Use Your Planner

Download a free QR reader app to your smartphone. While you watch the video, record some tips below that can help you make the most out of your planner.

Meet Your Teachers

An essential aspect of being an excellent student is creating and maintaining a good working relationship with your teachers. Step one to accomplishing this goal is to introduce yourself to each of your teachers. On their syllabus, you will find out each teacher’s classroom policies regarding homework, make-up work, extra credit and help provided. Use the space to record key information as a quick future reference tool.

---

Period: ______________ Class: ______________ Room: ______________ Teacher: ______________
Class Website: ________________________________________________________________
Suggested Daily Materials: _________________________________________________________
Posted Homework Location: _______________________________________________________
Absent/Late Work Policy: _________________________________________________________
Help Times: ____________________________________________________________________
Extra Credit Policy: ______________________________________________________________
Additional Information: ____________________________________________________________

Period: ______________ Class: ______________ Room: ______________ Teacher: ______________
Class Website: ________________________________________________________________
Suggested Daily Materials: _________________________________________________________
Posted Homework Location: _______________________________________________________
Absent/Late Work Policy: _________________________________________________________
Help Times: ____________________________________________________________________
Extra Credit Policy: ______________________________________________________________
Additional Information: ____________________________________________________________
Keeping Organized

REACH is an approach to encouraging students in the academic middle to achieve greater heights with rigorous courses while offering the support to be successful in those courses.

The program provides tutorial assistance, academic counseling, assistance for students in meeting UC/CSU admissions requirements, assistance in the college search and selection, career exploration and awareness including guest speakers, and CAASPP/SAT/ACT Preparation.

Students learn effective skills used to study, collaborate, explore deeper thoughts, manage time, and communicate written ideas.

School Account Login

Active Directory (AD)

Some of your classes work on desktop computers. Follow these directions for login:

• Username: 990XXXXX
• 1st Time Password: fl.mmddyy
• Password: Same as last year

Click OK to change password. Password must be at least 7 characters—DO NOT use your name, ID, or birthday. Include one upper case letter, lower case letter, number, and/or symbol.

Google

If you are using chromebooks, accessing your school email or Google Drive, follow these directions for login:

• Username: 990XXXXX@my.hartdistrict.org
• 1st Time Password: fl.mmddyy
• Password: Same as last year

To access your grades, follow these directions for login:

• Username: 990XXXXX
• 1st Time Password: flmmddyy
• Password: Same as last year

Infinite Campus (IC)
8 Tips to Use Time Effectively

1. **Keep Your Planner Updated.** Have you watched the video on page 2 yet? Download a free QR reader app to your smartphone.

2. **Make A To-Do List Every Night.** In addition to your planner, keep lists of what needs to get accomplished on a daily basis. Each night write a list of things that need to happen the next day. Cross them off as you complete them during the day. If anything on the list does not get completed, it should become an immediate priority for the next day.

3. **Reward Yourself.** As you chip away at longer assignments or tasks, be sure to set small rewards for yourself at certain points in your progress. Without firm time limits set in your mind in advance, it's tempting to get carried away with “just five more minutes” again and again. Avoid falling victim to this time suck by setting firm limits in advance and sticking with them.

4. **Schedule Specific Times For High Priority Tasks.** If you have a prolonged assignment and you tend to procrastinate, break it down into smaller pieces and schedule time for each piece in your planner to make sure that it doesn’t conflict with anything else. Finally, be sure to schedule time for yourself and your friends too. You will be more productive if you feel refreshed and fulfilled.

5. **Bring Work With You.** Whenever you find yourself with a few minutes to spare, use them productively. Get out your readings or study materials and give them a quick review. These small periods of time can add up significantly over the course of just a few days.

6. **Remove Social Media Apps From Your Phone.** Social media can be a great tool for connecting with friends, but can also be a gigantic time suck. You can still check social media on a computer or tablet, but you’ll be able to better limit the urge to do so mindlessly, and you’ll be more likely to use spare minutes actually getting work done.

7. **Get Enough Rest.** One of the biggest obstacles to productivity is the inability to work efficiently. If you can’t focus, take too much time to settle into a task, or find yourself continually losing yourself in other thoughts, you might be overly tired. You need to take care of yourself to perform at maximum efficiency.

8. **Keep Your Priorities Straight.** Staying on top of your organization and time management is an integral skill to develop. Sometimes, you might decide that these sacrifices are worth it, particularly if they will only persist for a finite period of time. Recognize when your commitments are adversely affecting other parts of your life; it might be time to step back and re-assess your commitments.
Saugus High School believes that there is a direct relationship between good attendance and high achievement. Positive attendance patterns translate into success in college and in the workplace. Saugus students are expected to attend class on time every day. It is the responsibility of each parent, teacher, administrator, and staff member to carry out all attendance policies in a fair, firm, consistent, and timely manner. (Please note the attendance link at hartdistrict.org/saugus).

TARDIES
Students will receive Saturday School (SOC) for the following:
- 5 period tardies
- 10 global tardies (any period)

11+ tardies:
Subsequent SOCs may be assigned if continued tardies occur.

20 global tardies (semester):
Students will lose off-campus privileges for the following quarter.

30 global tardies (semester):
The following privileges will be revoked as indicated: loss of off-campus privileges.

At any time Administration can assign detention hours for tardies. Teachers may assign classroom consequences for tardies. Any no show to Saturday School will result in additional consequences.

TRUANCIES
An absence is considered a truancy whenever, in the judgment of the Principal or designee, the student intentionally and deliberately failed to report to an assigned class or classes, without reasonable cause. According to Ed Code 48260, any student tardy in excess of 30 minutes will be considered absent. The number for truancies listed below is for total period truancies.

