

# La Entrada High School Student Handbook



**La Entrada High School**  
**[laentradahighschool.org](http://laentradahighschool.org)**  
**Placentia-Yorba Linda Unified School District**

4999 Casa Loma Avenue  
Yorba Linda, CA 92886  
Phone: (714) 986-7026  
Fax: (714) 986-7027

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# La Entrada High School

## Vision

In shared partnership with parents and students, the La Entrada staff envisions an alternative learning environment that promotes high academic achievement, personal and social responsibility and empowers students to meet the challenges of a changing world.

## Mission Statement

The mission of La Entrada High School is to provide educational experiences that stimulate intellectual curiosity, create personal enthusiasm for knowledge and actively engage and empower the students in the process of learning so that they may responsibly participate in a diverse, ever-changing democratic society.

# La Entrada High School

## Expected Schoolwide Learning Results

**L**ife-long independent learners who:

- Assume personal responsibility for learning
- Prioritize, plan and take actions to accomplish goals

**E**ffective communicators who:

- Comprehend and interpret the messages of others
- Write and speak with clarity to diverse audiences

**A**rticulate thinkers who:

- Apply learning to real-life situations
- Reflect, analyze, and draw conclusions

**P**roductive citizens who:

- Develop respect for the ideas and values of others
- Utilize traditional and evolving technology



*Leaping to New Heights*

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
1301 E. Orangethorpe Avenue  
Placentia, Ca 92870  
(714) 986-7000

LA ENTRADA HIGH SCHOOL  
4999 Casa Loma Avenue  
Yorba Linda, CA, 92886  
(714) 986-7026

#### BOARD OF EDUCATION

Mrs. Carrie Buck  
Mrs. Judi Carmona  
Mrs. Carol Downey  
Mrs. Karin Freeman  
Mr. Eric Padgett

#### DISTRICT ADMINISTRATION

Superintendent – Dr. Doug Domene  
Asst. Superintendent – Business Services – David Giordano  
Asst. Superintendent - Personnel Services – Mr. Robert Kent  
Asst. Superintendent - Educational Services - Mrs. Candy Plahy

#### SCHOOL ADMINISTRATION

Principal – Carrie E. Bisgard

## Welcome

The La Entrada High School staff is happy to welcome you to our school. La Entrada means “gateway” in Spanish. As such, La Entrada High School is the “Gateway to the Future” through alternative education. We take pride in providing a high-quality education program that helps our students become successful in achieving their personal and educational goals outside of the traditional classroom, yet within the framework of the requirements of the Placentia-Yorba Linda Unified School District.

This handbook has been designed to provide you with information about the independent study program, graduation requirements and some of the general policies and procedures of the school.

If a student is concurrently attending one of the comprehensive high schools it is strongly recommended that they become familiar with that school’s handbook as well. This will ensure that they fully understand the rules and procedures of their home school.

## History of La Entrada

Under the direction of the Superintendent and the PYLUSD Board of Education, La Entrada had its modest beginnings circa 1985. La Entrada meaning “The Gateway,” in Spanish, was designed to provide an alternative high school program for approximately 10-12 students. These were students who could not attend the comprehensive high school because of other commitments such as world class athletics, acting and/or family hardship. The first class began at El Dorado High School but soon outgrew that facility. During the nineties La Entrada moved to the continuation school at El Camino with satellites at Esperanza and El Dorado. As the program expanded it moved to a facility at Tuffree Middle School in Placentia. In 2001, La Entrada High School moved to the Fairmont site in Yorba Linda and shared a campus with Yorba Linda High School. In 2013-2014 La Entrada High School moved to the district Professional Development Academy site and now has a permanent location.

The independent study program has grown enormously from its humble beginnings. It is now a high school in its own right with a full-time principal, secretary, teachers and staff. The program currently enrolls over 120 students, grades 9-12 and the philosophy has become one of a truly personalized education in an alternative setting for any qualified student in the geographical area. La Entrada received WASC accreditation, and UC/NCAA approval in 2007. In October 2009 La Entrada High School received the prestigious *Exemplary Independent Study Recognition Award* from California Consortium for Independent Study and the California Department of Education. Jack O’Connell, the State Superintendent of Public Instruction, congratulated La Entrada High School for providing an independent study program that challenged students with a rigorous academic program, and provided flexibility and personalization. In 2014 La Entrada was recognized by US News and World Report as one of the best high schools in the US.

La Entrada High School also offers online courses to students who enroll in a math course. Taking an online math course affords the student an opportunity to engage in the learning process that most closely mirrors the traditional math classroom whereby direct instruction and group dynamics are inherent. La Entrada High School utilizes Apex online math courses at no cost to students. A math credentialed teacher at La Entrada High School teaches the on line math courses.

Our teachers and staff meet regularly with parents and students to ensure that a comprehensive alternative education is available to all students. In addition, La Entrada students are enrolled in concurrent classes at the comprehensive high schools, take college classes at the local community colleges, and develop career-technical skills through North Orange County ROP. Students graduate each June fully equipped to continue their educational goals in universities, community colleges, vocational schools, or the workforce.

# Independent Study Program Overview

La Entrada High School is an independent study program designed for students who desire an alternative to traditional classroom instruction as a way in which to earn their high school diploma.

In this program, students work independently according to a written agreement under the general supervision of their instructor. While students follow the district-adopted curriculum and meet the district graduation requirements, the program allows for flexibility to meet their individual needs, interests, and styles of learning.

Students who are motivated to achieve as well as, or better than, they would in a regular classroom may qualify for independent study. A student must have sufficient maturity and self-direction to maintain a study schedule of at least 4 hours a day. La Entrada students dedicate themselves to the hard work and discipline it takes to be independent and self-reliant individuals.

## Students Who May Benefit

Independent study requires a student with the maturity and self-direction to maintain a rigorous study schedule. A student who benefits from independent study may be someone who:

- desires the freedom and flexibility that independent study provides such as athletes, actors/actresses, models, etc...
- is gifted in a particular field and wishes to practice an outstanding skill (an artist, athlete, entertainer).
- is a teen mother or father.
- has health problems.
- has temporary or immediate financial needs.
- has been evaluated and needs different instructional strategies.

## Population

The primary aim of independent study is to offer a means of individualizing the educational plan for pupils whose needs may best be met through study outside the regular classroom or comprehensive high school. Students with an Individualized Educational Plan must go through the IEP process as independent study is a change of placement.

