

Alternative Education Student Handbook 2009 – 2010



Silverado High School

Adult Education



Mira Monte High School

Saddleback Valley Unified School District

Silverado Staff & Faculty



Title

Title

Dr. Barry Lietz
Kathy Lindstrom
Michelle Dunn-McDermaid
Deb Kowalczyk
Kathryn Berg
Tracy Naus
Ellen Phillips

Principal
Assistant Principal
Counselor
Office Manager
Attendance
Student Services Tech
Media Specialist/ROP

Mary Kozick
Betty Gotor
Kurt Labbe'
Tony Vasquez
Tom Gustafson
Mary Ann Zoss
Dan Nickovich
Robert Torres

Instructional Assistant
Parent Advocate
Technical Support
Plant Foreman
Custodian
Security/Lead
Security
Security

* * * * *

Subject

Subject

Robyn Alvillar
Robin Bechtel
Matthew Cascardo
Dana Chade
Suzanne Dean
Christa Elliott
Melanie Forehan-Kelly

Math
Science/Health
Math
Social Science
Business/Technology
Social Science/Orientation
Science

Kim Gonzales
Jonda Hazzard
Kurt Labbe'
Tom Milich
Michael O'Gara
David Saltzer
Lisbeth Welch-Stamos

English
English
Art
Health/P.E.
Science
Science/Street Law
English/Journalism

Mira Monte Staff & Faculty



Title

Title

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Kathy Lindstrom
Michelle Dunn-McDermaid
Ellen Phillips
Tony Vasquez

Principal
Asst. Principal
Counselor
ROP Career Sp.
Plant Foreman

Julie Beckham
Kurt Labbe'
Tracy Naus
Debbie Russell
MaryAnn Zoss

Clerk
Technical Support
SST
Clerk
Security/Lead

Robin Bechtel
Darrell DeLeon

Biology
Social Science

Jonda Hazzard
David Goodman

English/Foreign Language
Science

WELCOME

Welcome to the Alternative Programs! Whether you are enrolling in Silverado High School, Mira Monte High School or Adult Education, each program has unique attributes designed to offer you a clear pathway toward graduation. We want your educational experience to be as enjoyable, informative and useful as possible. This requires work and effort on everyone's part, including yours. Most students come to us behind in credit, so the school offers a flexible schedule and a variety of options to allow students to make up more than the traditional 30 credits in a semester. If you are motivated and willing to work hard, it is possible to accelerate through the program, and through a combination of day and evening classes, get back on track and either return to your home school or graduate from Silverado, Mira Monte or Adult Education.

It is important for you, the student, to realize the part you play in this process. Attendance is the key to your success. Academically we have tutorials available along with in-class assistance. Parents are encouraged to participate by checking on progress which is posted on our web site.

The Silverado campus supports some of the most extensive and up to date computer labs in Saddleback Valley. A wide variety of courses are available through our high schools and through Adult Education. All computers are networked, have internet access, and provide an up-to-date progress report for all Silverado and Mira Monte classes through our web site. Students may participate in our Academy program to gain exposure to school-to-career information. This program also offers mentors, field trips and extra guidance support for participants.

ASB (Associated Student Body) is a leadership group of students that coordinates activities on campus throughout the year. Participation in this group offers a chance to become actively involved in the school and to have some power in decisions effecting students.

If enrolled at Mira Monte High School, science labs are offered with Digital Science Labs, which will expand the spectrum of experience for students. There is also an active science lab for students held in the afternoon.

The Adult Education diploma program has expanded and is offering greater flexibility in hours (see "At a Glance" in the back of this handbook). The ROP program also offers career preparation classes.

Good luck and enjoy your school year!

