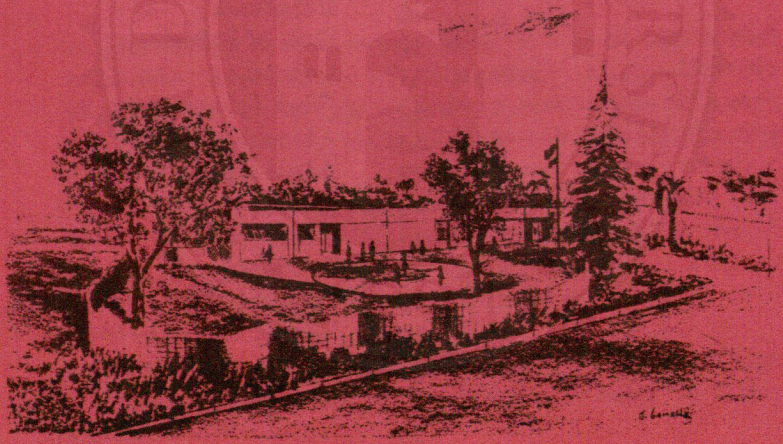
STUDENT HANDBOOK



Garfield Independent Learning Center
4487 Oregon St.
San Diego, CA 92116

282-7672

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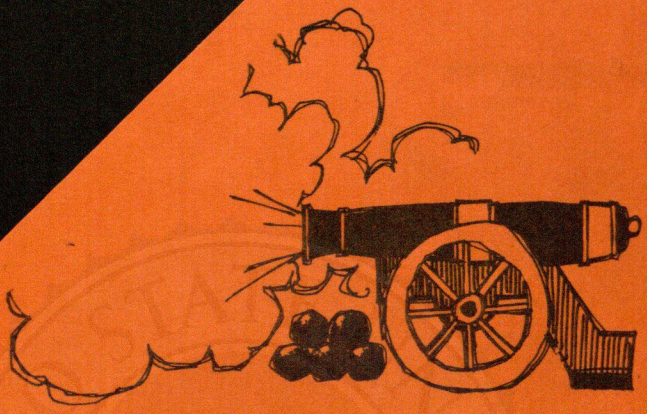
Statement of Philosophy

Garfield Independent Learning Center is a small high school which tries to maintain a school population of approximately 450 students. An attempt is made to work closely with each young adult, giving each the opportunity to help in the planning of his/her educational, personal, and career needs. Opportunities for success are provided and students who have never been successful in large schools often become motivated to do a quantity of school work for the first time in a school which offers them an alternative form of education.

Students have been transferred from comprehensive high schools to Garfield Independent Learning Center for many reasons:

1. insufficient credits;
2. from out of town and have work in progress;
3. health problems and cannot attend regular school;
4. lack motivation;
5. a strong dislike for schooling of any type;
6. disenchanted with comprehensive schools;
7. enrolled in a full-time academy of ballet and need an independent program on a short-term basis.

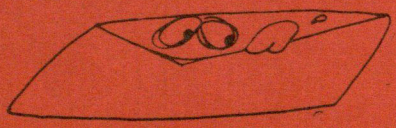


Function

Garfield functions as a counseling oriented institution as compared to the subject matter orientation of the typical high school. The incoming student meets a counselor, and together they discuss the student's past performance and problems at the former school; together they plan a program suitable to the student's needs.

The school offers a completely individualized multilevel program for students in grades nine through twelve. Assignments in classes are based upon the individual ability, needs, and interests of each student. The program is based on small successes, and no failing grades are given. The student is given as much time as needed to complete his/her work. There are no semesters, and work in progress is carried into the next school year until it is completed.

Most courses taught in the comprehensive school are also taught at Garfield. The important difference is the way the courses are taught. At Garfield, the students and the teacher plan a program. The student then works at his/her own pace to complete the requirements agreed upon. The minimum for students is a three class load unless they are working or attending classes at a Regional Occupational Center or at the Community College.



Purpose

The primary purpose of this school is to assist you in better understanding your own personal needs, especially as they relate to your goals in life.

Who Attends Garfield Independent Learning Center

The student body consists of young adults who have met the requirements for eighth grade and who, because of unusual responsibilities or problems, find that the individual learning center approach effectively meets their needs.