## Prerequisites

- Students willing to make a major commitment to Independent Study
- Students who may thrive in a non-traditional high school setting
- A positive attitude by parents and student about Independent Study and its requirements

- Students who are motivated to achieve educationally
- Ability to read and comprehend written instructions **at or near grade level**
- Student ability and willingness to work with limited supervision by a certificated instructor
- Possession of sufficient self-discipline and self-direction to complete learning goals
- Parental supervision, support, assistance and commitment
- Special Education students may qualify if recommended through the IEP

## Standards

- Minimum of four hours of concentrated study per school day (20 hrs. wk.)
- Attend a two hour once a week appointment/class
- Complete all assignments, complete weekly proctored exams and meet with teacher for a 2 hour appointment every week

## Additional Educational Opportunities

- ROP/ ROP Work Experience
- Concurrent classes at student's resident school
- Independent study for PE and Community Service
- Bridge classes at local community colleges

## How Credit/Grades Are Earned

Students work on one course at a time with a maximum of 1.25 credits earned weekly. Each course, totaling 5 credits, is completed after four weeks of work. Credits are earned when all of the course assignments and exams have been completed according to the standards set by the independent study assignment sheet/course syllabus. Generally, La Entrada students earn 25 credits a semester and 50 credits during a completed school year. Additional credits may be earned by taking concurrent classes at the comprehensive high school or a community college, as well as through ROP classes. Enrollment in and acceptance of credit for courses taken at community colleges will be granted only with prior administrative approval (BP 6178.2). With the approval of Teacher and Director, students who are 16 years of age or older may concurrently take up to six college units while enrolled at La Entrada. College course credits shall be credited at the rate of 3-1/3 semester periods for each credit hour earned in college (BP 6178.2). Students are graded on a scale of A-F with A being 90-100%, B 80-89%, C is 70-79 %, D is 60-69% and F is below 60%. Students are only allowed to repeat a course for grade improvement during summer school or in the district's night school program.

## The Independent Study Agreement

An independent study agreement is signed by the certificated instructor, student, and if a minor, his or her parent or guardian. The agreement includes educational objectives, activities, personnel to be involved, and resources to be used. A student's continuing enrollment in the program is based upon the quantity and quality of the assignments completed.

## How Independent Study is Structured

Students are required to complete approximately 30 hours of coursework weekly. Each student is required to attend class once a week for two hours. Student's wishing to complete the UC/CSU requirements for college entrance are able to attend additional math and science classes each week. When lab science and world language courses are not offered at La Entrada, students are required to enroll in these courses through their school of attendance.

### Student Appointment Times

- Weekly two hour teacher-student meetings are scheduled Monday - Thursday.
- Students are expected to arrive on time for their teacher-student meeting.
- Students meet with their teacher, grade their assignments, take a test and get their new assignment.
- Students enrolled in a math class will also meet with the math teacher each week.
- Students must come prepared to discuss their academic work with the teacher.

### Absences

There are no absences in independent study. Student attendance is based on work completed and turned in to the teacher on the due date.

- Parents must call the office if the student is ill.
- Parents must bring in the student's assignments on the due date and get the new assignment.
- Missing two teacher-student meetings or two assignments in a semester may result in a lower grade, additional class seat time, revoking a work permit, and ultimately being dropped from independent study and returned to a classroom environment.

### Enrollment Procedure

1. High school students interested in enrolling at La Entrada High School must meet with their counselor for a referral to LEHS.
2. Phone La Entrada High School at (714) 986-7026 and schedule an interview to determine eligibility.
3. After approval, schedule an appointment for registration with assigned instructor. Parent must be present for students under 18 years of age.
4. Return completed referral form to school of attendance. Be sure to also return all textbooks and pay all outstanding fees. The process must be completed before enrollment in La Entrada High School.
5. Students with an IEP will need to meet with their school's IEP team before being referred to La Entrada High School.

# School Policies/Procedures/Regulations

## Home/School Agreement

In order to ensure a meaningful partnership that gives every child the best possible chance of success, the partners need to be clear about what each can reasonably expect of the others. We each have our roles to play and we are entitled to expect certain things of one another. If each of the partners—parents, staff, and students—commit themselves to these expectations then the year will be a very positive one and students will achieve their potential.

## What Can I Expect of the School?

The school will:

- Provide the necessary curriculum, resources, and materials.
- Ensure that every family is provided an instructor able to work effectively with the parent and student.
- Monitor and assess learning.
- Provide a personalized learning environment and curriculum.
- Ensure that each family is aware of the school's opportunities and expectations.
- Provide ways for the parent/teacher to grow as an educator.

## What Should the School Expect of the Parent?

The school will expect that parents will support their child's learning by:

- Showing, through day-to-day activities, the value placed on learning.
- Setting high standards for teaching and student learning.
- Adhering, as a general rule, to a daily "school" routine.
- Helping to maintain a balance between schoolwork and leisure time activities.
- Partnering with the school in meeting responsibilities for the academic program.
- Ensuring that the Educational Facilitator is fully informed of anything which may affect student progress.
- Attending parent/staff development trainings provided by the school.

- Fulfilling responsibilities outlined in the home/school partnership.

## What Does the School Expect of My Child?

La Entrada expects that students will:

- Focus attention on learning during "school time."
- Aim for the highest standards in quality of work.
- Attend weekly appointments and/or classes with their instructor.

## Student Computer Use

To be given network and Internet access through the district, all students are required to sign the Student Network/ Internet Acceptable Use Agreement form. PYLUSD does recognize and supports each family's right to decide to apply for Network/Internet access. Students who do not sign the agreement will not be given access to computers that are on the district network. La Entrada students will use school computers for educational purposes (i.e. research, word processing, presentations, etc.). Students are not permitted to use school computers for e-mail, chat, or personal use of the Internet.

## Dances

Independent Study students who are in good standing with their resident high school are allowed to attend all extra-curricular activities including dances. Students must have a La Entrada High School photo ID card to purchase a dance ticket at the resident high school.

## Student Photo ID Cards

Students are required to have a La Entrada High School Photo ID card in their possession at all times for safety and security purposes. ID cards are made during registration as well as during the school day.

## Transcripts

Students may request an unofficial transcript from the school secretary. Twenty-four hour notice is required.

## Drop Policy

Students dropping a math class after the second week of the second or fourth quarters will receive a Withdraw Fail (WF) or Withdraw Pass (WP) and no credits for their semester grade. Classes will not be dropped during the last 4 weeks of a semester.

## Dress Code

Student clothing must be appropriate for educational endeavors.  
Clothing must be neat, clean, in good repair, and provide proper body covering.

The following clothing is considered inappropriate and is not to be worn to school:

- Clothing, including hats, jewelry, or accessories associated with alcohol, drugs, tobacco, sex, obscenity, bigotry or violence.
- Short shorts, bare-midriff tops, beach attire, low necklines, low back lines, shoulder-less garments, PJ's, slippers, or any clothing normally worn as underwear.
- Pants must be worn at waist level; oversize clothing is unacceptable.
- Outer clothing must completely cover underclothes and be in good repair.

## Cell Phone Policy

- Students may bring cell phones to school.
- Cell phones must be on silent and not visible.
- **Any cell phone use in the classroom will result in a failing grade on the test or student work which the student is working on.**
- Phone calls to parents or to coordinate transportation must be completed outside the school building.