Students will receive a Saturday School (SOC) for the following:
- 3 period truancies
- 5 global truancies (any period)

5+ truancies:
Subsequent SOCs may be assigned if continued truancies occur.

10 global truancies (semester):
Students will lose off-campus privileges for the following quarter.

15 global truancies (semester):
The following privileges will be revoked as indicated:
- loss of off-campus privileges.

At any time Administration can assign detention hours/research assignments for tardies. If an absence is unexcused, the student may lose credit for that day’s assigned work. Any no show to Saturday School will result in additional consequences. In cases of excessive truancies, the school deputy can assign a truancy ticket.

ADDITIONAL CONSEQUENCES FOR TARDIES/TRUANCIES
Students who reach 10 tardies and/or truancies to their first class of the day may lose the privilege of having a first period class the following semester.

BUS
The William S. Hart Union High School District does not provide home to school transportation for high school student. However, when you are traveling on a school-sponsored activity, you are expected to maintain safe and appropriate
behavior on the bus at all times. Failure to comply may result in a referral, consequences, parent notification, or denial of transportation.

CLEARING STUDENT ABSENCES
Parent/Guardian needs to call the Attendance Office on the day of the absence giving the reason for the absence. **If a phone call is not made, the Parent/Guardian can provide an absence note (in ink) for the student to bring to the Attendance Office within 72 hours of the date of absence.** The note needs to state the student’s full name, the dates, and the reason for the absence.

FREE LUNCH
Eligible students may receive lunch at a free or reduced price. A bulletin describing rules and an application for this program will be available on the district website.

MESSAGES TO STUDENTS
In case of an emergency, we will deliver messages to the student. Sending messages to student cell phones disrupts the learning process. Similarly please make arrangements to send gifts, balloons and flowers for special occasions to be delivered off campus.

STUDENT REMOVAL FROM CAMPUS
Send your student to the Attendance Office with a note signed by a parent/legal guardian stating time and reason the student needs to leave campus. Your student can bring the note into the Attendance Office between classes or during their brunch or lunch. Your student will be given an off-campus pass with the designated time to leave. A student who leaves campus due to illness must be cleared through the Health Office. Ninth and tenth students who need to leave campus during the student lunch hour must be signed out by a parent/legal guardian in the Attendance Office. Off-campus passes are required for **ANY** early departures on a minimum day. **Students who leave without an Off-Campus pass are TRUANT.**

LAW ENFORCEMENT
We are very fortunate to have an L.A. County Sheriff assigned to our campus as a School Resource Officer. The sheriff’s presence serves as a deterrent to crime and symbolizes our commitment to campus safety. The sheriff’s office is located in the Administration Building.

LIBRARY
Our library is a quiet place for studying, reading magazines, looking for and checking out books, and doing research. The library features an updated book collection, a fully-automated catalog system and networked student computers that provide access to the Internet and electronic databases, productivity software and other computer programs.

SMOKE-FREE CAMPUS
Use of tobacco products including vapes on campus or at Saugus activities is strictly prohibited for adults, as well as for students (Ed Code 48900).

VISITORS
Adult visitors, during the school day, **MUST receive a Visitor’s Pass from the school receptionist in the Administration Office before entering campus.** School-age visitors are **NOT** allowed on
campus during school hours. Unauthorized persons who come on to a school campus are subject to arrest or a trespassing ticket.

**Delinquencies**
Students are provided with textbooks and equipment in order to achieve and enhance their educational experience. When textbooks or equipment issued to students are lost or damaged, these items will be assessed and parents will be notified for their replacement or repair. **You must satisfy this obligation by either returning the item or paying for the replacement.** All textbooks are to be returned to the Library. Delinquency payments for books are made at the Library; all other school payments are made in the ASB Office.

**Dress Code**
The responsibility of the dress and grooming of a student rests primarily with the student and his or her parents or guardians. Students are expected to dress appropriately and be well groomed as a contributing member of a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. School-directed changes to a student’s attire or grooming will be at least disruptive possible to a student’s school day. The dress code enforcement actions will minimize the potential loss of educational time and will be gender neutral and consistent among all students.

**MINIMUM SAFE ATTIRE**
Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- Students must wear clothing that completely covers the chest, torso, undergarments, private areas, and bottom.
- Shirts, tops, and dresses must have straps.
- Clothes must be suitable for any scheduled course that may have unique hazards or require specialized safety gear.
- Safe footwear must be worn.
- Students will not wear clothing or accessories that depict or advocate for violence, criminal activity, alcohol or drug use, pornography, hate speech, or gang-related activity (including professional sportswear and colors identified by the Sheriff as gang affiliated).

- Clothing and accessories will not violate the Wm. S. Hart UHSD anti-discrimination policy.
- Students may not wear clothing or accessories that obscure the face.

**PE UNIFORMS**
Students must conform to the dress standards as outlined by your PE teacher. Failure to do so will have a negative effect on your grade. Uniforms which meet the dress code may be purchased in the ASB Office.

**Driving**
Driving to school and parking on school property is a privilege, which may be denied. **Students who obtain a parking permit through ASB are eligible to park in the student parking lot.** Students who are issued parking permits accept the responsibility of adhering to school policies and safe driving practices. In order to obtain a permit for parking,
you must (1) turn in the parking contract and vehicle registration forms to the ASB Office, (2) have a valid California Driver’s License, (3) provide proof of current insurance, and (4) pay the registration fee.