Eighteen-year-old Students

The number of students who can attend GILC is limited therefore, in most cases eighteen-year-old students cannot be accepted. However, the High Completion Program at the Garfield center or the Community College adult schools offer both day and a night program for students who are over eighteen.

Should you reach your eighteenth birthday during the school year, you may complete the year here at GILC IF your attendance, citizenship, and scholarship remain satisfactory. If you are an eighteen-year-old student and you wish to re-enroll at GILC in September, you must be close to graduation and you must have a good school record.

Identification Card

A temporary ID card will be issued upon enrollment. It should be carried in your wallet ready to be shown upon request by any teacher or other authorized person, on or off school grounds. Regular ID cards will be available in 4 to 6 weeks after enrollment.

High School Diploma and Accreditation

Diplomas or certificates are awarded to those students who fulfill State requirements for graduation. GILC is accredited by the Western Association of Schools and Colleges.

Grade Point Average

Grade points are used to determine whether a diploma or certificate is to be issued at graduation.

To earn a diploma you must have a grade point average of 1.5 or higher.

A certificate is issued to those students who meet the general requirements, but have less than a 1.5 grade point average.

Grade Point Count

Your grade point average is based on the following:

A = 4 grade points C = 2 grade points

B = 3 grade points D = 1 grade point

Graduation Requirements

Requirements for graduation are the same as for any other high school in San Diego; thirty-two credits are required (not including physical education credits):

English	8 credits
Social Studies	6 credits
Science	2 credits
Mathematics	2 credits
Fine/Practical Arts	3 credits
Electives	11 credits
TOTAL	32 credits

Credit Requirements

When course requirements are completed, you will receive a grade and a credit will be issued. Requirements for credits include:

1. Satisfactory completion of course assignments
2. Good attendance
3. Good citizenship

Personal Credit Record

Student .....

Date .....

Required Subjects

English 1 ____
2 ____
3 ____
4 ____
5 ____
6 ____
7 ____
8 ____

Reading Comp. ____

Writing Comp. ____

First Aid ____
Driver Ed. ____
Science ____
(2) ____
U.S. History 1 ____
2 ____
Amer. Govt. 1 ____
2 ____

Social Studies Elective ____
(2) ____
Math ____
(2) ____
Math Comp. ____
Fine/Practical Arts ____
(3) ____
____

Electives Completed:	CREDITS

SUMMARY:

Total required courses	22
Total electives, no P.E.	10
Total credits needed	32

P.E. CREDITS DO NOT COUNT TOWARDS GRADUATION

NEEDS:

SUBJECT	check when comp.	COMPETENCIES	check when comp.
		Reading	
		Writing	
		Math	

NOTE: Keep your record current. Make an appointment to see your counselor every time you earn a credit. It is YOUR RESPONSIBILITY to know how many credits you have earned AND what courses you need for graduation.

Grade Placement

Your grade placement will depend upon the number of credits you have earned. Upon completion of:

8 credits you will be in the 10th grade

16 credits you will be in the 11th grade

24 credits you will be in the 12th grade

32 credits you will be graduated

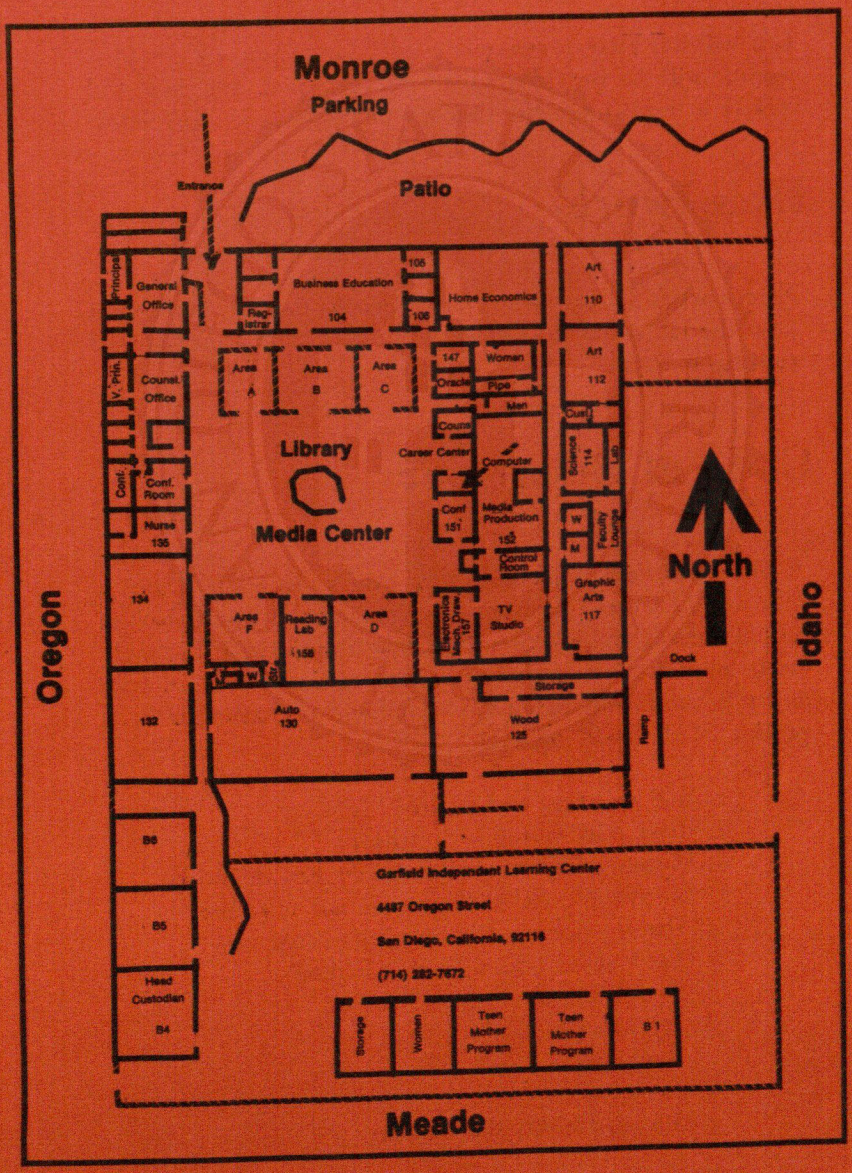
Personal Class Schedule

YOUR NAME _____

YOUR COUNSELOR _____

Period	*Subject*	*Room*	*Teacher*
1			
2			
3			
4			
5			
6			

Floor Plan of School



Report Cards

You will not receive semester report cards; instead, progress reports will be provided whenever requested, and you will receive a credit when the course requirements are completed.

Homework

Homework is not mandatory but textbooks may be checked out from the Library Media Center if you wish to do some required reading at home.

Code of Behaviour

A sincere attempt is made to treat you as an adult. Such a relationship is very important in maintaining the atmosphere of mutual respect and understanding that prevails in our school. As an adult you are expected to adhere to the code of behavior which is acceptable within the school and the community. A portion of the code includes:

1. Self direction and control.
2. Good relationship with others.
3. Mature acceptance of authority and direction.
4. Specific NO-NO's These are not tolerated.
   a. Disturbances in the open classroom area
   b. Food or beverages inside building
   c. Foul language
   d. Intimidation
   e. Weapons
   f. Gambling
   g. Smoking inside the building

Counseling

You will be assigned a counselor who will:

1. Assist you in evaluating credits previously earned and in planning a program of studies.
2. Provide you with personal and educational guidance.
3. Provide you with information concerning your school.

When you wish to contact your counselor, ask your teacher for a pass.

Group Counseling

Group counseling is designed to help you understand and to better appreciate our Center. We hope that these meetings will provide you with a realization of how GILC can best serve your needs and that they will also assist you in adjusting to the school's overall program. You can expect to find an atmosphere of mutual respect and understanding as you discuss your own problems with your counselor and your peers.

Career Counseling

If you are interested in obtaining employment, you should contact the Career Development Counselor who will provide you with an application for a work permit. The Career Counselor will explain the program to you and will assist you in obtaining employment.

Work Regulations

California law requires that all persons under 18 years of age who are employed must have a work permit. Make sure you are legally employed. If you have a full-time job (36 hours per week) you must attend school 4 hours per week.