SILVERADO HIGH SCHOOL

School Hours – Monday-Friday, 8:00 AM-1:00 PM

Office Hours – 7:30 AM-4:00 PM

INTRODUCTION

Silverado High School is a fully accredited alternative continuation high school. A variety of classes are offered to assist students in making up credit deficits and to allow students to find the “style” of learning that increases their success in school. Silverado provides a daily program of instruction that accommodates individual needs, yet adheres to the rigorous Saddleback Valley Unified School District curriculum. Students may select from the following types of classes to determine their course schedule:

BLOCK CLASSES – Limited enrollment (max 25) focused classes that are available at the beginning of each quarter and could be subject to teacher approval. These classes are offered for required and elective credits. Similar in nature to traditional high school courses, they are reliant on class participation and group projects. Regular attendance is a must. Often, students transferring with equal credit from the comprehensive high school may enter blocks. Each class awards five (5) credits for completion of all assignments with passing grades.

CREDIT COMPLETION CLASSES – Larger (25-30) academic classes with “open entry/open exit” format allows students to enroll at any time and make up partial credits if necessary. Courses are project-based as well as offering some independent, text-based work. Students are expected to complete minimum work levels, at least 2.5 credits in nine weeks.

ALPS (Alternative Learning Program for Students) – Silverado Independent Study program designed for “at risk” students whose attendance or behavior is not conducive to placement in daily classes. This program is also designed for students who have applied to Mira Monte but need to prove themselves to be good candidates for the rigors of independent study. Students work on two academic contracts (usually Math and English) and have a minimum of one meeting with their instructor per week. Upon successful completion of ten (10) credits the student is eligible for transfer to another program.

Note: Silverado students are eligible to concurrently enroll in Adult Education courses, Community College courses (see the Counselor), and ROP (Regional Occupation program) classes (see the ROP Coordinator in Media Center).

DISCIPLINE POLICY

In developing self-discipline, students must assume an increased responsibility for their own behavior. They are expected to obey all rules and regulations developed by the school and the District, to facilitate having an orderly operation at the site. When a student violates these rules and regulations, the parents and all school personnel have a shared responsibility in taking the necessary action to correct the student's behavior. Every reasonable effort shall be made to change a student's inappropriate behavior through alternative means before implementing more severe action such as suspension or expulsion.

The guidelines describe what will be done in most cases; however, exceptions may require more severe action. The lists below are not necessarily in order. Violations may result in one or a combination of the listed consequences. Continued violations of the same rule constitutes defiance and disrespect, and could be subject to an off-campus suspension.

Alcohol/Drugs/Drug Paraphernalia – Violation Education Code 48900©.

This is a Zero Tolerance District. Any alcohol, drugs, or drug paraphernalia could result in a recommended expulsion, after a 5-day suspension. A police report will be filed for any possession.

Weapons – Including pepper spray, mace, tasers, laser pens, soft-air pellet guns, or other personal protection items and fireworks.

First offense: Five day suspension from school, recommended expulsion, police called.
Laser pens and fireworks: 1st offense – suspension 2nd offense – referred for expulsion, police/fire called.

Harassment/Hate Crimes/Bullying

First offense: Three to five day suspension from school depending on offense, possible expulsion, police involvement. Second offense: Five day suspension from school, recommended expulsion, definite police involvement.

Truancy/Class Cuts (no make-up work allowed) – Results in: Warning/counseling; detention/parent conference; after-school work detail; contract; suspension; probation call; drop from class; referral to School Attendance Review Board (SARB).

Tardies - (1) 2nd in one week – Teacher gives detention and calls home or have them make up tardy time. (2) If tardy problem, referral to administrator/counselor/parent contact/loss of class or alternative placement. Special circumstances require parent contacting school.

Dress Code – Dress which is “disruptive” to the educational process is not permitted. Footwear is required. Students should be neat and clean per Education Code 35183, and follow these guidelines. The following are NOT permitted:

- Clothing with alcohol, tobacco or drug promotions, slang, sexual reference, vulgar, sexist, racist sayings, gang insignia, or basically offensive.
- Clothing that could be construed as gang related (per Sheriff's Dept.). No long coats, pajamas or obvious bedroom slippers.
- Accessories that could be used as a weapon, such as spiked wrist or ankle bands, large spiked rings, lengthy chains, or long-hanging belts.
- Strapless, revealing garments, extreme showing of midriff or stomach, tube tops, swimsuits and NO undergarment visible.
- Shorts and skirts that are inappropriate; also no men's tank undershirts.
- Being on campus without shoes or shirt.
- No head gear worn in classes or library, office. (e.g. hats, caps, hoods, bandanas).
First offense: Warning/removal/possible parent contact/detention
Second offense: Suspension/Parent pick up items from Assistant Principal

Defiance/Disrespect – (1) First offense: Teacher handles / possible written paper on defiance/disrespect or detention assigned. (2) Second offense: Referral to administration/contract / teacher-parent-student conference / schedule change/WF / after school work detail/detention (3) Third offense: Parent conference/removal from class/suspension.