**RULES**

1. Driving to school and parking on school property is a privilege and not a right.
2. Saugus reserves the right to revoke parking permits at any time **without refund** if a student fails to comply with any school policies (i.e. parking, discipline, attendance, and academic).
3. Parking permits are the **property of Saugus** and cannot be duplicated or altered in any way.
4. Lost or stolen permits are the responsibility of the student. **Replacement permits are not issued.**
5. **Permits are non-transferable** and must be returned to the ASB Office if a student withdraws or transfers.
6. **Parking permits are not considered valid unless they are hung from the rear view mirror with the printed information completely visible, no other passes or sun shields may block the permit.**
7. Parking in any location other than a designated student parking stall is prohibited (i.e. staff spaces, “No Parking” zones, handicapped spaces, red curbs, visitor spots, fire lanes, etc).
8. Buying a parking permit does not guarantee you will find a space in the Saugus parking lot.
9. Speeding or reckless driving is prohibited and may result in loss of parking permit.
10. Saugus is not responsible for the vehicle or its contents, and advises students to leave cars locked at all times.
11. The parking lot is a restricted area. Once parked students should proceed immediately to the school, there is to be no loitering or visitation in the parking lot. No student will be allowed to go to their car once school has begun.
12. Tardiness resulting from not being able to find a parking space will not be excusable.
13. Authorized personnel who have reason to believe a search is necessary for the health, safety and protection of the students and the orderly conduct of the school may search any vehicle brought onto school property.
14. All California Vehicle Codes apply in the school parking lots.
15. **NO REFUNDS or RETURNS. ALL SALES ARE FINAL AFTER PURCHASE OF PERMIT.**
16. Any problems with your parking space? Notify the ASB office immediately.

_Failure to adhere to the above conditions places your vehicle subject to a $25 citation (California Vehicle Code 21113), a revocation of your parking permit, and other discipline consequences assigned by Saugus Administration._

**Safety**

**CONDUCT AT SCHOOL ACTIVITIES & PROHIBITED ITEMS**

Saugus PROHIBITS the following items on campus and at all related activities: drugs, alcohol, vapes, smoking, weapons, etc. Appropriate conduct is expected at all school-related activities. All school rules and consequences will apply at all school activities, whether or not the activity is during school hours or is on/off-campus. Such events would include athletic contests, competitions, dances, camps, plays, banquets, etc.
DRUG/ALCOHOL POLICY
Students who use, possess, distribute, sell or are under the influence of alcohol, illegal drugs, controlled substances, vapes, “look-alike” drugs, steroids will be subject to disciplinary action by the administration. They may not possess drug paraphernalia on school grounds or at any school function (home or away); it is strictly prohibited.

FIGHTING
Students who participate in a fight are subject to suspension and possible arrest, regardless of who starts the fight. Repeat offenders can be subject to an administrative transfer to another school, placement in an alternative program, and/or a recommendation for expulsion.

SAFE CAMPUS
Under no circumstances is a student to bring to school any weapons or dangerous object. This prohibition includes loaded or unloaded firearms, antique or collectors firearms, facsimile guns, toy guns, any kind of BB or pellet gun, stun gun, any knife (including pocket knives) or sharpened objects, explosives (including firecrackers) or any other dangerous object.

Students are prohibited from possessing tear gas or tear gas weapons, such as pepper spray, on campus or at school facilities. Students violating these rules can be subject to SCHOOL CONSEQUENCES and POSSIBLE ARREST by law enforcement officers (Ed Code 48900).

SEXUAL HARASSMENT
Sexual Harassment will not be tolerated. Students receiving unwelcome sexual advances (whether physical, written or verbal) should report the incident to an administrator, counselor or teacher. All incidents will be investigated and appropriate disciplinary action taken (Board Policy 5145.7 and Ed Code 48980).

BRUNCH
Brunch is based on your third period class. Rally schedules, minimum days, or event schedules may impact your brunch schedule as well.

COMPUTERS
Through the use of technology, teachers can assist students in their learning. Before using online services, however, students and their parents must sign the district’s user contract in which students understand and agree to abide by specified user obligations and responsibilities (Board Policy 6163.4). Failure to abide by these obligations and responsibilities will be cause for disciplinary action.

ELECTRONICS POLICY
Students may use electronic devices on campus during non-classroom times (before school, passing periods, brunch, lunch, and after school). All electronic devices must be turned off and put away while in class unless specific permission has been given by the teacher. Subsequent violations will result in Saturday School. Saugus is NOT responsible (nor obligated to investigate) for damage, loss, theft, or destruction of any electronic device.

Student Responsibility

ACADEMIC INTEGRITY
We believe honesty and integrity are basic to academic and personal achievement. Board Policy 5011, concerning Academic Integrity, establishes a clear protocol for parental notification and the assignment of penalties when plagiarism, lying or cheating has occurred.
brought onto campus. No laser lights of any kind are permitted on campus at any time. Penal Code Section 417.27 prohibits the possession of laser pointers on elementary and secondary campuses.

IDENTIFICATION CARD
Each student is issued a free picture identification card. You are expected to carry this card at all times and present it if requested by a staff member. There is a $10 replacement charge for lost or misplaced ID Cards.

INFINITE CAMPUS - GRADES
Grades Tab
This displays recent assignments that have been graded, a list of term grades by course, and the student’s current GPA.

Recently Graded Assignments
Located at the top of the display, this section works like a news feed, where assignments scored and saved by the teacher in the Assignments tool are instantly viewable in the Portal, noting when the score was last updated.

Assignments
The assignments display for 14 days and appear in Posted Date order, which is the date the teacher added the grade in his/her Grade Book. The name of the course, name of the assignment, and the score the student received along with the total points possible and percent is also listed.

INFINITE CAMPUS - SUPPORT
For account support, please bring your student identification card to the library or administrative office. They will be able to help reset your password. You can download the mobile app to your smartphone. When prompted for the District search, please type WILLIAM S HART. The District has placed a series of tutorial videos on their website (www.hartdistrict.org) to help users get familiar with the IC portal and mobile app.