If you are working less than 36 hours per week, you will be scheduled for a full school program.

Legal hours of employment are between 5 a.m. and 10 p.m. Your working time plus your time in school must not total more than 8 hours per day.

Work Permits

The Request for Work Permit and Statement of Intent to Employ Minor, obtained from the Career Development Counselor, in the Career Center, must be signed by your parent or guardian.

Your employer must fill out the offer of work, including the hours you will be working per week, and name of the employer's worker's compensation carrier. Be sure the application is filled in completely. Bring the completed application to the Career Counselor to obtain a temporary work permit. Your class program and your ID card will be changed if necessary.

Your regular work permit will be mailed to your employer. If your job is terminated, your employer will return the work permit to you. Carry your ID card and school program card with you at all times.

Work Experience

You may be employed part time in a school approved job, and you may earn one (1) credit each semester with a maximum of eight (8) credits to be applied toward graduation requirements, provided you have enrolled in a work experience program.

Attendance Procedures

The attendance procedures are similar to those of other schools. Absence for illness or for a valid personal reason is excused when a note is brought to the office following your absence. The note must indicate the date and time of absence, and must be signed by one of your parents or by your guardian; or, parents/guardians may phone the school at 282-7672.

Students are not excused from school before the close of their scheduled classes unless a written request is brought in advance from home. Please plan ahead for this if you have medical appointments.

Admit Cards

An admit card must be obtained to reenter class after an absence.You should obtain this card at the office BEFORE school or BEFORE the class you are reentering. Upon reentering each class you should present the card to your teacher, who will initial it and return it to you. When you have been reentered into all of your classes, the card may be discarded.

Passes

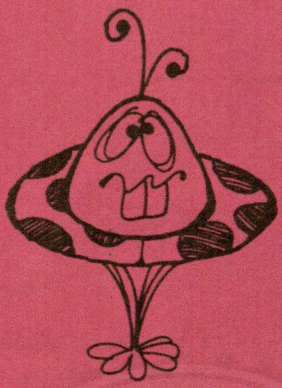
A written pass is required whenever you leave a class that is still in progress. The pass should include ALL destinations and should be signed by the teacher. You should go only to a room or other place that is included on the pass, and the pass should be available to show to any teacher or other authorized person along the route. You are required to leave your ID card with the teacher for a lavatory pass.

Make Up Slips

If you want to make up time or put in extra time, you must obtain a MAKE UP SLIP in the office and present it to the teacher in the classroom in which the make up is to take place. You must NOT make up or put in extra time during your regularly scheduled class time.

Tardiness

When you are tardy, report directly to your class, no matter how late you are. Tardiness will lower your citizenship mark and extend the time required to obtain your credit. Avoid tardiness. It is your responsibility to arrive in class on time. START for class at the proper time, and be IN class ready for work. Tardiness is not acceptable in business or industry; neither is it acceptable at school. Your progress in school, credits and eventual graduation, depend upon your accomplishments and your efforts in class. Habitual tardiness or truancy will result in an afternoon program.



Class Schedule

PERIOD	TIME SCHEDULE
Store open	7:45 - 8:15
1	8:15 - 9:10
2	9:15 - 10:10
Nutrition break	10:10 - 10:25
3	10:25 - 11:20
4	11:25 - 12:20
5	12:25 - 1:20
6	1:25 - 2:20

Leaving School Grounds

You may leave the school grounds for lunch. If it becomes necessary for you to leave the grounds at any other time,an appropriate pass must be obtained in the office.

Library Media Center

The central location point in the Library Media Center (LMC) is the Information Desk. All students who can show an ID card may use and/or borrow the books, filmstrips, cassettes, art prints, slides and magazines which are organized for study and individual interests. If your study requires use of the materials in LMC, your teacher will issue you a Library Pass. If you have a free period and choose to spend it in the LMC, you will be asked to use a "sign in" system.