Class Disturbance – (1) First offense: Teacher handles / possible written paper on class behavior / or detention assigned. (2) Second offense: Referral to administration / contract / teacher-parent-student conference / schedule change / after school work detail/detention (3) Third offense: Referral to administration / teacher-parent-student conference / schedule change/WF / after school work detail/detention or suspension.

Profanity in Classroom/Disrespect/Obscene Gesture Toward Staff - (1) First offense: 1-3 day suspension / parent contact / parent-student-teacher conference / detention (2) Second offense: Removal from class/WF.

Profanity in Classroom/Obscene Gesture – (1) First offense: Teacher handles / possible written paper on proper speech / referral / possible suspension/detention (2) Second offense: Referral / teacher-parent-student conference / schedule change/WF / after school work detail / suspension – 2 days.

Fighting – (1) 3-5 day suspension off campus/parent conference. Possible police report (2) Counseling, suspension possible expulsion, possible police report. (3) Alternate placement / possible expulsion.

Stealing - (1) 3-5 day off-campus suspension. Possible police report (2) Possible expulsion / police report /restitution (3) Removal from school / alternate placement / parent conference / possible expulsion.

Suspected Property Damage – (1) First offense: Counseling/warning/parent conference/possible clean-up/monetary fine/police report based on damage (2) Second offense: Parent conference/suspension/after school work detail/police report/monetary fine (3) Third offense: Removal from school/police report/monetary fine / Possible expulsion.

Gambling/Cards – (1) First offense: Warning to student / parent conference call / detention (2) Second offense: 1-2 day suspension. (3) 3-5 day suspension / parent conference / possible expulsion.

Tobacco – Any smoking or chewing of tobacco on campus, in the parking lot, sidewalk, or within 1000 feet of school is prohibited by law. (1) First offense: Warning / detention / parent call possible / suspension (2) Second offense: 1-3 day suspension/parent contact/ possible police involvement (3) possible alternate placement.

Cell Phones/IPODS/CD Players/Earphones and other Electronic Signaling devices that use an electromagnetic signal. (1) Cell phones **MUST be powered OFF(not on silent or vibrate)** and put out of sight at all times when in classrooms, library and office areas or when directed by any teacher or staff member from 8:00 am to 12:56 pm, except during breaks. (2) IPODS, headsets and phones with ear pieces **are never** allowed on campus at any time. (3) On a first offense, the ESD will be taken and given to the Assistant Principal and returned the next day to a **parent only**. (4) A second violation will result in the ESD being taken **for one week(7days)** and only returned **to the parent**. (5) Additional disruptions will result in a two day suspension under Ed Code 48900 (k): Disruption of school activities and defying the valid authority of school personnel.

Skateboards and Bicycles – Skateboards and bicycles must **NEVER** be ridden on the school campus. Students are to walk them onto campus and they must be locked up at the bike rack or skateboard rack. Violations will result in the same series of consequences as ESD's. Locks must be furnished by the student and/or parent.

ETHICS POLICY

Students of the SVUSD are subject to an Ethics Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related tests are all subject to this policy.

Cheating includes looking at another student's paper or talking during an exam. Helping another student cheat on an exam, homework or other assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

Students who violate the Ethics Policy while taking major state or national examinations will be removed from any and all extra class activities and elected or appointed leadership positions for the remainder of the school year, plus be suspended.

The following action may be taken for violation of this policy.

FIRST OFFENSE: (1) Automatic “O” (Failure) on assignment or test. (2) Parent notification (3) Referral placed in student discipline file (4) Student given a “U” in citizenship for the semester. (5) If the student is a student aide, he/she will be dropped from the class with a W/F on the first offense.