LIBRARY - CHECK OUT
To access your library account for book check-outs or delinquencies, use Destiny. Once logged in, click the My Info tab to view checkouts, etc.
- Username: 990XXXXX
- Password: mmddyy

Inside the Library Media Center: Click Destiny and click Log In.

Outside the Library:
Go to the SHS Library website (shscenturions.com/library) and click Destiny Library.

MAKE-UP WORK
Students have a minimum of one day to make up work missed due to an excused or warranted absence. When the student is suspended, full credit for late work is a decision to be made by each individual teacher. When the due date of a long-term assignment has been scheduled in advance, the teacher may require that work to be turned in on that date.

PERSONAL TRANSPORTATION DEVICES
Alternative forms of transportation such as skateboards, in-line skates, scooters, and/or bikes are NOT permitted on campus at any time.

TRASH
To keep our campus beautiful and well-kept we all have to work together. Throw your trash away in trash receptacles. Students caught discarding papers, bottles, cans, or other debris will be assigned campus clean up.
“We don’t just teach students...we develop people who build better tomorrows.”

VISION STATEMENT

Principal
Vince Ferry
vferry@hartdistrict.org

Adminstrative Team

Rich Bahr
Assistant Principal
rbahr@hartdistrict.org

Marcus Garrett
Assistant Principal
mgarrett@hartdistrict.org

Diane Hamburger
Assistant Principal
dhamburger@hartdistrict.org

Genevieve Peterson Henry
Assistant Principal
gpeterson@hartdistrict.org

Office Staff

Sabina Kosek
Office Receptionist
skosek@hartdistrict.org

Jennifer Perez
Attendance A-L
jperez@hartdistrict.org

Doreen Schwamb
Attendance M-Z
dschwamb@hartdistrict.org

Anita Ondra
Health Office
aondra@hartdistrict.org

James Callahan
Deputy
jcallahan@hartdistrict.org

Connie Beckham-Juarez
Teacher Librarian
ejuarez@hartdistrict.org

Pat Barrett
Library Technician
pbarrett@hartdistrict.org

Dolores Onate
Textbook Technician
donate@hartdistrict.org
STUDENT LEARNER OUTCOMES (SLO’s)

“We promote all students’ learning to ensure personal growth and future success.”

College and Career Readiness
• Comprehend, clearly express, and defend conclusions in all forms of study.
• Professionally listen, read, and interpret data or information from various sources.
• Develop a passion for educational goals that enhance lifetime learning.
• Demonstrate a work ethic that exemplifies honesty, integrity, and self-advocacy.

Confident and Effective Communicators
• Express comprehension using efficient verbal and compositional skills.
• Capably employ technological resources to enhance communicative medium(s).
• Exhibit collaborative and presentational ability that meets or exceeds academic expectation(s).
• Confidently express conclusions that uphold professional expectation(s).

Critical and Creative Thinkers
• Formulate independent thought that expresses mature and appropriate conclusions.
• Exhibit competent measures of achievement within all disciplines of education.
• Generate self-reliant and innovative work(s).
• Recognize academic worth within art forms: technical, visual, and performing.

Citizenship and Integrity
• Appreciate diversity and exhibit a social practice of inclusion.
• Develop a social and environmental awareness conductive for lifetime learning.
• Exhibit accountability and self-discipline within all academic and social areas.
• Uphold an appreciation for objective viewpoint(s) and civic responsibility.
“All students graduate with an education that ensures they are college and career ready, globally competitive, and citizens of strong character.”

VISION STATEMENT

Counseling Team

Salim Raza
Head Counselor
Grade 9 & 11, G-O
sraza@hartdistrict.org

Marty Fricke
Grade 10 & 12, P-Z
mfricke@hartdistrict.org

Gail Gasbarro
Grade 9 & 11, P-Z
ggasbarro@hartdistrict.org

Sherry Kunda
Grade 9 & 11, A-F
skunda@hartdistrict.org

Brenda Monteleone
Grade 10 & 12, G-O
bmonteleone@hartdistrict.org
calendly.com/bmonteleone

Counselor Appointments

Location: Counseling Office located in the Administration Building.
Availability: Brunch & Lunch.
Students may make appointments online or by completing a call slip in the counseling office.

Dianna Rose
Grade 9 & 12, A-F
drose@hartdistrict.org
calendly.com/msrose

Karen Wiederhold-Hawk
Registrar
kwiederhold@hartdistrict.org

Services Offered

• One-on-One Advisement
• College & Career Planning
• Scholarship Search
• College Entrance Exams (SAT, ACT, PSAT)
• Monthly College and University Visits

• Financial Aid Workshops (FAFSA, Cal Grant)
• Military & Career Exploration (ASVAB)
• CTE Class Information & Registration
### Be “College Ready” by completing 230 credits required for graduation and earning C’s or better in rigorous coursework in order to meet the UC/CSU “a-g” college course requirements.

