

Washington Adult School Student Handbook 2017-2018



**WASHINGTON
UNIFIED
SCHOOL
DISTRICT**
WEST SACRAMENTO

Bryte Career and College Training

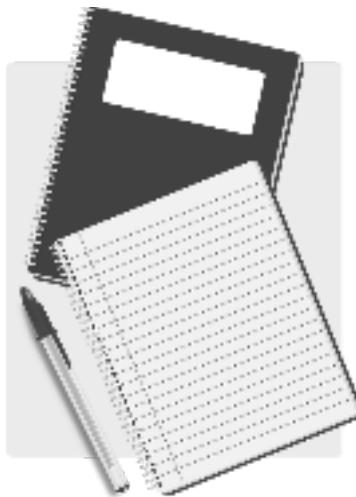
637 Todhunter Avenue
West Sacramento, CA 95605
(916) 375-7901

Yolo Education Center

919 Westacre Road
West Sacramento, CA 95691
(916) 375-7740 x 1562

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MISSION STATEMENT

We are committed to providing a positive and supportive learning environment for all students to reach their personal, educational and career goals. The mission of the Washington Unified School District, ***THE GATEWAY TO EXTRAORDINARY POSSIBILITIES***, is to challenge and support each student to develop effective critical thinking, problem solving, and communication skills as a life-long learner acting in an ethical manner to serve a broader community through a community of learners characterized by:

- engaging learning experiences in safe, positive environments;
- highly-qualified, reflective, and adaptive educators;
- a culture of innovation responsive to student needs and aspirations;
- a community promoting family involvement, strong partnerships, and school pride.



ADULT EDUCATION CLASSES

English as a Second Language (ESL) & Citizenship

These courses encompass the skills of speaking, listening, reading, writing, mathematics, decision making and problem solving, and preparation to participate in job-specific career and technical training. Students may use ESL instruction to gain life and employment skills, progress to career or academic programs, and become actively engaged in their communities.

Courses Available

- ESL Beginning
- ESL Intermediate
- ESL Advanced
- Citizenship Preparation

High School Diploma (HSD) & Equivalency (HSE)

High School Diploma and Equivalency programs are designed for students who want to complete their high school education. The High School Diploma (HSD) program provides the opportunity for students to earn credits toward a high school diploma. Instruction is individualized so each student works on the specific courses he or she needs. Courses are computer-based and self-paced. Teachers work with students one-on-one and in group activities to provide support as students move through online modules. Strong computer skills are *not* required to participate. Goal setting, skill building, and career planning are incorporated into this class. High School Equivalency (HSE) classes help students prepare to take the high school equivalency tests. Teachers help students review for the Math, Science, English, and Social Sciences equivalency tests in a supportive environment.

Career & Technical Education (CTE)

There are 15 industry sectors in California. WUSD is expanding its program to include the highest-demand, highest skilled, and highest-wage training programs in the region. Graduate of our CTE programs will be prepared to transition successfully to postsecondary programs at the college level, earn industry-recognized certification, and/or to find a career that pays for a family-sustaining, livable wage. CTE Programs currently being offered are:

- Culinary Arts
- Information and Communication Technology
- Pre-Apprenticeship Construction Training (PACT)

LOCATIONS

Bryte Career and College Training

637 Todhunter Avenue
West Sacramento, CA 95605
(916) 375-7901

Elkhorn Village Elementary School

750 Cummins Way
West Sacramento, CA 95605
(916) 375-7901

Northern California Construction Training (NCCT)

1290 Carrie Street
West Sacramento, CA 95606
(916) 375-7901

Westfield Village Elementary School

508 Poplar Avenue
West Sacramento, CA 95691
(916) 375-7901

Yolo Education Center

919 Westacre Road
West Sacramento, CA 95691
(916) 375-7740 x1562

PROGRAM POLICIES AND COURSE INFORMATION

High School Diploma (HSD)

At Washington Adult School, we want you to reach your personal and education goals. The High School Diploma (HSD) program provides the opportunity for students to earn credits toward a high school diploma. Instruction is individualized so each student works on the specific courses he or she needs.

One hundred and eighty (180) credits are required to receive a high school diploma through Washington Adult School. You must meet all state and local requirements for graduation. A Washington Adult School counselor will help you to identify the courses necessary for graduation. High school diplomas are awarded by the Washington Unified School District.

- Courses are computer-based and self-paced.
- Teachers work with you one-on-one and/or in large groups to help you achieve your goals.
- If you show consistent in-class attendance and complete the course quickly you may earn days off or be able to add a second course after three weeks in class.
- You may take one course at a time when you start the program, but as you move to reaching your goal, you may take 1-2 multiple courses with Director approval.
- If you are highly motivated, you will be able to complete program requirements at a quicker pace.
- In order to be successful, you need to maintain regular attendance that is 80% seat time. The teacher or counselor may suggest stopping out of the HSD Program so that you can focus on needs outside of school if you have 3 consecutive absences and are 10% behind in your coursework.