SECOND OFFENSE: (1) Student given “WF” in class and “U” in citizenship and work habits in which the second offense occurred. (2) Student is on probation in all remaining classes through the rest of the school year. (3) Parent conference. (4) Student removed from any and all elected or appointed leadership positions for the remainder of the school year.

THIRD OFFENSE: (The third offense by the student during the period of probation). (1) Student dropped from class in which violation occurs with a W/F and “U” in citizenship and work habits. (2) Student removed from all extracurricular activities, ASB, Field Trips for the remainder of the semester in which infraction occurred and one additional semester. (3) Minimum 3 day suspension and parent conference.

ATTENDANCE POLICY

Within **Block** classes, students have a maximum nine (9) days of absence within the quarter, and after the fifth absence, student must make up work missed on campus with the teacher before or after school. Students enrolling at Silverado with a history of poor attendance could be placed on an attendance contract. If violated, it could result in placement in another program. After the TENTH absence the teacher will make a referral to the office to have the student dropped from the class or do one of the following options: (1) Remain in the class based upon administrative recommendation. The next absence would result in “WF” from the class. (2) Be removed immediately from the class with “WF”. (3) Receive a “WF” and receive a “CC” contract in same class (contract will start at “0” credit).

Students in “CC” (credit completion) classes must also maintain good attendance. All absences, other than truant, must have work made up within two (2) days for each day of excused absence per S.V.U.S.D. policy. Students will not be allowed to make up work missed during a truancy or “class” suspension, and will receive an “F” on missed assignments. All attendance is posted online via school website. Access is gained using student number.

CLASS VISITATIONS

Class visitations by parents require a 24 hour notification prior to visiting a class. Teachers may be e-mailed via website to make arrangements.

SILVERADO COMPUTER NETWORK (LOCAL AREA NETWORK)

All students and staff members have individual accounts on the Silverado Computer Network which allows them access to various software applications, electronic resources, and the Internet. Each individual is responsible for the “appropriate” use of their account and may lose all computer privileges for improper use. In order to access the Internet, individuals must have an SVUSD Internet Access Electronic Network Use Agreement (signed by parent or guardian if under 18) on file in the Media Center. Student grades and attendance are available on the school website using the student number and www.silveradohighschool.com.

ROP

(Regional Occupational Program)

ROP classes provide students with the skills and experience required by employers and can be helpful in exploration of a career or college major. Many courses include “hands-on” internships in business and industry, allowing a student to get the experience necessary to obtain a first job, update existing skills, or prepare for a better job. Adults are also eligible to take ROP classes, but priority is given to high school students. Grades and credits are given and applied toward high school graduation. ROP classes are offered after regular school hours, in the evening, or during the summer. Students who have part-time jobs may enroll in “Co-op” (Cooperative) classes in specific career pathways. Students are able to earn additional credits for work hours through these co-op classes. ROP courses are usually taught in various area high schools, businesses, or at the Coastline ROP office in Costa Mesa. Classes are free to high school students, but may require a fee for uniforms, physical tests or supplies. Classes are offered in five (5) main career pathways: Arts & Communication, Business & Marketing, Health Sciences, Public Services, Science & Technology. For further information on specific classes offered and to register for classes, contact the Silverado ROP career specialist, Mrs. Ellen Phillips.

SILVERADO LIBRARY/MEDIA CENTER

The Silverado Media Center offers information sources in a variety of formats to all students and staff. In addition to books, magazines and videos, other resources are available via the Silverado computer network, including electronic encyclopedias, software applications, online databases, and internet resources. Students may use the Media Center individually for study and research with a teacher and librarian approval (must have written pass in hand). Class visits for special projects are also arranged by teachers. The Media Center is available to students through scheduled classes from Adult Education and as an open lab (hours are posted in the Center). During open lab times, with approval, students can access the Internet. For visits outside of regular school hours or for special assistance, contact Mrs. Phillips in the Media Center.

****NOTE –** Due to dramatic reduction in funding, the disposition of the library materials, availability and access as well as support offered by the Librarian, remains to be seen for the coming school year.