<table>
<thead>
<tr>
<th>University Requirements Minimum for CSU &amp; UC “College Prep” Requirements</th>
<th>High School Requirements Minimum requirements for a diploma &amp; Community College</th>
<th>NCAA Division I &amp; Division II Eligibility - 16 Core Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. History</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 years</td>
<td>3 years</td>
<td>2 years of social science</td>
</tr>
<tr>
<td>Completion of: Modern Civilizations or AP World (10); US History or AP US History (11)</td>
<td>Completion of: Modern Civilizations (10), US History (11), Government &amp; Economics (12)</td>
<td>Completion of: Modern Civilizations A/B (10), US History A/B (11)</td>
</tr>
<tr>
<td><strong>B. English</strong></td>
<td>4 years of English</td>
<td>4 years of college preparatory English</td>
</tr>
<tr>
<td>4 years of college preparatory English</td>
<td>4 years of English</td>
<td></td>
</tr>
<tr>
<td><strong>C. Math</strong></td>
<td>Must Complete: Algebra I</td>
<td>3 years of math (Algebra I, Geometry, Algebra II and higher)</td>
</tr>
<tr>
<td>Completion of: Algebra I, Geometry, and Algebra II or higher</td>
<td>Must have a minimum of 6 semesters of math.</td>
<td></td>
</tr>
<tr>
<td><strong>D. Science</strong></td>
<td>2 years</td>
<td>2 years of lab science (1 year of natural and 1 year of physical)</td>
</tr>
<tr>
<td>2 years</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Choice: Chemistry or Physics</td>
<td>Choice: Chemistry or Physics</td>
<td></td>
</tr>
<tr>
<td><strong>E. Language Other Than English</strong></td>
<td>Completion of: Second level of language or higher</td>
<td>No language requirement.</td>
</tr>
<tr>
<td>One year-long course of visual and performing arts or two one-semester courses from the same discipline</td>
<td>If no language is taken, student needs any 2 fine arts.</td>
<td>Not accepted.</td>
</tr>
<tr>
<td>If one year of language taken, student needs only 1 fine art.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F. Fine Art</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If no language is taken, student needs any 2 fine arts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If one year of language taken, student needs only 1 fine art.</td>
<td></td>
</tr>
<tr>
<td>Not accepted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G. Additional Year</strong></td>
<td>Students must reach a total of 230 credits to graduate.</td>
<td>5 additional years required (English, math, science, history, foreign language, or philosophy)</td>
</tr>
<tr>
<td>1 extra year of academics (math, English, science, history, foreign language, fine arts) beyond the minimum.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H. Health</strong></td>
<td>Not required.</td>
<td>1 health class required.</td>
</tr>
<tr>
<td><strong>I. Practical Art</strong></td>
<td>Not required.</td>
<td>1 practical art required.</td>
</tr>
<tr>
<td><strong>J. PE</strong></td>
<td>No PE requirement.</td>
<td>4 semesters of PE or athletics</td>
</tr>
<tr>
<td><strong>K. GPA/Ranking</strong></td>
<td>No GPA or rank requirements.</td>
<td>GPA Sliding Scale: A higher GPA will lower the score needed on the SAT/ACT for an athlete to qualify through NCAA Clearinghouse.</td>
</tr>
<tr>
<td>CSU typically takes the top 25% and UC takes the top 12.5% of a graduating class.</td>
<td>Must have at least 230 credit.</td>
<td></td>
</tr>
</tbody>
</table>
Student #1 - Sample Four-Year Planning

<table>
<thead>
<tr>
<th>Period</th>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open Period</td>
<td>Open Period</td>
<td>AP Physics II</td>
<td>AP Physics I</td>
</tr>
<tr>
<td>2</td>
<td>AP Biology</td>
<td>AP Chemistry</td>
<td>AP US History</td>
<td>AP Gov/Econ</td>
</tr>
<tr>
<td>3</td>
<td>French I</td>
<td>Modern Civilizations</td>
<td>AP Statistics</td>
<td>AP Environmental</td>
</tr>
<tr>
<td>4</td>
<td>H English 9</td>
<td>H English 10</td>
<td>AP Language</td>
<td>AP Literature</td>
</tr>
<tr>
<td>5</td>
<td>H Geometry</td>
<td>H Alg II/Trig</td>
<td>H Pre Calc</td>
<td>AP Calc BC</td>
</tr>
<tr>
<td>6</td>
<td>Yearbook</td>
<td>Yearbook</td>
<td>Yearbook</td>
<td>Yearbook</td>
</tr>
<tr>
<td>7</td>
<td>Tennis</td>
<td>Tennis</td>
<td>Tennis</td>
<td>Tennis</td>
</tr>
</tbody>
</table>

Student #2 - Sample Four-Year Planning

<table>
<thead>
<tr>
<th>Period</th>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Marching Band</td>
<td>Marching Band</td>
<td>Marching Band</td>
<td>Marching Band</td>
</tr>
<tr>
<td>2</td>
<td>Marching Band</td>
<td>Marching Band</td>
<td>Marching Band</td>
<td>Marching Band</td>
</tr>
<tr>
<td>3</td>
<td>AP Biology</td>
<td>AP Chemistry</td>
<td>H Anatomy</td>
<td>AP Physics</td>
</tr>
<tr>
<td>4</td>
<td>Mixed Chorus</td>
<td>AP Psychology</td>
<td>AP Computer</td>
<td>AP Spanish</td>
</tr>
<tr>
<td>5</td>
<td>H Alg II/Trig</td>
<td>H Pre Calc</td>
<td>AP Calc AB</td>
<td>AP World</td>
</tr>
<tr>
<td>6</td>
<td>AP Human</td>
<td>AP World</td>
<td>AP US History</td>
<td>AP Literature</td>
</tr>
<tr>
<td>7</td>
<td>H English 9</td>
<td>H English 10</td>
<td>AP Language</td>
<td>Open Period</td>
</tr>
</tbody>
</table>

