p.m. – 5 credits
*30-minute break included from 5:15 p.m. – 5:45 p.m.

Session B → June 29 – July 16 (3 weeks)

Semester **B** classes offered (i.e. Biology B)
M-Th: 2:30 p.m. – 8:30* p.m. – 5 credits
*30-minute break included from 5:15 p.m. – 5:45 p.m.

General Information

- Students can complete 5 credits per session or a maximum of 10 credits over two sessions.
- Students may not miss more than 6 hours during a session or he/she will be dropped.
 - Students will be dropped from the class if they are absent on the first day of class.
 - Students must be present on the last day of class to take the final exam.
- Students must finish courses during the summer session. No extensions or carry-over of courses will be allowed for summer courses, even across sessions.
- Each of the summer courses are certified as fulfilling the “a-g” subject requirements for freshman admission to the University of California and California State University systems.

Course Notification Information

- Class placement will be available on Wednesday, May 20th
- We will mail a postcard to your home indicating in which class(es), if any, students were placed.
- When you receive the postcard, please call us to confirm the class placement.
- After May 20th we will be contacting only the parents of students who were accepted.

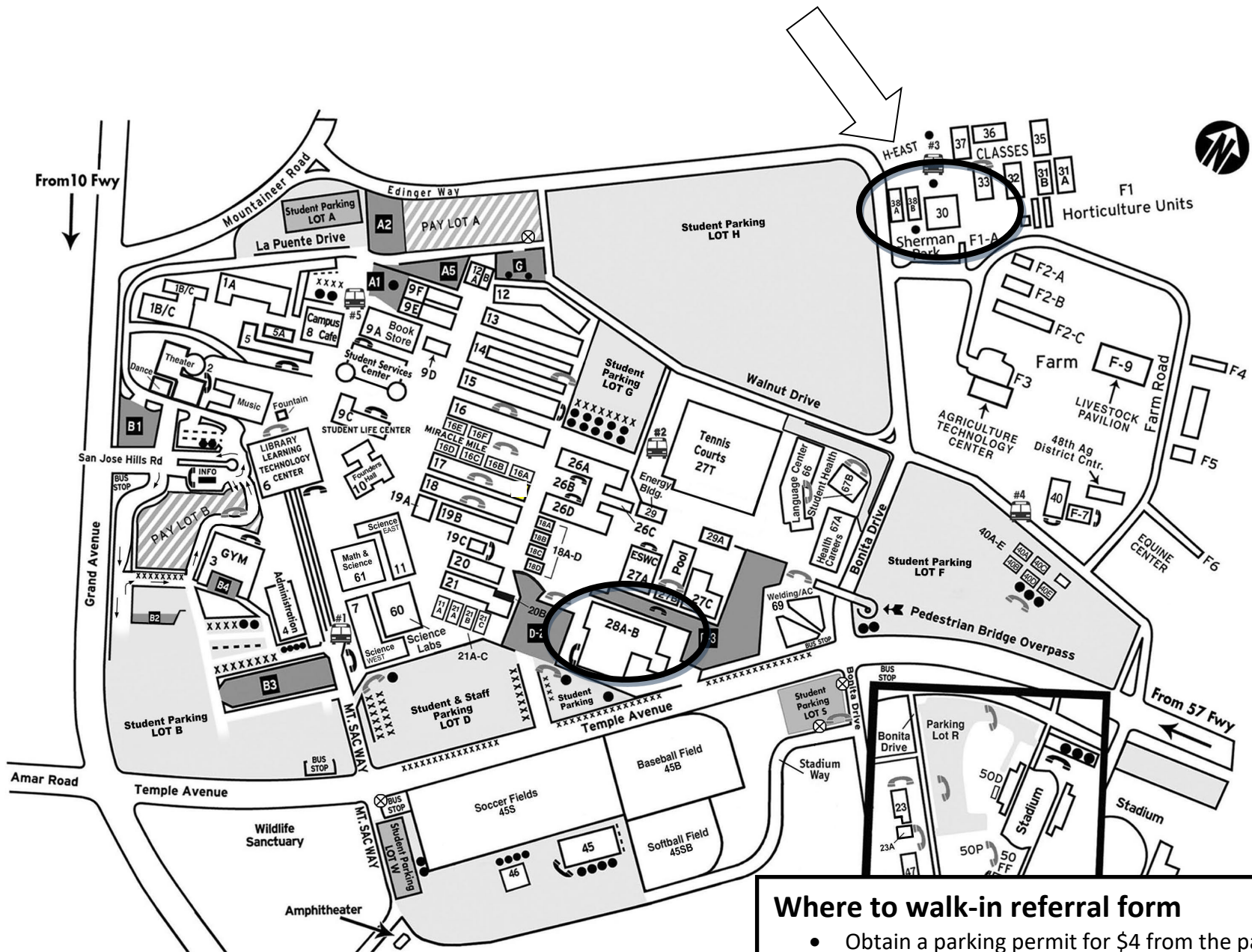
Registration Information-All Students

- All students, new and returning, will need to submit a new referral form to our office in Building 30, Room 115.
- **Parent AND student must walk-in the referral together.** Faxed/mailed referral forms will not be accepted.
- **Referrals will be accepted on Tuesdays, Wednesdays, and Thursdays between 5pm and 8pm.**
- When you bring the referral you will be given a quick orientation and information about the program. Please plan for at least 20 minutes for paperwork and orientation.
- Submitting a referral form does not guarantee placement in a class.
- After the registration deadline you can submit a late referral for review, but it will not be given priority and will only be processed if space opens up in a class.

Additional Registration Information-Returning Students

- Cannot carry over coursework from courses in which they were previously enrolled (e.g. Spring 2020).
- Do not have to complete orientation unless they are taking Biology or Chemistry for the first time at Mt. SAC.

If you have any questions, please call us at (909) 274-4937.



Where to walk-in referral form

- Obtain a parking permit for \$4 from the parking permit machine on the south side of Student Lot H or south of Temple on Bonita Drive
- Park in the east side of Student Lot H
- Bring your referral to Building 30, Room 115



High School Referral General Information

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

PROGRAM GOALS:

- To provide students with the opportunity to retake high school classes, earn a higher grade, and make up credits.

ATTENDANCE POLICY:

- SESSION A: June 8 – June 25
- SESSION B: June 29 – July 16
- Class hours are:

Semester A (June 8 – June 25): 2:30 pm – 8:30 pm

Semester B (June 29 – July 16): 2:30 pm – 8:30 pm

- Students can miss **ONE** class session or a total of 6 hours. Students who miss more than 6 hours will be dropped from the class.
 - Students will be dropped from the class if they are absent on the first day of class.
 - Students must be present on the last day of class to take the final exam.
- Biology and Chemistry students who miss one science lab session will be dropped from the class.
- **Students must complete their course work within each session period. No extensions or carry-over of course(s) will be allowed for summer course(s).**
- All students must be in class while on campus. The High School Program has a no loitering policy. Students are expected to check into class within five (5) minutes of arrival and leave the campus immediately after checking out of class.

BOOK POLICY:

- You may borrow all necessary books in the classroom. If a book becomes lost or stolen the student will be charged for the replacement value.
- In order to obtain a textbook, you must have an ID.

PARKING:

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

BREAKS:

- A 30-minute break is included each day.
 - Instructors will not be in the classroom during break.
 - 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 EXPECTATIONS:

- Each teacher 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.

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 an Educational Advisor please make an appointment in the High School Office.

PROGRESS AND CREDITS:

- There is no carryover of coursework or hours into following sessions or semesters.
- Students in Session A are required to complete all required coursework by **June 25, 2020**, and turn in assignments, projects, quizzes, and tests as specified by the teacher.
- Students in Session B are required to complete all required coursework by **July 16, 2020**, and turn in assignments, projects, quizzes, and tests as specified by the teacher.
- Parents may call the High School Office to check on their student's progress. Counselors and/or staff are available to discuss progress with parents.
 - 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 child will be given any and all necessary information.
- Students must achieve a 70% ("C") or better overall grade for the class. Credit will not be issued for any grade lower than a "C".
- Upon completion of your course, an official transcript will be mailed to your school. A record of course completion will not be sent home. Please check with your home high school's registrar to ensure grades have been received.

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. Each instructor maintains his or her own discipline plan and will give students a description of goals and expectations. 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, the 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 the parents 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.

I have read and I understand the above information. A copy has been provided to me. I have also read the Student Discipline Policy. A copy has been provided to me.

Print Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

****In the event of any policy changes students will adhere to the most current rules and regulations of the program.**



High School Referral Science Information Summer 2020

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 the summer semester.
- Lab will be one day per week from 2:30 to 8:30. The lab day will be announced on the first day of class.
- There is no lab the first week of Session A.
- 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

- TBD
- Park in **Lots B or D**. A valid student parking permit must be purchased and displayed in order to use student parking lots.

Guidelines

- 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.



Science Safety Guidelines High School Referral

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 as soon as possible. Never handle broken glass with bare hands. Report broken thermometers to the instructor immediately.
36. Wash hands thoroughly at the end of the laboratory period.

STUDENT:

I agree to follow all of these safety instructions and I understand that if I do not follow these rules, I will not be allowed to use the laboratory. I also understand that it is not possible to obtain credit for this course without completing the laboratory requirement.

Print name

Signature

Date

PARENT:

I understand that my child must abide by all of these safety instructions and I am aware that if my child does not follow these rules, he/she will not be allowed to use the laboratory. I also understand that it is not possible for my child to obtain credit for this course without completing the laboratory requirement.

Print name

Signature

Date