## PE Requirements

20 credits of physical education is required by California State Law. PE is a required course for 9<sup>th</sup> and 10<sup>th</sup> grade students. All 9<sup>th</sup> and 10<sup>th</sup> grade students will be enrolled in PE and 11<sup>th</sup> and 12<sup>th</sup> grade students who are deficient in PE credits will also be enrolled in PE. Failure to complete the PE requirement will result in an F on the student's transcript.

Options for completing the PE requirement at La Entrada High School:

- Enroll and complete PE in the resident high school.
- Enroll and complete PE in a community college.
- Enroll and complete 60 hours (5 credits) of activity in a private organization such as dance, karate, yoga, etc...
- Enroll and complete 60 hours (5 credits) as an athlete in a traveling sports team such as baseball, soccer, swim fast, etc...
- Complete 60 hours (5 credits) through a personal trainer or coach.
- 5 credits may be completed by enrolling in the online PE course at LEHS.
- Athletes in the 9<sup>th</sup> grade may complete 5 credits of PE textbook curriculum.

Verification of PE cannot be through a family member. **Students must pick up the PE application from the school secretary and be approved before beginning PE.**

**Students may NO LONGER log hours in a gym for PE credit.**

## **Work Permits and Child Labor Laws**

Generally, work permits are required for any student under 18 who wishes to work in a paid job. They are issued at the La Entrada Office. The student must have an offer of employment before beginning the process. The office staff will provide an application for a work permit which is filled in by the employer, the student, and the parent. When the completed application is returned to the office, a work permit is issued to the student. The student then gives the permit to the employer. A work permit must be renewed at the beginning of summer and the beginning of each school year. The turnaround for a work permit is 24 hours. **Students who do not complete their assignments on time will not be issued a work permit. Work permits will be revoked if student progress deteriorates.**

## **General Summary of Minors' Work Regulations**

If federal laws, state laws and school district policies conflict, the more restrictive law (the one most protective of the employee) prevails. Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency. Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.

Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.

Work permits (B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times.

A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers as listed below:

1. Explosive exposure
2. Motor vehicle driving/outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists/forklifts
8. Power-driven metal forming, punching, and shearing machines
9. Other mining
10. Power-driven meat slicing/processing machines
11. Power-baking machines
12. Power-driven paper products/paper bailing machines
13. Manufacturing brick, tile products

14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operation

For more complete information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

Minors younger than 16 years are allowed to work only in limited, specified occupations that exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.

In addition to safety regulations, labor laws applicable to adult employees also generally apply to minor employees, including workers' compensation insurance requirements.

Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.

A day of rest from work is required if the total hours worked per week exceeds 30 or if more than 6 hours are worked on any one day during the week.

#### Ages Hours of Work :

16 – 17 When school is in session: Daily maximum of 4 hours, Monday through Thursday. May work up to 8 hours on any non-school day or on any day that precedes a non-school day. May be permitted to work up to 48 hours per week. Students in Work Experience Education or cooperative vocational education programs may be permitted to work a maximum of 8 hours on a school day.

When school not in session: May work up to 48 hours per week but no more than 8 hours in any one day.

Work must be performed no earlier than 5 a.m. or later than 10 p.m. except that work may extend to 12:30 a.m. on nights preceding non-school days. Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission.

14 – 15 When school is in session: On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum of 18 hours. Students in Work Experience Education and career exploration programs may work up to 23 hours per week.

When school is not in session: Daily maximum 8 hours and weekly maximum 40 hours.

May not work during public school hours except students in Work Experience

Education or career exploration programs.

Work must be performed no earlier than 7 a.m. no later than 7 p.m. any day of the week. From June 1 to Labor Day work hours may be extended to 9 p.m.

## Honors, Recognitions and Student Awards

### National Honor Society

Candidates eligible for election to the chapter shall have a minimum scholarship un-weighted grade point average of 3.0 for NHS. Sophomores are eligible to apply if they have an un-weighted GPA of 3.0, leadership experience, community service and demonstrate good character and citizenship.

### Student Awards

Each year at graduation the faculty of La Entrada is honored to grant the following awards:

- President's Award
- American Citizenship Award
- Excellence Award
- APLE and/or PLUM Scholarships

Further scholarship information is located in the La Entrada Resource Center.

# Graduation Requirements

The Board of Education establishes the following requirements for the satisfactory completion of the high school program of study and for the granting of the high school diploma of graduation. The student will:

1. Successfully complete a minimum of 210 semester credits. (To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)
2. Successful completion of specific requirements as indicated below:

|   |         |            |
|---|---------|------------|
| <b>Language Arts</b>                      | 4 years | 40 credits |
| Language Arts 1                           |         | 10 credits |
| Language Arts 2                           |         | 10 credits |
| Language Arts 3                           |         | 10 credits |
| Language Arts 4 or approved L/A electives |         | 10 credits |

|   |         |            |
|---|---------|------------|
| <b>Mathematics</b>  | 2 years | 20 credits |
| 10 credits of Algebra 1 are required for graduation effective with the Class of 2002. |         |            |
| Acceptable completion of this course prior to ninth grade will meet this requirement. |         |            |

|  |         |            |
|--|---------|------------|
| <b>Social Science</b>                                  | 3 years | 30 credits |
| World History/Culture/Geography or AP European History |         | 10 credits |
| U. S. History  |         | 10 credits |
| U. S. Government                                       |         | 5 credits  |
| Economics  |         | 5 credits  |

|   |         |            |
|---|---------|------------|
| <b>Science</b>  | 2 years | 20 credits |
| (to include one year each in biological and physical science) |         |            |

|                              |         |            |
|------------------------------|---------|------------|
| <b>Physical Education</b>    | 2 years | 20 credits |
| P.E. Wellness 9 or Athletics |         | 10 credits |
| P.E. Wellness or Athletics   |         | 10 credits |

|  |        |            |
|--|--------|------------|
| <b>Fine Arts <u>OR</u> Foreign Language</b>  | 1 year | 10 credits |
| Fine arts includes courses from the fields of art, music, drama, humanities and dance. |        |            |
| Dance may not be taken to satisfy both fine arts and physical education requirements.  |        |            |

|                         |           |
|-------------------------|-----------|
| <b>Health Education</b> | 5 credits |
|-------------------------|-----------|

|   |           |
|---|-----------|
| <b>Academic Studies and Career Planning</b> | 5 credits |
|---|-----------|

|  |           |
|--|-----------|
| <b>Service Learning/Community Service</b> (60 hours) | 5 credits |
|--|-----------|

|                         |            |
|-------------------------|------------|
| <b>Elective Courses</b> | 55 credits |
|-------------------------|------------|

1. No more than twenty (20) of these elective credits may be earned in service based courses. The 20 credits which may be accumulated from grades 11-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Deputy Superintendent, Educational Services, to meet this requirement.