Student #3 - Sample Four-Year Planning

<table>
<thead>
<tr>
<th>Period</th>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open Period</td>
<td>Modern Civilizations</td>
<td>Open Period</td>
<td>Open Period</td>
</tr>
<tr>
<td>2</td>
<td>H Algebra I</td>
<td>H Geometry</td>
<td>H Alg II/Trig</td>
<td>H Pre-Calc</td>
</tr>
<tr>
<td>3</td>
<td>Biology</td>
<td>Chemistry</td>
<td>AP Physics II</td>
<td>AP Environmental</td>
</tr>
<tr>
<td>4</td>
<td>H English 9</td>
<td>H English 10</td>
<td>AP Lang</td>
<td>Sci-Fi/Humanities</td>
</tr>
<tr>
<td>5</td>
<td>Chinese I</td>
<td>Chinese II</td>
<td>AP US History</td>
<td>AP Gov/Econ</td>
</tr>
<tr>
<td>6</td>
<td>PE</td>
<td>Engineering II</td>
<td>Engineering III</td>
<td>Engineering IV</td>
</tr>
<tr>
<td>7</td>
<td>Engineering I</td>
<td>Cross Country</td>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
</tbody>
</table>
Grades & Rigor

All classes offered at SHS are year-long. The “A” semester is offered in the fall and the “B” semester is offered in the spring. Students should be challenged by their course load, but not overwhelmed. Because it’s made up of all your grades, your GPA is one of the most important factors for college admission. It is a good indicator of your intelligence, work ethic, perseverance, and willingness to push yourself.

Calculate Your GPA

“Grade Point Average” are calculated for various purposes, including eligibility and college admission. First convert those letters into numbers. Then, add them up and divide by the number of classes taken in the semester. Honors/AP classes get an additional grade point.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
<td>5 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
<td>4 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
<td>3 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
<td>2 point</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
<td>0 points</td>
</tr>
</tbody>
</table>

The Difference Between Weighted and Unweighted GPA

When schools use unweighted GPAs, they use a scale that goes from 0.0 to 4.0 and doesn’t take the difficulty level of classes into account. However, some schools use a weighted GPA model, which takes class difficulty into account. This gives higher numerical values to grades earned in Honors/AP classes.

Honors & AP Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>AP Studio Art (10), AP Art History (10)</td>
</tr>
<tr>
<td>English</td>
<td>Honors English 9, Honors English 10, AP Language &amp; Composition (11), AP Literature &amp; Composition (12)</td>
</tr>
<tr>
<td>History &amp; Social Sciences</td>
<td>AP Human Geography (10), AP Euro History (10), AP World History (10), AP US History (11), AP Psychology (11)</td>
</tr>
<tr>
<td>Math &amp; Computer Science</td>
<td>Honors Geometry (10), Honors Pre-Calculus (10), AP Calculus, Honors Algebra II/Trig (10), AP Statistics, AP Computer Science Principles (10)</td>
</tr>
<tr>
<td>Science</td>
<td>Honors Anatomy (11), AP Chemistry (10), AP Physics (11), AP Biology (11), AP Environmental (11)</td>
</tr>
<tr>
<td>Language</td>
<td>AP French (11), AP Spanish (11), AP Chinese (11)</td>
</tr>
</tbody>
</table>

Saugus High offers a wide range of Honors and AP courses to challenge students academically. Through these programs, students experience the rigors of college-level studies while they have the support of the high school environment. By participating in AP, students have the opportunity to earn college credit and to stand out in the college admissions process.

- REACH and AP teachers provide review sessions for additional support.
- Students take AP exams in May.
- A score of 3 or higher on an AP exam can typically earn students college credit and/or placement into advanced courses.
Post-Secondary Team

Kari Dalquist
Career & College Readiness Specialist
kdalquist@hartdistrict.org

In addition to taking rigorous academic courses, be “Career Ready” by participating in one of Saugus Career Technical Education (CTE) Pathways. We strive to cultivate a college-ready and college-going culture for all students. Whether you choose to attend a vocational, two-year, or four-year school, we want to help build a plan.

Professionalism
These skills are not automatic or simply common sense; they grow with experience and practice. Employers look for students with both technical training and employability skills, which means being able to creatively problem solve, practice written/verbal communication skills, work in a team, manage your time, and be punctual.

Career Pathways
These classes provide students with hands-on learning. To be eligible for completion, students complete a sequence of classes designed to help them make intentional and informed decisions regarding their post-secondary plans.

Pathway Classes - On Campus
- Arts, Media & Entertainment
- Automotive Technology
- Business
- Computer Science & Info Technology

Pathway Classes - Off Campus
- Animal Science
- Cyber Security
- Digital Photography
- Education
- Fire Science/Public Safety
- Health Science/Public Safety
- Law & Government/Administration of Justice
- Travel, Tourism & Hospitality
- Construction
- Digital Media
- Engineering & Manufacturing
- Sports Medicine

Career Appointments
Location: Counseling Office located in the Administration Building
Availability: Brunch & Lunch.
ASB Office located in the A building.

Office Hours: 6am-1:30pm

Store Hours: Before school, brunch, lunch only

ASB Cards: Each student is issued a free picture ID card. You may “upgrade” your card to an ASB card for $60, which provides free admission to most football and basketball games, discounts to dances, student store, and other events.

Payments: Cash, money orders, checks, credit/debit cards *$25 fee assessed on all returned checks. *Checks will not be accepted after May 1 and all payments must be cash or credit. *No checks will be accepted for Prom bids.

ASB Team

Jeremy Fannon
ASB Director
jfannon@hartdistrict.org

Susie Warne
ASB Accountant
swarne@hartdistrict.org

“As a group of elected and appointed officials, ASB strives to represent the diverse voices, interests, and needs of the campus.”