SILVERADO PARTNERSHIP ACADEMY

This is a “school-within-a-school” concept designed to provide students with the unique opportunity to pursue their academic diploma while preparing for the transition from school to work. Students are placed in “Villages” where they work closely with a team of Academy teachers. Through the Village system they develop a team spirit, as well as having opportunities for early registration for classes, special field trips, “job shadowing” experiences, and creating approved projects within their classes that have real world application. Students are paired with a “mentor” (an adult community member who serves as a model, friend and guide) during their junior year.

The Academy has various pathways that offer exploration of specific career areas:

The **Health Career Pathway** allows a select group of students to participate in job shadowing at Saddleback Memorial Medical Center, as well as going on a number of field trips to a variety of health occupation related facilities. Placement at the hospital requires successful completion of one quarter of attendance and good performance with the Health Careers course.

The **Art/Technology Pathway** explores jobs in the fields of Graphic Arts and Art. The list of possibilities for employment is tremendous and this course introduces students to those opportunities. Experiences have ranged from participation in the CALTY design program (Toyota’s design business), Mazda Motors design and creating a ceramics business. Students have exposure to a broad spectrum of graphics applications that are used by industry.

The **Criminal Justice Pathway** provides a survey of laws that impact adolescents and young adults. It also explores a variety of careers available within Justice Administration.

Students interested in signing up for the Academy should see Mrs. Dunn-McDermaid, Counselor or Ms. Robin Bechtel, Academy Coordinator.

TEST OPTIONS

CHSPE (California High School Proficiency Exam) – Passing this State test provides an opportunity for students who are 16 years of age, have completed their sophomore year and have excellent skills including geometry, to be exempt from school with parent permission, and receive a Certificate of Proficiency from the State. It is possible to receive up to 40 credits (max 10 academic/required) toward a diploma from Silverado High School or Mira Monte High School. Please see the Guidance Specialist for specific credit application. Three test dates are provided by the State and will be announced. Applications available through the Records Office and online at www.CHSPE.net.

**MIRA MONTE HIGH SCHOOL
(Independent Study)**

This is a unique educational program of study that offers flexibility to students needing a non-traditional program and seeking a different educational challenge to complete a high school diploma.

Entrance Requirements – Students should have solid academic skills, good time management skills and are responsible for appointments. Individuals who are working full time, pregnant, have child care requirements, health problems or active in athletic training programs that preclude daily attendance, and students seeking a substantially different type of educational setting would be considered for enrollment. Students are recommended by their high school administrator through the monthly Admissions & Dismissal Committee with final approval made by the Alternative Program’s Principal.

Students are responsible for a minimum of 30 hours of homework each week. They may do more than the minimum and accelerate through courses. Completion of science classes requires attendance in an afternoon lab one day per week. There is a video/computer lab on site available to students on a daily basis. Students seeking transfer between any of the Alternative programs must contact the Counselor at 586-8800. The Mira Monte Coordinator is Darrell DeLeon at 830-8857.

RETURN TO THE COMPREHENSIVE HIGH SCHOOL AT SEMESTER

Students wishing to return to a comprehensive high school must have:

1. Satisfactory attendance while at Silverado High School. Mira Monte students must have a record of successfully meeting appointments.
2. Satisfactory completion of credit deficiencies.
3. Positive student attitude and citizenship with minimal discipline / behavior issues.
4. Completion of required application notifying the Counselor of their intent to return. Students are considered for return twice each year at the beginning of the fall and spring semesters.

GRADUATION REQUIREMENTS

To receive a diploma from a high school in the Saddleback Valley Unified School District, a student must earn the following minimum units of credit and pass all of the SVUSD proficiency exams and complete eight (8) hours of community service.

| Grade Level | Course | Units |
|-------------|---|------------|
| 9-12 | English | 40 |
| 9-12 | Mathematics (to include 1 year Algebra) | 30 |
| 9-12 | Science | 30 |
| | Social Science: | |
| 10 | World History | 10 |
| 11 | U.S. History | 10 |
| 12 | Civics | 5 |
| 12 | Economics | 5 |
| 9-12 | Physical Education | 20 |
| 9-12 | Fine Arts, Practical Arts, or Foreign Language | 10 |
| 10-12 | Health | 5 |
| 9-12 | Electives | 55 |
| | TOTAL | 220 |
| | | |
| GPA | Minimum requirements | 1.75 |

All students must have passed the CAHSEE (California High School Exit Examination) to be eligible for graduation.