Food, beverages, and disturbing behavior are not permitted at any time

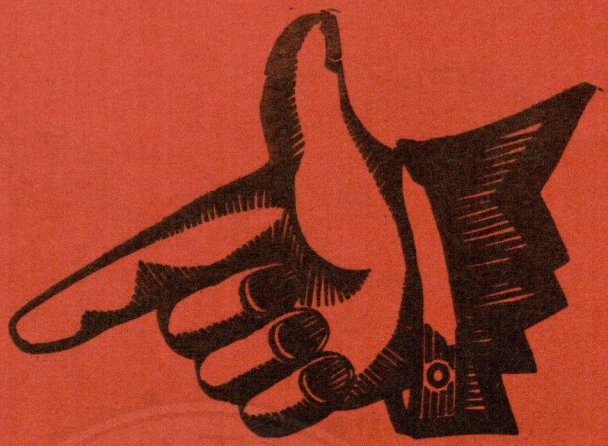
LMC hours are 8:00 am-3:00 pm, Monday through Friday.

Lost and Found

If you lose an article, ask for it in the office. It may have been found and turned in for safekeeping.

Lunch — Snacks

We do not have a cafeteria at Garfield. However, our student store has sandwiches, chips, donuts, cookies, soft drinks, milk, juices and other items for those who prefer to purchase their lunch or breakfast. Drinks and food ARE NOT TO BE TAKEN TO CLASS. Enjoy your snacks outside in the patio area. Please use the student store in the break periods.



Nurse

The school nurse is on campus two days each week. If you are injured on the grounds or if you have a health problem, you should consult the nurse. If the nurse is not available, you should contact the vice-principal.

Smoking

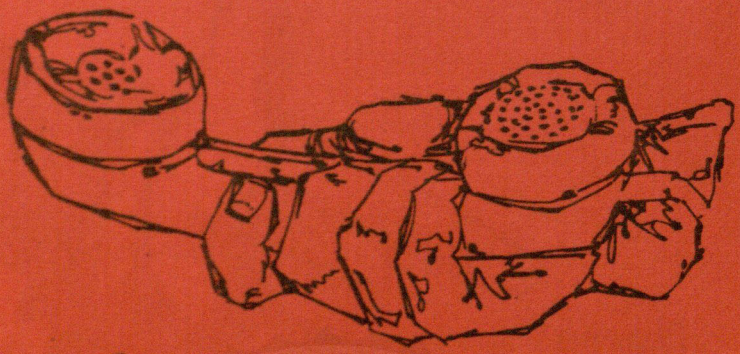
Smoking is permitted outside the building, between class periods only, and is not permitted inside the building at any time. PLEASE DO NOT WALK INTO THE BUILDING WITH A LIGHTED CIGARETTE.

Dress Code

You should be clean and neat in appearance. Footwear must be worn at all times. Dress and grooming in a manner appropriate for school is expected.

Student Government

The Student Council is a representative form of government; students selected from the student body form the Student Council. A faculty member acts as its advisor.



Telephone

Office telephones are for school business. Students have their own phones to use in case of emergencies and phone calls can be made during breaks. Two phones are located in the patio area.