VISION STATEMENT

“Get Connected” - Students who are connected to Saugus High though extra-curricular programs do better academically. Consider joining one or more of Saugus’ many outstanding programs:

- Academic Decathlon
- Advice Club
- Anime Club
- Art & Ceramics Club
- Asian American Club
- Astronomy & Earth Science Club
- Athletic Training Club
- Bass Fishing Club
- Black Student Union (BSU)
- California Scholarship Federation (CSF)
- Careers Club
- Chess Club
- Child Cancer Awareness Club
- Chinese Honors Society
- Choir Club
- Common Cents
- Cultural Diversity Club
- Dance Varsity
- DFY In SSCV
- Drama Club
- Dungeons & Dragons Club
- Environmental Conservation
- Equestrian Club
- Fellowship of Christian Athletes (FSA)
- Gay Straight Alliance Club (GSA)
- Geographers Club
- Girls’ Lacrosse
- Habitat For Humanity
- Horizon Club
- Ignite Christian Club
- Improv Club
- Interact Club
- Journalism
- Key Club
- Literary Magazine
- Magnum Opus (Arts)
- Math Tutor Club
- Model United Nations Club
- Modern Issues Club
- Mountain Bike Team For Saugus
- National Association of Procrastinators (NAP)
- National Honor Society
- Next Up Club
- Not One More
- Patron of the Arts
- P.E.A.K.S.
- People Assisting Shelter Animals (PASA)
- Performing Arts Club
- Photo Club
- Pieces of the Puzzle
- Prom Threads
- REACH
- SADD
- Science National Honor Society
- Science Olympiad
- SNN
- Speech Team
- Sports Med Club
- Star Wars Club
- Students Matter
- Vex Robotics
- Woodworks
- Yearbook
Sports Eligibility

- **Summer Camp**: An athlete can still tryout and make a team without participating in a summer program.
- **Pre-Season Meetings**: Specific information about expectations, team policies, and practice schedules. See the school website for details.
- **2.0 Grade Point Average** (GPA) at each Quarter/10-week mark.
- **Pass minimum of 4 classes**.
- **Register on AthleticClearance.com** Complete yearly, check on school website for link.
- **Physical Exam**: Valid for 1 year, complete after May 1 for next participation year.
- **Insurance Coverage**: Required (available for purchase through district)
- **Two Years of Participation**: Clears your graduation PE requirement.

Athletic Directors

George Lopata
Football, Cross Country, Basketball, Softball, Track & Field, Boys’ Golf, Boys’ Tennis, Boys’ Volleyball
glopata@hartdistrict.org

Brandon Marcia
Girls’ Volleyball, Girls’ Tennis, Girls’ Golf, Soccer, Baseball, Swim & Dive, Lacrosse
bmarcia@hartdistrict.org

“As an integral part of the high school experience, Saugus athletics unifies the campus and community in pursuit of excellence and achievement.”

**VISION STATEMENT**

**Athletics Offered**

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheer</td>
<td>Boys’ Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Candace Rogers</td>
<td>Alfrado Manzano</td>
<td>Carl Grissom</td>
</tr>
<tr>
<td><a href="mailto:candacerogers77@yahoo.com">candacerogers77@yahoo.com</a></td>
<td><a href="mailto:amanzano@hartdistrict.org">amanzano@hartdistrict.org</a></td>
<td><a href="mailto:cgrissom@hartdistrict.org">cgrissom@hartdistrict.org</a></td>
</tr>
<tr>
<td>Cross Country</td>
<td>Girls’ Basketball</td>
<td>Boys’ Golf</td>
</tr>
<tr>
<td>Rene Paragus</td>
<td>Jason Conn</td>
<td>Cal Linam</td>
</tr>
<tr>
<td><a href="mailto:rparagus@hartdistrict.org">rparagus@hartdistrict.org</a></td>
<td><a href="mailto:jsbuckeye@sbcglobal.net">jsbuckeye@sbcglobal.net</a></td>
<td><a href="mailto:clinam@hartdistrict.org">clinam@hartdistrict.org</a></td>
</tr>
<tr>
<td>Football</td>
<td>Boys’ Soccer</td>
<td>Girls’ Lacrosse</td>
</tr>
<tr>
<td>Jason Bornn</td>
<td>Seth Groller</td>
<td>Gabriel Fowler</td>
</tr>
<tr>
<td><a href="mailto:jbornn@hartdistrict.org">jbornn@hartdistrict.org</a></td>
<td><a href="mailto:sgroller@hartdistrict.org">sgroller@hartdistrict.org</a></td>
<td><a href="mailto:gfolwer@hartdistrict.org">gfolwer@hartdistrict.org</a></td>
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<tr>
<td>Girls’ Golf</td>
<td>Girls’ Tennis</td>
<td>Softball</td>
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<tr>
<td>Cal Linam</td>
<td>Ken Jeffris</td>
<td>Julie Archer</td>
</tr>
<tr>
<td><a href="mailto:clinam@hartdistrict.org">clinam@hartdistrict.org</a></td>
<td><a href="mailto:kjeffris@hartdistrict.org">kjeffris@hartdistrict.org</a></td>
<td><a href="mailto:jarcher@hartdistrict.org">jarcher@hartdistrict.org</a></td>
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<tr>
<td>Girls’ Tennis</td>
<td>Girls’ Volleyball</td>
<td>Swim &amp; Dive</td>
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<tr>
<td>Ken Jeffris</td>
<td>Zack Ambrose</td>
<td>Jim Klipfel &amp;</td>
</tr>
<tr>
<td><a href="mailto:kjeffris@hartdistrict.org">kjeffris@hartdistrict.org</a></td>
<td><a href="mailto:zambrose@hartdistrict.org">zambrose@hartdistrict.org</a></td>
<td>Krista Botton</td>
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<tr>
<td>Girls’ Volleyball</td>
<td></td>
<td><a href="mailto:jklipfel@hartdistrict.org">jklipfel@hartdistrict.org</a></td>
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<tr>
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<td>Momoko Russell &amp;</td>
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<td>Barry Nua</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:shsvb@gmail.com">shsvb@gmail.com</a></td>
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</tbody>
</table>
Performing & Visual Arts Team

**Theatre Arts**
Theatre Arts focuses on developing students creative abilities and skills in acting as well as giving them an inside perspective on the theatre. This process of production from the words on the stage to the final dismantling at strike, leaves students with an appreciation for the skills and commitment involved in the theatrical arts.

