General Information

Registration begins Monday, April 5
Registration ends Friday, May 14 @ 3:00pm

Registration is by priority as follows:
1. Seniors- Class of 2010
2. Seniors- Class of 2011
3. Juniors- Class of 2012
4. Sophomores- Class of 2013
5. Freshmen- Class of 2014
6. Late referrals

Class Schedule

Session I ➔ June 21 – July 8 (3 weeks)
M-Th: 2:30 p.m. – 8:30* p.m. - 5 credits
Semester A classes offered (i.e. Biology A)
Holiday: Monday, July 5 (no class)

Session II ➔ July 12 – July 29 (3 weeks)
M-Th: 2:30 p.m. – 8:30* p.m. - 5 credits
Semester B classes offered (i.e. Biology B)

*30-minute break included

Students can complete 5 credits per session or a maximum of 10 credits for two sessions.

**Class Assignments will be available on May 28th **
At this time we will be contacting parents of students who were accepted.

➔ All Students...
• All students, new and returning, will need to submit a new referral form to our office in Building 30, Room 115. Parent/student must walk-in the referral. Faxed/mailed referral forms will not be accepted.
• Submitting a referral form does not guarantee placement in a class.

➔ New Students...
• After the referral form is submitted, students will have to attend an orientation with their parent or legal guardian.

➔ Returning Students...
• Cannot continue courses in which they were previously enrolled (i.e. Spring 2010).
• Do not have to attend orientation unless they are taking Biology or Chemistry for the first time at Mt. SAC.

➔ If you have any questions...
We have answers! Please call us at (909) 594-5611 extension 4937.

Revised 3/3/2010
HIGH SCHOOL REFERRAL PROGRAM
2010 INFORMATION GUIDE

OFFICE HOURS
Monday-Thursday: 8:00 am – 9:00 pm

SUMMER 2010
SESSION I
Begins: Monday, June 21, 2010
Ends: Thursday, July 8, 2010
Holiday: Monday, July 5, 2010

SESSION II
Begins: Monday, July 12, 2010
Ends: Thursday, July 29, 2010

CLASS HOURS:
Monday-Thursday:
Session I – June 21 – July 8 (3 weeks)
M-TH; 2:30 p.m. – 8:30* p.m. - 5 credits

Session II – July 12 – July 29 (3 weeks)
M-TH; 2:30 p.m. – 8:30* p.m. - 5 credits

* 30-minute break included.

NOTE: Student may not miss more than 6 hours during a session or they will be dropped.
High School Referral Program
Summer 2010 Guidelines

PROGRAM GOALS:
• To provide students with the opportunity to retake classes, earn a higher grade, make up credits and/or get ahead in their studies.

ATTENDANCE POLICY:
• SESSION I: June 21, 2010 – July 8, 2010
• SESSION II: July 12, 2010 – July 29, 2010
• Class hours are Monday – Thursday 2:30 pm – 8:30 pm (Except Class of 2010).
• There will not be class on July 5, 2010

□ Class of 2010*
   Monday – Thursday: 9:00 a.m.-1:00 p.m. and/or 4:30-8:30 p.m.
   *Except Algebra 2, Geometry, Biology, and Chemistry

   Semester A (June 21, 2010 – July 8, 2010):  2:30 pm – 8:30 pm
   Semester B (July 12, 2010 – July 29, 2010):       2:30 pm – 8:30 pm

• Students will be dropped from the class if they are absent on the first day of class.
• 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 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 or off 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 from the High School Office. 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 a current Mt. San Antonio College student ID.

PARKING:
• Drop-off, pick-up and parking are in Lot H only.

BREAKS:
• A 30-minute break is included each day.
  o Instructors will not be in the classroom during break.
  o 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 and pagers need to be turned off at all times when you are in class; otherwise, they will be confiscated.

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:
• Students in Session I are required to complete all required coursework by **July 8, 2010**, and turn in assignments, projects, quizzes, and tests as specified by the teacher.
• Students in Session II are required to complete all required coursework by **July 29, 2010**, 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.
  o 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.
  o 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% (“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:
  o Internet usage is for educational purposes only.
  o No chat rooms, music videos, or other inappropriate sites are to be accessed.
  o Offensive materials either on disk or the Internet are not allowed on any college computer.
  o 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.**

2/26/2010 HSR Summer 2010
### PART I – To be completed by student.

<table>
<thead>
<tr>
<th>Print Last Name</th>
<th>Print First Name</th>
<th>Birthdate</th>
<th>Date</th>
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<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Home Phone</th>
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<table>
<thead>
<tr>
<th>Graduation year</th>
<th>Student Signature</th>
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### PART II – MUST be completed by high school counselor. Course offerings are contingent upon student enrollment.

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<thead>
<tr>
<th>Session I – June 21 – July 8 (3 weeks)</th>
<th>Session II – July 12 – July 29 (3 weeks)</th>
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<tbody>
<tr>
<td>M-TH; 2:30 p.m. – 8:30 p.m.* - 5 credits</td>
<td>M-TH; 2:30 p.m. – 8:30 p.m.* - 5 credits</td>
</tr>
<tr>
<td>English 1 A CP</td>
<td>English 1 B CP</td>
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<tr>
<td>Chemistry A CP</td>
<td>Chemistry B CP</td>
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<tr>
<td>English 2 A CP</td>
<td>English 2 B CP</td>
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<tr>
<td>US History A CP</td>
<td>US History B CP</td>
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<tr>
<td>English 3 A CP</td>
<td>English 3 B CP</td>
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<tr>
<td>World History A CP</td>
<td>World History B CP</td>
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<tr>
<td>English 4 A CP</td>
<td>English 4 B CP</td>
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<tr>
<td>Algebra 2 A CP</td>
<td>Algebra 2 B CP</td>
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<tr>
<td>Biology A CP</td>
<td>Biology B CP</td>
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<tr>
<td>Geometry A CP</td>
<td>Geometry B CP</td>
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*30-minute break included.

1st Choice _________________________ A  
1st Choice _________________________ B

2nd Choice _________________________ A  
2nd Choice _________________________ B

☐ IEP  ☐ 504 Plan  ATTACH NECESSARY DOCUMENTATION

Upon completion, grade and credit should be returned to:

<table>
<thead>
<tr>
<th>High School</th>
<th>Counselor Name (Please Print Clearly)</th>
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<tr>
<th>Counselor Phone Number</th>
<th>Counselor’s Signature</th>
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### PART III – To be completed by Parent/Guardian

I understand that my son/daughter must comply with all guidelines.

<table>
<thead>
<tr>
<th>Parent/Guardian Name (Please Print Clearly)</th>
<th>Parent/Guardian Signature</th>
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<th>Day Phone Number</th>
<th>Evening Phone Number</th>
<th>Cell Phone Number</th>
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For Office Use Only

Date Received ________________ Time ________________ Staff Initials ________________ New Student ________________ Returning Student ________________
Registration
- Park in Student Lot H
- Bring your referral form to Building 30, Room 115

Where to purchase a $2/day parking permit:
- From the yellow machine located on Bonita Avenue, south of Temple.
- You need a parking permit to park on the Mt. San Antonio College campus.