**NOTE:** In accordance with Education Code 5125.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee.

2. Demonstrate proficiency in writing, mathematics, and reading according to District proficiency standards.
3. Students must pass the **California High School Exit Exam**.
4. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.

# RECOMMENDED FOUR YEAR COURSE OF STUDY

1. APPLIED SKILLS EMPHASIS  
(may be in such areas as Art, Home Economics, Industry and Technology or Business)

| <u>FRESHMAN</u>     | <u>SOPHOMORE</u> | <u>JUNIOR</u> | <u>SENIOR</u> |
|---------------------|------------------|---------------|---------------|
| Language Arts       | Language Arts    | Language Arts | Language Arts |
| Algebra 1A          | World History    | U.S. History  | Gov't/Econ    |
| Health/Acad Careers | Algebra 1B       | Science       | Elective      |
| P.E.                | P.E.             | Elective      |               |
| Fine Arts           | Science          | Elective      |               |
| Elective            | Elective         | Elective      |               |

**NOTE:** Electives should be courses developing applied skills

2. COLLEGE PREPARATORY (Cal State/University of Cal)

| <u>FRESHMAN</u>            | <u>SOPHOMORE</u>    | <u>JUNIOR</u>         | <u>SENIOR</u> |
|----------------------------|---------------------|-----------------------|---------------|
| Language Arts              | Language Arts       | Language Arts         | Language Arts |
| Math                       | Math                | Math                  | Gov't/Econ    |
| Health/Acad Careers        | World History       | U.S. History          | Elective*     |
| P.E.                       | P.E.                | Lab Science           | Elective*     |
| Foreign Language/Earth Sci | Foreign Language    | For Language/Elective |               |
| Fine Arts/Elective         | Lab Science/Biology | Elective              |               |

**\*NOTE:** Counselors strongly urge a 3<sup>rd</sup> year of a foreign language, a 3<sup>rd</sup> year of a lab science, and a 4<sup>th</sup> year of math of UC bound students.

## High School Transfer Students

Transfer students must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this District which may reasonably be expected in the time remaining in the normal four-year period of attendance. Courses taken from schools other than those of La Entrada are designed at the student transcript under the school the courses were taken.

## Credit Requirements

La Entrada High School graduates earn a 210 credit high school diploma, which may prepare them for further educational opportunities including college, community college, or trade school. La Entrada requires the same core course requirements as other district schools with the exception of 20 less elective credits. La Entrada requires students take a residency of 20 minimum credits and 60 hours of community service to

receive a diploma.

## Community Service Requirements

All students are required to participate in 60 hours of community service with a **non-profit organization**. Students must have the organization approved by the school secretary before starting community service hours with said organization. Students turn in the completed community service form to the school secretary. **Community Service must be completed by May 1<sup>st</sup> of the student's senior year.** Students whose hours are from unapproved organizations or students forging community service hours will result in a loss of the hours and the possibility of not graduating. Seniors must have at least 40 community service hours to transfer to La Entrada.

## Exam Requirements

All students must pass the California High School Exit Exams (CAHSEE) in both Language Arts and Mathematics in order to graduate from high school. If a student has passed the exams in another California school district, it is not necessary to retake the exams. However, if the student has taken competency exams in another state, it is necessary to take the California exams in order to graduate.

## Graduation Ceremony

Each June, La Entrada High School holds a formal graduation ceremony for its graduating seniors.

# Academic Integrity/Honesty/Plagiarism Policy

## Academic Integrity

La Entrada High School expects a full commitment to academic integrity from each La Entrada student. Your signature on the Contract for Academic Integrity Form is your commitment to academic integrity as a student at La Entrada High School.

Academic integrity means:

- Your work on each assignment will be your own.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.

Plagiarism is defined as: copying or using ideas or words (from another person, classmate, online or printed source) and presenting them as your own.

## Academic Honesty

Content of research papers is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Students are expected to do their own work on tests and on independent homework assignments, neither giving or using the ideas, thoughts, work, wording or efforts of another without giving credit to the source is plagiarism and is not acceptable. Plagiarism also includes the allowing of someone else to copy your work, reuse your thoughts and ideas or reword your efforts and submitting it as their own.

Students will be encouraged to learn together, for example, in study groups furthering their knowledge and understandings by interaction, cooperation and sharing. However, evidence of that learning demonstrated by work to be assessed by the teacher will be the responsibility of the individual student and is to be arrived at independently.

### Consequences for Plagiarism

1st Offense: Student conference with teacher, a "0" grade and no credit on plagiarized assignment(s) and parent notified

2nd Offense-Student conference with teacher and dropped from course-parent notified

3rd Offense- Conference with Principal and possible referral to home school-parent notified

# Harassment Policy

## Sexual Harassment Policy

"Sexual harassment": any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to the conduct is made either explicitly or implicitly a part of the academic environment.
- B. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the students; or
- C. Such conduct has the purpose or effect of unreasonable interference with a student's academic performance or creates an intimidating, hostile or offensive learning environment as part of school related activities.

## Steps To Respond To Bullying Or Harassment

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the Bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the Bully's parents.
- Contact the police.

To report a violation of La Entrada's sexual harassment policy, students notify their instructor or Principal.

## Inappropriate Use of Technology

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension.

\*\*\* Education Codes 48900.4 “Harassment, threats, or intimidation creating an intimidating or hostile educational environment”

\*\*\* Education Code 48900 (k) “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties”

\*\*\* Education Code 48900 (i) “Committed an obscene act or engaged in habitual profanity or vulgarity

\*\*\* Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”

## Suspendable and Expellable Offenses

California Education Code 48900 a-4, .2, .3, .4, .7

The following offenses listed below may result in removal from independent study or expulsion from PYLUSD. A student may be recommended for expulsion for the following if:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct;
- (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others

### California Education Code 48900

- (a) (1) Physical injury to another person
- (2) Willfully caused physical injury by force or violence upon another person
- (b) Possession of weapons, explosives or dangerous objects
- (c) Possession or use of controlled substance, alcohol or intoxicant
- (d) Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- (e) Committed robbery or extortion
- (f) Vandalism to school property or private property
- (g) Theft
- (h) Possession of tobacco
- (i) Excessive use of profanity or repeated vulgarity
- (j) Possession of drug paraphernalia
- (k) Defiance or disruption of school activities
- (l) Possession of stolen property
- (m) Possession of an imitation firearm
- (n) Commit or attempt to commit sexual assault or sexual battery
- (o) Harass, threaten or intimidate a student witness
- (p) Selling Soma
- (q) Hazing
- (r) Bullying/Cyber
- .2 Sexual harassment
- .3 Hate violence
- .4 Intentional harassment, threats, or intimidation
- .7 Intentional terrorist harassment, threats or intimidation against school staff or property

### Expulsions

A formal process which includes suspension and a hearing at the PYLUSD Child Welfare and Attendance office to determine if a student will be dismissed from their current educational setting. Students that have been expelled may not attend any school or program within the Placentia-Yorba Linda Unified School District until the expulsion requirements have been completed. Suspensions or expulsions will be imposed when other means of correction fail to bring about proper conduct or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the learning process. The California Legislature amended ED Section 48915 (c) to fulfill the federal mandate. California law also adds a requirement for the mandatory suspension and the recommendation for expulsion of students who:

- Possess, sell, or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive.