**Band**
Including opportunities in the marching band, concert ensembles, jazz band, and chamber groups, students rehearse various forms of wind music. Students enrolled in band participate in Southern California Band and Orchestra Association sanctioned activities. Through this preparation and performance, we advance the musicianship and musical understanding of each student.

**Visual Arts**
We offer students a variety of beginning level art and digital media courses with no prior experience required. Students have an opportunity to grow as artists, developing a portfolio of work. Art college representatives visit frequently, providing information on majors/pathways that they offer.

**Vocal**
From classical to gospel to jazz to pop, there is something for everyone. The department continues to establish a reputation for excellence at the local, regional, and national levels. Choir provides many performance opportunities as well as the chance to travel outside the community.

“Saugus Arts foster the enjoyment, understanding, and development of the arts through diverse and engaging artistic experiences.”

**VISION STATEMENT**

“Saugus Arts foster the enjoyment, understanding, and development of the arts through diverse and engaging artistic experiences.”

**Performing & Visual Arts Team**

- **Kaitlin Holt**
  Vocal
  kholt@hartdistrict.org

- **Erica Jacobs**
  Art, AP Art History
  ejacobs@hartdistrict.org

- **Olivia Rush**
  Digital Media Arts
  orush@hartdistrict.org

- **Ian Stuart**
  Ceramics
  istuart@hartdistrict.org

- **Corey Whitt**
  Symphonic Band, Jazz Ensemble
  cwhitt@hartdistrict.org

- **Gina Painter**
  Department Chair
  Theater Arts
  gpainter@hartdistrict.org
Science Reference Sheet

General
- Write in complete sentences and complete thoughts.
- Justify your claim with evidence.
- Use scientific terminology from the chapter.
- DO NOT EVER use personal pronouns (I, me, my, you, we, our) or short-hand/slang/texting language.

CER: Claim, Evidence, Reasoning

Claim: A conclusion, explanation, model, or other answer to a research question.
Evidence: Analyzed data and an interpretation of the analysis.
Reasoning: Statement(s) that explains the importance of the evidence by making concepts or assumptions underlying the analysis and interpretation very clear and explicit (this is where you use scientific vocabulary).

Key Vocabulary

Hypothesis: A testable statement/explanation, which may include a prediction. NOT AN EDUCATED GUESS - based on background knowledge and preliminary observations. Can be supported or disproven, but never proven. Written as a testable “If… then…” statement.
   Example: If skin cancer is related to ultraviolet light, then people with a high exposure to UV light will have a higher rate of skin cancer.

Data: Measurements, observations, and findings collected as a part of an investigation.

Inferences: An interpretation of an observation using background knowledge to draw a conclusion.
   Observation Example: There are pieces of eggshell in a nest.
   Inference Example: A bird hatched from the egg.

Observations: A descriptive statement about a natural phenomenon.
   Example Observation: There are pieces of eggshell in a nest.
   Qualitative: Descriptions of the qualities of an object i.e. color, texture, smell.
   Quantitative: Measured with numbers (quantity) i.e. 20 feet, 0.087 grams.

Graphing
- Independent Variable (manipulated): What is changed by the experimenter (x-axis).
- Dependent Variable (responding): What is being observed or measured in response to the manipulated variable (y-axis).

Taunt
- T - Title (descriptive sentence)
- A - Axis titles (both x and y)
- U - Units (i.e. grams, meters, etc.)
- N - Number line is evenly spaced, sensible, and does NOT have to start at zero!
- T - Type of graph is appropriate for the data (bar, line, scatter plot, etc.)

Dry Mix
- D - Dependent
- R - Responding
- Y - Y-axis
- M - Manipulated
- I - Independent
- X - X-axis

Types of Graphics
Download a free QR reader app to your smartphone.
English Reference Sheet

MLA Overview
Modern Language Association (MLA) format is basically how a typed essay looks on the page when you turn it in to be graded.

General Format Rules
Before you start typing, set up your document to have the following format:
- Times New Roman
- Size 12
- Double-spaced
- One-inch margins on all sides

Do not change the font, especially for your title, or add extra spaces between paragraphs or entries on your Works Cited page.

Page Numbers
When you are ready to start typing, start by adding your last name and the page number in the upper right-hand corner. If you are using a Google Doc, click on INSERT on the menu bar. Once the page number appears, click to the left of it, press the space bar, and type your last name.

Never just type the page number in yourself, or every page will have the number you typed. Click anywhere below in your document to exit the header.

Header
Once you have clicked back into your document, insert the following information in this order:
- Student Name
- Teacher Name
- Class Title (possibly the class period too – ask your teacher)
- Date (Day Month Year)

Works Cited
Use Purdue Owl (owl.purdue.edu), ZoteroBib (zbib.org), or Easy Bib (easybib.com) to access the most up-to-date information regarding citing.

Create a Turnitin.com Account (First Time)
1. Select “Create Account” at the top right.
2. Select “Create a New Account - Student”.
3. Class ID (not your student ID) ____________
   Enrollment Key _______________________
4. Enter your first and last name in the boxes.
5. Enter your school gmail address. The password must be 6 – 12 characters long with at least one number and one letter.
6. Choose a secret question from the dropdown box.
7. Select “I agree - Create Profile”. You’re done!

Pearson MyPerspectives Login
Follow these directions:
- Username: 990XXXXX@my.hartdistrict.org
- Password: fl#mmddyy