High School Equivalency (HSE)

At Washington Adult School, we want you to reach your personal and education goals. The free High School Equivalency (HSE) Preparation program provides you with the opportunity to prepare for the GED computer based tests. Instruction is individualized so each student works on the specific preparation he or she needs in order to take the GED tests.

During the preparation program you may prepare for the English, Math, Science, and Social Studies GED tests. A Washington Adult School counselor will work with you during orientation when you come to register and take a test for the class.

- Modules are computer-based and self-paced.
- Teachers work with you one-on-one and/or in large groups to help you achieve your goals.
- If you are highly motivated, you will be able to complete program requirements at a quicker pace.
- The teacher or counselor may suggest stopping out of the HSE Program so that you can focus on needs outside of school if you are 10% behind in your modules.



Pre-Apprenticeship Construction Training (PACT)

PACT is a free Pre-Apprenticeship Construction Training program that prepares you for entry into the workforce. The course is taught by our Journeyman level Carpenter with CTE teaching credentials. PACT staff will guide you through the training and will help with job placement assistance or entry into apprenticeship/union careers. In addition to learning job related skills you may also earn college credits for some of the classes.

- The math and reading you complete in the classroom will be applied to hands on practice at our training center.
- You will learn about foundations, framing and roofs, running conduit, and installing air conditioners.
- You will also learn about measurements, basic blueprint reading, hand-tool and power-tool usage, and enhanced construction math.
- The program will prepare you for the apprentice entry exams and we offer career placement assistance when needed.
- Past PACT students have built homes, parks, and other community projects.



Culinary Arts

The Culinary Arts courses will cover professional culinary skills and will prepare you for the ServSafe Food Handler or Manager Certification. You will be working with other students in a state-of-the-art industrial kitchen that will help give you real world experience should you move forward in a professional career of foodservice and/or hospitality.

- If you meet or exceed the 90% attendance requirement while in the program, on site, low cost testing will be available to you.
- These courses may qualify you to move up the ladder at your current cook position or bring your entry level cooks up to speed.
- Work with other like minded individuals who enjoy a creative and fast paced work environment.



2017-18 Course Schedule

Yolo Education Center

High School Diploma (HSD)

M-Th 2:00pm - 4:00pm

M-Th 4:00pm - 6:00pm

T/Th 6:00pm - 9:00pm

Independent Study Program (HSD)

Th 4:00 - 9:00 pm

Beginning ESL

M-Th 8:30am - 11:30am

T/Th 6:00pm - 9:00pm

Intermediate & Advanced ESL

M-Th 8:30am - 11:30am

T/Th 6:00pm - 9:00pm

Multi-Level (Beginning to Advanced) ESL

T/Th 12:00pm - 3:00pm

T/Th 6:00pm - 9:00pm

Bryte Career and College Training

High School Equivalency HSE/GED Preparation

T/Th 6:00pm - 9:00pm

Culinary Arts

T/Th 6:00pm - 9:00pm

Multi-Level (Beginning to Advanced) ESL

T/Th 6:00pm - 9:00pm

Pre-Apprenticeship Construction Training (PACT)

M-Th 7:00am - 11:00am

Westfield Village Elementary School

Multi-Level (Beginning to Advanced) ESL

M/W 8:15am - 11:15am

Babysitting available upon request

Elkhorn Village Elementary School

Multi-Level (Beginning to Advanced) ESL

T/Th 8:15am - 11:15am

Babysitting available upon request



SCHOOL CALENDAR
IMPORTANT DATES TO REMEMBER
HOLIDAYS (NO CLASSES)
2017-18

August 28, 2017:	First Day of Class
November 10, 2017:	Veteran's Day
November 20 - 24, 2017:	Thanksgiving Recess
December 25, 2017- January 5, 2018:	Winter Recess
January 15, 2018:	Dr. Martin Luther King, Jr. Birthday
February 16/19, 2018:	Lincoln's Birthday/Washington's Birthday Observed
March 26 - 30, 2018:	Spring Break
May 28, 2018:	Memorial Day



REGISTRATION PROCESS

Washington Adult School has rolling admissions throughout the year. The following information will guide you through the registration process and get you closer to achieving your educational goals.

Step 1: Complete the Washington Adult School Registration form, Student Technology Use Agreement form, Student Photographs for Public Release form, and Health and Safety Code form.

Step 2: Set up an appointment for orientation and testing. Make sure you are on time for your appointment and you plan to stay up to two hours to complete the test. You will take a pretest using the Comprehensive Adult Student Assessment Systems (CASAS) at one of Washington Adult School sites.

Step 3: You will meet with your counselor to discuss your test results and class placement. During this appointment you will share your career, academic, family, and personal goals with your counselor.