Textbooks

Textbooks may be borrowed, for a limited time, from the Library Media Center

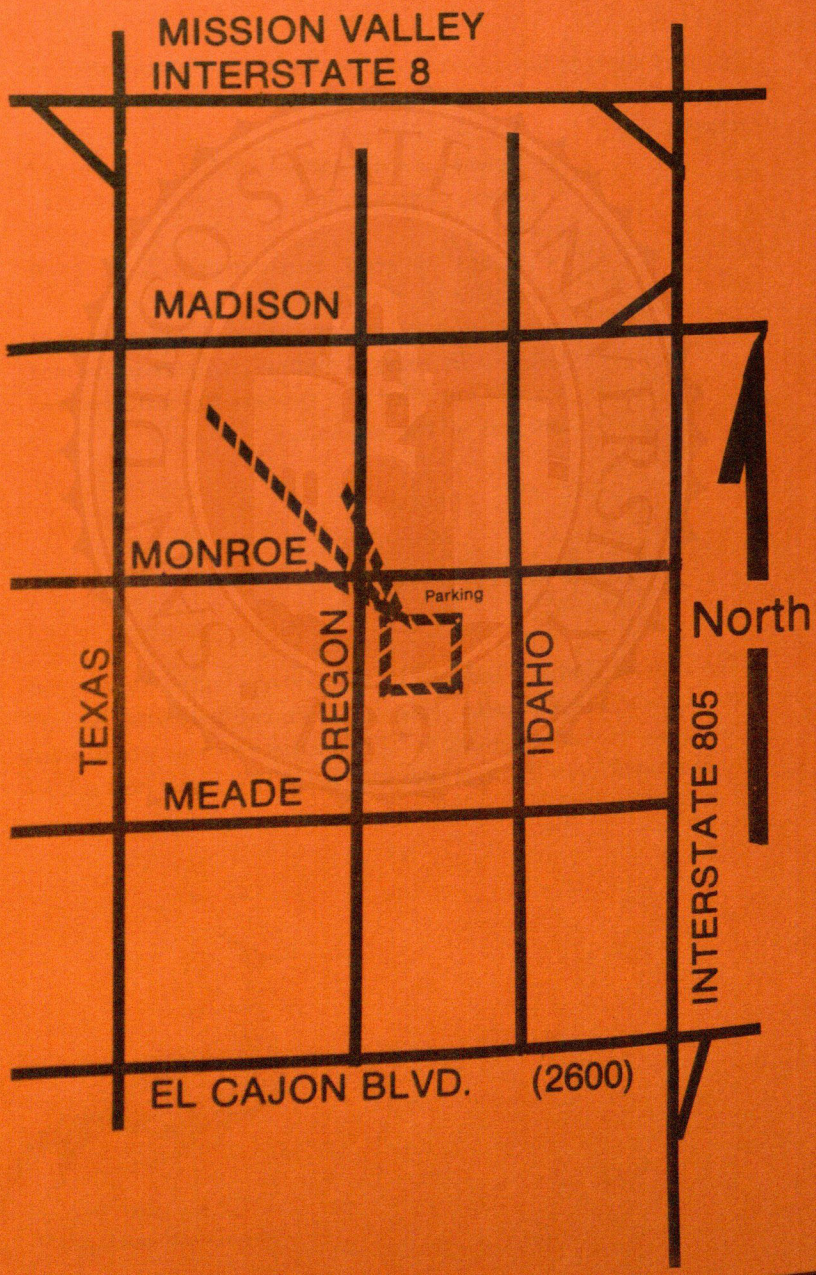
Unauthorized Items

You should not bring RADIOS, TAPE RECORDERS, RECORD PLAYERS, or CAMERAS to school unless you have been given written permission by the principal to do so.

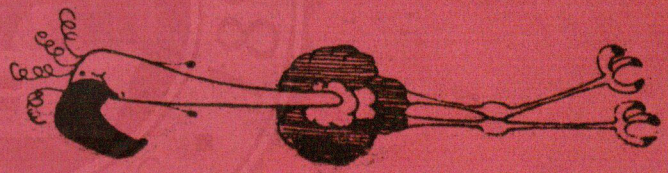
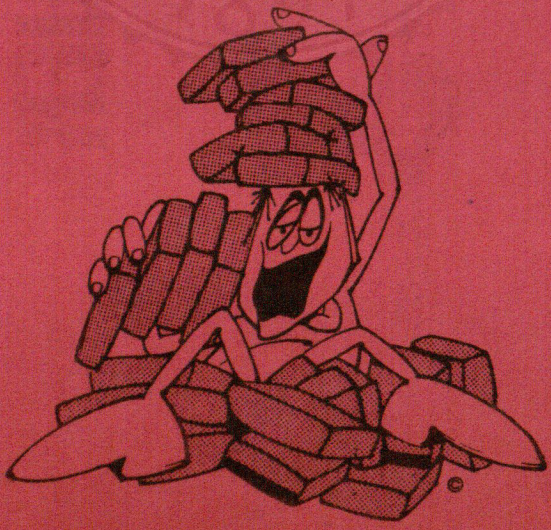
Visitors

It is desirable to get advance permission to have visitors on campus. All visitors must be cleared through the administrative office. Always get prior permission before going to another campus.

Map of Area


MISSION VALLEY
INTERSTATE 8
MADISON
MONROE
Parking
TEXAS
OREGON
IDAHO
MEADE
INTERSTATE 805
North
EL CAJON BLVD.
(2600)

LOOK NO FURTHER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