## Alternatives to High School Graduation

### General Education Development (GED)

- Student must be eighteen years of age or within 60 days of his/her eighteenth birthday in order to take the GED.
- Testing is on-going throughout the year and held at Fullerton College; applications can be obtained there as well.
- There is a cost for the test. To schedule testing, contact FCC.

Students should be aware that the exam requirements for a GED have drastically changed over the past few years. Students are expected to pass exams in Language Arts, Mathematics, Social Sciences and the Sciences.

### California High School Proficiency Examination (CHSPE)

- Student must be sixteen years of age, or have completed at least one academic year of the tenth grade, or be enrolled in the second semester of the tenth grade in order to take the CHSPE.
- A preparatory workshop is recommended for students seeking this option.
- Applications can be obtained at [www.chspe.net](http://www.chspe.net)
- There is a cost for this test.

To take the CHSPE, students must be 16 years of age and enrolled and attending school. The CHSPE is the legal equivalent of a high school diploma by proving your proficiency in basic skills. Passing the CHSPE does not exempt a student from attending school unless the student is 16 years or older and has verified parental permission to leave early. Many students who pass CHSPE continue to attend school, either high school or post-secondary school.

# UNIVERSITY AND COLLEGE ADMISSION REQUIREMENTS

NOTE: Some if not all U.C. and Cal State campuses are impacted, and some major areas at some campuses are highly competitive and can only accept limited numbers of students each year. For acceptance to these campuses and into these majors, students must possess academic qualifications that go well beyond the minimum admission requirements summarized in the following pages.

## UNIVERSITY OF CALIFORNIA (U.C.)

*Taken from the UC website*

### UC Subject requirement

Complete a minimum of 15 college-preparatory courses (a-g courses), with at least 11 finished prior to the beginning of your senior year.

|                                 |   |
|---------------------------------|---|
| a. History/social science       | 2 years   |
| b. English                      | 4 years   |
| c. Mathematics                  | 3 years   |
| d. Laboratory Science           | 2 years   |
| e. Language other than English  | 2 years or equivalent to the 2 <sup>nd</sup> level of high school instruction |
| f. Visual and performing arts   | 1 year  |
| g. College-preparatory elective | 1 year  |

- Earn a grade point average (GPA) of 3.0 or better (3.4 if you're a nonresident) in these courses with no grade lower than a C.
- Meet the [examination requirement](#) by taking the ACT Plus Writing or the SAT Reasoning Test by December of your senior year. We don't require SAT Subject Tests, but certain programs on some campuses recommend them, and you can use subject tests to satisfy the "a-g" requirements listed above.

## California State University

*Taken from the CSU website*

### High School Subject Requirements

The CSU requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or better is required for each course you use to meet any subject requirement.

| Area                          | Subject  | Years     |
|-------------------------------|--|-----------|
| a.                            | <b>History and Social Science</b> (including 1 year of U.S. history or 1 semester of U.S. history and 1 semester of civics or American government <i>AND</i> 1 year of social science) | 2         |
| b.                            | <b>English</b> (4 years of college preparatory English composition and literature)   | 4         |
| c.                            | <b>Math</b> (4 years recommended) including Algebra I, Geometry, Algebra II, or higher mathematics (take one each year)  | 3         |
| d.                            | <b>Laboratory Science</b> (including 1 biological science and 1 physical science)  | 2         |
| e.                            | <b>Language Other than English</b> (2 years of the same language; American Sign Language is applicable - <a href="#">See below about a possible waiver of this requirement</a> )       | 2         |
| f.                            | <b>Visual and Performing Arts</b> (dance, drama or theater, music, or visual art)  | 1         |
| g.                            | <b>College Preparatory Elective</b> (additional year chosen from the <a href="#">University of California</a> "a-g" list)  | 1         |
| <b>Total Required Courses</b> |  | <b>15</b> |

There are career and technical education (CTE) courses that can be used to meet any of the subject area requirements listed above. Please refer to [www.ucop.edu/doorways](http://www.ucop.edu/doorways) for the entire listing of approved courses.

## California State University

### Eligibility Index - California Residents

The Eligibility Index Table shows the combination of test scores and grade point averages required to meet minimum eligibility requirements. The CSU does not use the SAT Writing section or the ACT Writing score to calculate the CSU Eligibility Index.

You can calculate your eligibility index by multiplying your grade point average by 800 and adding your combined score on the SAT, using the combined scores earned on the critical reading and math sections. The CSU does not use the SAT Writing score for admission purposes. You may use the best score earned in individual test dates. Or, if you took the ACT, multiply your grade point average by 200 and add ten times the ACT composite score. ACT Writing score is not considered in the composite score.

If you apply for admission before you graduate from high school, you should compute your GPA using grades earned in *a-g* courses completed after the 9th grade. Do not include grades you expect to earn in courses during the remainder of 12th grade.

- If you are a California high school graduate (or a resident of California for tuition purposes), you need a minimum **index** of 2900 using the SAT combined score for critical reading and math sections or 694 using the ACT.