To assure normal student progress toward graduation, the following targeted unit requirements are recommended for each class:

| | |
|-----------------|---------------|
| Seniors..... | 170-220 units |
| Juniors..... | 120-170 units |
| Sophomores..... | 60-120 units |
| Freshmen..... | 0- 60 units |

The Alternative Programs have a commencement ceremony honoring all diploma graduates at the end of each school year. To participate in the graduation ceremony, students must have completed all graduation requirements listed above prior to the date of graduation and follow procedures for cap and gown.

ADULT EDUCATION DIPLOMA PROGRAM

Adult Education provides an extensive offering of academic and elective courses. Students are encouraged to enroll in courses to make up credit deficiencies or pursue areas of vocational interest. Please see the Adult Education Brochure for a comprehensive listing of classes. Adult Education provides a diploma (210 credits) program for adults (18 and over) that offers academic subjects and elective courses, independent study, GED (may take exam 60 days prior to 18th birthday), and a daytime Learning Center.

ADULT INDEPENDENT STUDY – A comprehensive program offering maximum flexibility and the opportunity to accelerate through courses without any timelines. Students must have solid academic skills and be prepared to meet with an instructor at least one evening appointment each week. Independent Study can be coordinated with other adult classes to more quickly meet graduation requirements.

ADULT DIPLOMA LEARNING CENTER – This program provides more structure and in-class assistance for those students needing academic support. It also provides assistance for students working on the GED. It is held on Silverado's campus through Adult Education.

GED – This National test provides an opportunity for an individual 18 (60 days prior also) and older to demonstrate proficiency in English, Social Science, Science, Literature, Math and Writing Skills. It is possible to receive up to 40 credits (max 10 academic/required) toward the Adult Education Diploma if the test is passed. The GED preparation class provides additional support for students to pass the test. (See the Adult Education brochure for times and to enroll). The GED test is offered weekly at several testing sites throughout Orange County, the closest being Capistrano. Please see Silverado High School Records Office or Adult Education Office for a listing of test sites.

GED Preparation – These classes assist students to prepare for the GED exam. Classes require regular attendance on specific evenings. See Adult Education Brochure.

PARENT EDUCATION

Parents have the option of learning about prenatal healthcare through pre-school development. The classes are held at Silverado and are provided through Adult Education. Please contact the Counselor or Adult Education for registration information.

AT A GLANCE

| Program | Grade | Meeting Times | Diploma | Entry Time | CHSPE | GED |
|--|-------|---|----------------|------------|-------|-----|
| Silverado HS | 9-12 | 5 Periods 8:00 am- 12:54 M-F | Yes | Open | Yes | No |
| Mira Monte HS | 9-12 | 2hrs/wk 8:00 am- 2:00 pm M-F 5:30-8:30 pm Wed. | Yes | Open | Yes | No |
| Saddleback Valley Academy of Business, Graphics, & Health Services, Journalism | 10-12 | 4 periods 8-1, M-F | Yes SHS | Quarter | Yes | No |
| Parent Education | 10-12 | See Adult Ed. Brochure | N/A | Open | N/A | N/A |
| Adult Education Diploma Program* (Independent Study) 18 years | 9-12 | TBA T 5:30-8:30 pm Mira Monte | Yes | Open | No | Yes |
| Ad. Ed. GED Prep. | 11-12 | See Adult Ed. Brochure | No Certificate | Open | No | Yes |
| Ad. Ed. Diploma Learning Center 18 years | 9-12 | M 9:30 am Silverado High School – P-9 M 6-9 pm | Yes | Open | No | Yes |
| ALPS SHS Independent Study | 9-12 | Appt. Mira Monte | N/A | Open | N/A | N/A |