Once registered you will be given information regarding start dates and times, what to expect, how to prepare for success, and any necessary logistics important to you and your program.

Program Specific Testing

- ESL students take a Reading CASAS Pre/Post-Test, only.
- High School Diploma, High School Equivalency/GED, Pre-Apprenticeship Construction Training program take a Reading and Math CASAS Pre/Post Test.
- Culinary Arts program - Testing is not required.

STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

Adult Education Student Rights:

- You have the right to an education that will enable you to accomplish your goals (e.g., improved basic skills in reading and /or math, HSE/GED®, English-as-a-Second Language, citizenship, computer literacy, etc.).
- You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.
- You have the right to know the grading policies and procedures for the course(s) you are enrolled in.
- You have the right to attend school in a clean and safe environment.
- You have the right to receive academic support from your counselor and teaching staff.

Adult Education Student's Responsibilities:

- You are responsible to attend all scheduled days and complete work towards your area of study. Specific attendance policies will be outlined on your course syllabus.
- You share responsibility with the teachers for your own learning.
- You are responsible for studying on your own when you are not in class.
- You are responsible for helping others to learn by being respectful.
- During class, you should ask questions if you don't understand, participate in the activities, and help others to understand.
- You are responsible to help maintain a quiet and respectful learning environment in your classroom.
- You are responsible for taking care of the equipment, the materials, and yourself in the classroom.
- Please do not eat or drink at the computers.
- Please keep the classroom, materials, and computers in good condition.
- You should maintain proper hygiene when attending class.
- Help maintain a healthy classroom environment by staying home when you are sick.
- Maintain a level of integrity in regards to your work, other student work, and copyright laws.
- Cell phones should be turned off or set on vibrate, and should not be used in classrooms. Be quiet and courteous when using cell phones outside classrooms.

Health and Safety

Washington Adult School provides a safe space for adult learners to advance their personal and professional development. All campuses are drug and tobacco free. Any concerns with health and safety can be referred to the instructor and when necessary with the director. In rare cases, if the health and safety of the students or staff is compromised, possible removal from program may occur.

Student Technology Use Agreement

The district will provide reasonable supervision of students using its access to the internet and attempt to do what is technologically reasonable with filtering software to prevent students from obtaining access to harmful matter as defined by state and federal law. Students using the district's internet access and technology resources shall have no right of privacy in their use of those systems. Staff may monitor or examine all system activities a student takes part in to insure proper use of the system. Students who fail to abide by district policies and guidelines may be subject to disciplinary action, revocation of their privilege to use the systems, or legal action, as appropriate. Any assertion of student wrongdoing will be carried out according to WUSD disciplinary policies.

Affirmative Action Policy

The Washington Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, color, national origin, ancestry, religious creed, age, marital status, physical or mental disability, medical condition, veteran status, gender or sexual orientation. If questions arise about a specific policy or procedure, please refer to the complete text of current policies available in the district office, and on the district website at www.wusd.k12.ca.us.

Sexual Harassment

The governing board is committed to maintaining a learning environment that is free of harassment. The board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of this sexual harassment policy. Students shall be reassured that they need not endure any form of sexual harassment. They shall further be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well-being at school. Should a student believe that he/she has been subjected to sexual harassment, he/she should file a complaint in accordance with the guidelines outlined under the Uniform Complaint Policy. Students can be assured that the District will not tolerate retaliation as a result of the filing of a complaint. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action defined in California Education Code 48900.2. (WUSD Administrative Regulation 5145.7).





Uniform Complaint Policy

It is the belief at Washington Adult School that most problems can be resolved with personal discussion between the student and instructor. If there is a need to move beyond the instructor, please speak with the counselor or director. We understand that sometimes students may still feel the need to register a complaint which can be done by following the Uniform Complaint Policy found on the Washington Unified School District's website: www.wusd.k12.ca.us.

The governing Board recognizes that the district is primarily responsible to comply with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)



PARTNERS AND COMMUNITY RESOURCES

<p>Capital Adult Education Regional Consortium (CAERC)</p>  <p>http://www.capitaladulthood.org</p>	<p>Northern California Construction Training (NCCT)</p>  <p>http://www.ncct.ws/</p>	<p>Workforce Innovation Opportunity Act (WIOA)</p>  <p>https://www.doleta.gov/wioa/</p>
	<p>Yolo County Children’s Alliance</p>  <p>https://www.yolokids.org/</p>	

HippoCampus - a free online video learning center for multiple subjects

<http://www.hippocampus.org/>

TV 411 - a free online video learning center with a Spanish language option

<http://www.tv411.org/>

Washington Adult School



I have read the Washington Adult School Student Handbook and understand the policies and procedures.

Program (ESL, HSD, HSE, Culinary Arts, PACT)

First Name

Last Name

Date

Signature

Date