| Eligibility Index Table for Residents of California or Graduates of California High Schools   |           |           |      |           |           |      |           |           |
|---|-----------|-----------|------|-----------|-----------|------|-----------|-----------|
| GPA   | ACT Score | SAT Score | GPA  | ACT Score | SAT Score | GPA  | ACT Score | SAT Score |
| <i>3.0 and above qualifies for any score</i>  |           |           |      |           |           |      |           |           |
| 2.99  | 10        | 510       | 2.66 | 17        | 780       | 2.33 | 23        | 1040      |
| 2.98  | 10        | 520       | 2.65 | 17        | 780       | 2.32 | 23        | 1050      |
| 2.97  | 10        | 530       | 2.64 | 17        | 790       | 2.31 | 24        | 1060      |
| 2.96  | 11        | 540       | 2.63 | 17        | 800       | 2.30 | 24        | 1060      |
| 2.95  | 11        | 540       | 2.62 | 17        | 810       | 2.29 | 24        | 1070      |
| 2.94  | 11        | 550       | 2.61 | 18        | 820       | 2.28 | 24        | 1080      |
| 2.93  | 11        | 560       | 2.60 | 18        | 820       | 2.27 | 24        | 1090      |
| 2.92  | 11        | 570       | 2.59 | 18        | 830       | 2.26 | 25        | 1100      |
| 2.91  | 12        | 580       | 2.58 | 18        | 840       | 2.25 | 25        | 1100      |
| 2.90  | 12        | 580       | 2.57 | 18        | 850       | 2.24 | 25        | 1110      |
| 2.89  | 12        | 590       | 2.56 | 19        | 860       | 2.23 | 25        | 1120      |
| 2.88  | 12        | 600       | 2.55 | 19        | 860       | 2.22 | 25        | 1130      |
| 2.87  | 12        | 610       | 2.54 | 19        | 870       | 2.21 | 26        | 1140      |
| 2.86  | 13        | 620       | 2.53 | 19        | 880       | 2.20 | 26        | 1140      |
| 2.85  | 13        | 620       | 2.52 | 19        | 890       | 2.19 | 26        | 1150      |
| 2.84  | 13        | 630       | 2.51 | 20        | 900       | 2.18 | 26        | 1160      |
| 2.83  | 13        | 640       | 2.50 | 20        | 900       | 2.17 | 26        | 1170      |
| 2.82  | 13        | 650       | 2.49 | 20        | 910       | 2.16 | 27        | 1180      |
| 2.81  | 14        | 660       | 2.48 | 20        | 920       | 2.15 | 27        | 1180      |
| 2.80  | 14        | 660       | 2.47 | 20        | 930       | 2.14 | 27        | 1190      |
| 2.79  | 14        | 670       | 2.46 | 21        | 940       | 2.13 | 27        | 1200      |
| 2.78  | 14        | 680       | 2.45 | 21        | 940       | 2.12 | 27        | 1210      |
| 2.77  | 14        | 690       | 2.44 | 21        | 950       | 2.11 | 28        | 1220      |
| 2.76  | 15        | 700       | 2.43 | 21        | 960       | 2.10 | 28        | 1220      |
| 2.75  | 15        | 700       | 2.42 | 21        | 970       | 2.09 | 28        | 1230      |
| 2.74  | 15        | 710       | 2.41 | 22        | 980       | 2.08 | 28        | 1240      |
| 2.73  | 15        | 720       | 2.40 | 22        | 980       | 2.07 | 28        | 1250      |
| 2.72  | 15        | 730       | 2.39 | 22        | 990       | 2.06 | 29        | 1260      |
| 2.71  | 16        | 740       | 2.38 | 22        | 1000      | 2.05 | 29        | 1260      |
| 2.70  | 16        | 740       | 2.37 | 22        | 1010      | 2.04 | 29        | 1270      |
| 2.69  | 16        | 750       | 2.36 | 23        | 1020      | 2.03 | 29        | 1280      |
| 2.68  | 16        | 760       | 2.35 | 23        | 1020      | 2.02 | 29        | 1290      |
| 2.67  | 16        | 770       | 2.34 | 23        | 1030      | 2.01 | 30        | 1300      |
|   |           |           |      |           |           | 2.00 | 30        | 1300      |
| <i>Below 2.0 does not qualify for regular admission<br/>For admissions purposes, the CSU uses only the SAT scores for mathematics and critical reading.</i> |           |           |      |           |           |      |           |           |

## 2014-2015 SAT Testing Dates

La Entrada School Code: 054133

### **SAT Registration and Test Dates available at [sat.collegeboard.org](http://sat.collegeboard.org)**

**Additional fees** apply if you register late or make changes to your test type, center or date after registering.

**Sunday administrations** usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

### **When's the Best Time to Take the SAT?**

The SAT and other College Board tests are offered several times a year. Most students take the SAT for the first time during the spring of their junior year and a second time during the fall of their senior year.

## TEST PREP SERVICES SAT/ACT

**Disclaimer:** *La Entrada High School provides this list as a service to students and parents. It is used for informational purposes only. We cannot endorse any outside agency. For a list of complete test prep services consult the phone directory.*

**College Board:** [www.collegeboard.com](http://www.collegeboard.com)

On-line courses. Price Range \$69.95

**Kaplan:** [www.kaptest.com/SAT](http://www.kaptest.com/SAT) (800) 527-8378

Classroom courses, online courses or private tutoring. Price range \$399-\$899. Free online test prep at

[www.kaptest.com/KAS](http://www.kaptest.com/KAS). Enter code: PSATKAS, SATKAS, or ACTKAS

**Princeton Review:** [www.princetonreview.com](http://www.princetonreview.com) (800)-2REVIEW

Private tutoring, group tutoring, classroom courses and on-line courses. Price range \$99-\$4,200 (Some Free)

**Revolution:** [www.revolutionprep.com](http://www.revolutionprep.com) (877) Rev-prep

Online and private programs. Price Range \$299-\$1,999

**Orange Coast College:** [www.orangecoastcollege.edu](http://www.orangecoastcollege.edu) (714) 432-5880

Weekend courses. Price range \$215

**Santiago Canyon SAT Prep:** [www.rscdd.org/apps/rpub.asp?Q=474&college=1](http://www.rscdd.org/apps/rpub.asp?Q=474&college=1) (714) 480-7300

Weekend courses. Price Range \$94

**Success Unlimited Center for Learning:** (714) 693-3085

Private tutoring. Price Range \$45 per Session for 50 minutes

**Sylvan:** [http://tutoring.sylvanlearning.com/tenth\\_grade\\_test\\_prep.cfm](http://tutoring.sylvanlearning.com/tenth_grade_test_prep.cfm) (888)-EDUCATE

6-8 week courses, 2 days a week for 2 hours. Price Range \$895

**Taming the Sat:** [www.tamingthesat.org](http://www.tamingthesat.org) (800) 761-3086

Weekend courses. Price Range \$185-\$220

**Study Point:** [www.studypoint.com](http://www.studypoint.com) (877) 883-9764

**Peterson's Test Prep:** [www.petersons.com/college-search/test-prep.aspx](http://www.petersons.com/college-search/test-prep.aspx)

**Eureka Review:** [www.eurekareview.com](http://www.eurekareview.com) (887) 463-8735

**UC College Prep Initiative:** [www.cavhs.org](http://www.cavhs.org) Free on-line service

**Yorba Linda Library:** [www.yorbalindalibrary.com](http://www.yorbalindalibrary.com) (714) 777-2873 Free on-line service

## NCAA CLEARINGHOUSE

***La Entrada High School courses are currently under review and as a result, LEHS is not NCAA approved.***

## COMMUNITY COLLEGES

Enrollment in and acceptance of credit for courses taken at community colleges will be granted only with prior administrative approval (BP 6178.2). With the approval of Teacher and Director, students who are 16 years of age or older may concurrently take up to six college units while enrolled at La Entrada. College course credits shall be credited at the rate of 3-1/3 semester periods for each credit hour earned in college (BP 6178.2).

### **FULLERTON COLLEGE and SANTIAGO CANYON COLLEGE**

Any high school graduate or any adult 18 years of age or over, who can show evidence that he can benefit from the instruction, may be admitted to the community college.

Math and English placement tests must be taken at the college to determine proper placement in basic subject areas. Placements tests can be taken at La Entrada High School. Please contact your supervising teacher for further information.

Fullerton and Santiago Canyon offer three types of programs:

1. Lower division work for transfer as a junior to a four-year college.
2. Two-year vocational programs.
3. Make-up for students with high school deficiencies.

Applications to Fullerton and Santiago Canyon will be available in the counseling office at the end of February and will be accepted by the schools starting March 1.

### **CYPRESS COLLEGE**

Admission to Cypress is the same as admission to Fullerton. Cypress requires a placement test and prefers the ACT. Applicants who do not take the ACT will be required to take other tests given by the college.

Applications to Cypress will be available in the counseling office at the end of February and will be accepted by Cypress starting March 1.

# COMMUNITY COLLEGE APPLICATION PROCESS

## **FULLERTON COLLEGE-** *Special Admit Students*

Step 1: Visit [fullcoll.edu](http://fullcoll.edu) to apply for admissions, click “Apply Now!” on the home screen. Students will then be able to create a new account and enroll for admissions. Applications will start to be accepted March 1, 2014.

Step 2: Go to [http://admissions.fullcoll.edu/Admissions/k12\\_students.html](http://admissions.fullcoll.edu/Admissions/k12_students.html) and download and complete the “Petition to Enroll as a Special Admit Student” (Page 4 of packet). In “Part III” of the form fill in the courses wanting to complete and then take the form to the school secretary for processing.

Step 3: At the same site go to the “Permission to Treat a Minor” form on Page 7 and have your parent or guardian sign the form. They will also need to make a copy of their Driver’s License for verification.

Step 4: Take the completed Special Admit forms to the Office of Admissions at Fullerton College for approval. Also turn the “Permission to Treat a Minor” form into Health Services or send in the completed form.

Step 5: Log into <http://mygateway.nocccd.edu/cp/home/loginf> to find out registration information and to register for the course.

## **SANTIAGO CANYON COLLEGE-** *Career Advanced Placement Program (CAP)*

Step 1: Visit [sccollege.edu](http://sccollege.edu) to start admissions process and gain information. Students must complete the application process at [http://cccapply.org/Applications/CCCApply/apply/Santiago\\_Canyon\\_College.html](http://cccapply.org/Applications/CCCApply/apply/Santiago_Canyon_College.html) where they will be able to create a new account and enroll. Applications will start to be accepted April 1<sup>st</sup>, 2014.

Step 2: Download and complete the CAP form and submit to the secretary at La Entrada for processing.  
(<http://www.sccollege.edu/StudentServices/Admissions/Documents/DownloadableForms/CAP.pdf>) More information and guidelines for the program can be found at [http://www.sccollege.edu/StudentServices/Admissions/Documents/CAP/CAP\\_Attachment\\_Letter.pdf](http://www.sccollege.edu/StudentServices/Admissions/Documents/CAP/CAP_Attachment_Letter.pdf).

Step 3: Once form is signed and completed return it in person to the Admissions and Records Office (E-105). This must be done before registration can begin.

Step 4: Log onto <https://sis.rscgd.edu/WAPROD/WAPROD?TOKENIDX=5291530848&TYPE=M&PID=C> ORE-WBMAIN to find out your personal registration information\*More information is available at: [http://www.sccollege.edu/StudentServices/Admissions/Pages/HighSchool\\_CAP\\_Students\\_NEWEST.aspx](http://www.sccollege.edu/StudentServices/Admissions/Pages/HighSchool_CAP_Students_NEWEST.aspx)

## **Picking Appropriate Community College Courses**

Step 1: Visit [assist.org](http://assist.org).

Step 2: In the pull down under the “Explore Transfer Information” section, select the community college you are looking to attend.

Step 3: Click on “UC Transferable Courses” (typically if courses are UC approved they are also CSU approved)

Step 4: Select department in your course falls into.

Step 5: Review the generated list of approved courses to discover appropriate course to take.

## PRIVATE COLLEGES

Private colleges vary in their entrance requirements. It is important that you check their catalogs very carefully. Discuss your situation with your counselor. You must determine whether you will meet entrance requirements; and in some cases, it is wise to apply to more than one college since you may not be accepted by your first choice. The counseling office has excellent resource books on all independent colleges and universities in California.

## MILITARY BRANCHES

In the past the branches of the military have NOT accepted students graduating from independent study high schools unless the student has attended class for a minimum of 20 hours per week. Legislation changed recently stating it was discriminatory to exclude independent study students from the military. Students interested in joining the military following graduation from La Entrada High School are encouraged to discuss the military acceptance policy with the branch they are interested in.

**NORTH ORANGE COUNTY  
REGIONAL OCCUPATIONAL PROGRAM  
2360 W. La Palma, Anaheim, California 92801  
(714) 776-2170**

**WHAT IS ROP?**

ROP stands for Regional Occupational Program. The program is an important part of the course offerings at La Entrada High School. The North Orange County ROP offers free, hands-on career-technical training, career guidance and job placement assistance to all students 16 years old and older.

**WHAT CAN ROP DO FOR YOU?**

- You can attain entry-level job skills
- You can prepare for a well-paying career
- You can earn elective high school credits
- You can earn credits/advanced placement toward community college courses

**ROP AND YOUR FUTURE CAREER**

Whether you want to be a doctor, plumber, computer wizard, business magnate, construction worker, teacher, or almost anything else, ROP can help prepare in the classroom and on the job for your future. ROP classes give you the opportunity to job shadow and/or experiment seriously with a possible eventual career. You'll know exactly what it's like to work in a hospital, bank, store, auto repair shop, with children, as a commercial artist, on a computer, on a construction site, operate your own business and more.

**ROP WILL TEACH YOU HOW TO FIND A KEEP A JOB**

All ROP courses include instruction in self-directed placement. Instruction includes interviewing techniques, filling out application forms, and locating potential jobs. The North Orange County ROP employs a job placement specialist to help you in your job search.

**WHERE ROP CLASSES ARE LOCATED AND HOW YOU CAN GET THERE?**

ROP classes are located on the high school campuses, in ROP job training satellites and in community businesses. If a class you want to take is not available on this campus and you don't have transportation, you can either car pool with other students or obtain a free bus pass to and from class from your ROP instructor.

**HOW YOU CAN TAKE AN ROP CLASS WHEN YOU ALREADY HAVE A FULL SCHEDULE?**

Many ROP classes are offered in the late afternoons, evenings, and Saturdays so they won't interfere with your regularly scheduled classes. You could also elect to take an ROP class in the summer.

**WHAT ARE THE THREE TYPES OF ROP CLASSES THAT STUDENTS CAN TAKE?**

**REGULAR ROP CLASSES** - These classes don't have any work component. Students earn 1 credit for every 15 hours they spend in the classroom.

**(CC) COMMUNITY CLASSROOM ROP** - Students enrolled in these classes who successfully complete the classroom work may be placed on the job 8-30 hours per week without pay to gain experience and a good recommendation. Students earn 1 credit for every 15 hours in the classroom or on the job.

**(CVE) COOPERATIVE VOCATIONAL EDUCATION ROP** - This ROP class can only be taken by seniors. Students attend one weekly 3-hour class with an instructor. They must have a job for which they earn money. Students receive 1 credit for every 15 hours of class and 1 credit for every 30 hours of work. Students must turn in a time card each week to verify their work hours. A student can miss no more than two class meetings the entire semester.

**HOW TO ENROLL IN ROP**

High school students can enroll in ROP classes through their counselor. New ROP catalogues listing course offerings are printed in the fall, spring, and summer.

## THE FOLLOWING IS A SAMPLING OF R.O.P. CLASSES

To enroll in a ROP course a student must be 16 years of age. Enrollment preference is given in order to Seniors, Juniors, and Sophomores.

See your counselor to sign up for classes or for additional information.

|   |   |
|---|---|
| Accounting Clerk I                          | Forensic Science (Introduction)                       |
| Accounting Clerk II,                        | Computer Fundamental Skills Learning Lab              |
| Agriculture Sales/Services –                | CVE Graphic Design (see Electronic Publishing)        |
| Allied Health Occupations                   | Graphics/Printing                                     |
| American Red Cross Certification            | Health Fitness/Sports Medicine Tech                   |
| Animation (3D Computer Graphics)            | Health Unit Coordinator                               |
| Apprenticeships                             | Heating/Ventilation/AC/Refrigeration                  |
| Aquatics/Marine Diving                      | Hotel Careers – CC/CVE                                |
| Auto Body Repair Home                       | Health Aide   |
| AutoCAD, Mech./Architectural Desktop        | Income Tax Preparation                                |
| Auto Detailing                              | Infant/Toddler Assistant                              |
| Automotive Technician (intro.) – CVE        | Instructional Assistant                               |
| Automotive Technician Training              | Internet Fundamentals                                 |
| Baking/Pastry Training Program              | Job Search Seminars                                   |
| Banking Careers                             | Legal and Law Enforcement Occupations                 |
| Basic Occupational Training                 | Marketing/Retail Careers                              |
| Basic Skills Lab                            | Masonry   |
| Blueprint Reading for Construction Trades   | Medical Core  |
| Business Technology                         | Medical Terminology Review                            |
| CAD/CAM Merchandising, General – CC/CVE     |   |
| CAD-Drafting/Computer Assisted Design       | Microsoft Office Instruction                          |
| Careers in Teaching                         | Mortgage Loan Processing Clerk                        |
| Career Training for Transition              | Motorcycle Technician                                 |
| Career Training/Job Search Seminar          | Multimedia Production                                 |
| Careers With Children/Child Care            | Network Technology                                    |
| Carpentry/Construction Occupations          | Nursery/Landscaping                                   |
| Certified Nurse Assistant                   | Nursing Assistant                                     |
| Chef Training                               | Orthopedic Technician                                 |
| CISCO 1 and 2                               | Pharmacy Technician                                   |
| CNA Continuing Education                    | Photography   |
| Cooking Essentials, Basic                   | Plumbing  |
| Computer Aided Design (CAD) Drafting        | Preschool Teacher – CVE                               |
| Computer Applications                       | Preschool/School-Age Assistant                        |
| Computer Graphics/Animation                 | Printing  |
| Computerized Medical Insurance Billing      | Public Safety/Services                                |
| Computer Repair                             | Radiation Safety (Dental X-Ray)                       |
| Construction Technology                     | Recreational Leadership – CC/CVE                      |
| Cosmetology Occupations                     | Responsive Infant Toddler Caregiver – CC/CVE          |
| CPR for health Care Providers               | Restaurant Careers/Culinary Arts                      |
| Culinary Arts                               | Restaurant Careers – CVE                              |
| CNC Machining                               | Retail Careers  |
| Dental Assistant                            | Retail Restaurant/Food Services – CVE                 |
| Digital Video                               | Production Safety and Sanitation Certification Course |
| Disneyland                                  | Scuba Diving  |
| Drafting                                    | Special Education Instructional Aide                  |
| Education Occupations/Instructional Assist. | Telemetry Technician (Monitor)                        |
| Education Occupations/Careers W/Children    | Theme Park/Entertainment/Tourism – CC/CVE             |
| Electrical Codes & Ordinances               | Travel Careers  |
| Electronic Publishing & Design              | Virtual Enterprise                                    |
| Electronics Assembly                        | Vocational English as a Second Language               |
| Emergency Medical Technician                | Vocational Nursing (LVN)                              |
| Entrepreneurship                            | Veterinary Assistant                                  |
| Escrow Assistant                            | Water Safety Instructor                               |
| Financial Planning                          | Website Designer/HTML                                 |
| Financial Services/Marketing                | Welding/Metal Fabrication                             |
| Fire Technology,                            | Windows 95 and/or Windows 98                          |
| Floral Design                               | Wood Manufacturing                                    |

## DEFINITION OF KEY TERMS

ADVANCE PLACEMENT PROGRAM (AP) AP is a program of college-level courses and exams for secondary school students. Over 90 percent of the colleges that most AP candidates have attended give credit and/or advance placement to whose AP Examination grades are considered acceptable. High school courses in English, Advanced Mathematics, History, Laboratory Science, and Foreign Language are offered in the AP program.

ALTERNATE COURSES An opportunity for the student to choose a course in the event it is not possible to schedule the first choice.

CONCURRENT ENROLLMENT La Entrada students may take one or two course at their home school, ROP classes or Bridge classes at the community college.

CREDIT The credit is Placenta Unified School District's academic measure for successful completion of work. In a subject meeting five periods a week for a semester, the student receives five (5) credits; successful completion requires a grade of A, B, C, or D. To graduate, students must earn 210 credits.

CURRICULUM The course of study offered in a school.

ELECTIVE COURSES These are courses not specifically required for graduation, but which a student should select to coincide with interests, aptitudes and future education or career plans.

HIGH SCHOOL RECORD Among the documents that a person acquires in a lifetime, few are as important or as permanent as the record of a student during the four years in high school. The principal of each high school is required by law to maintain the educational record of each student enrolled. This record is called a transcript. It contains a list of all the classes and grades a student has taken in high school. Acceptance at a college or university will be based heavily on the quality of a student's high school record.

HONOR CLASSES (H) Honors classes are offered for academically talented students in the Art, English, Math, Science and Social Science areas. Students are selected for such classes on the basis of teacher recommendation, test scores and previous academic achievement.

PREREQUISITES These are requirements, recommendations or classes which must be fulfilled before a student may enroll in a particular course. Example: Algebra 1 before Geometry.

REQUIRED COURSES These are specific subjects which a student must complete in order to earn a diploma from La Entrada High School.

SEMESTER The school year consists of two semesters of 18 weeks each, with each semester divided into two quarters for the purpose of reporting grades to parents. Only semester grades are recorded on the student's permanent record card.