



Washington Adult School

Start Your Future Today. Enroll Now!

2020-2021

Student Handbook



Washington Adult School

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West Sacramento, CA 95691

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Start Your Future Today. Enroll Now!



JAY BERNS

DIRECTOR OF SPECIAL PROGRAMS

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PROGRAM COUNSELOR

School Website

<https://was.wusd.k12.ca.us/>

Registration Website

<https://was.asapconnected.com/>

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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

Welcome to Washington Adult School where learning means success!



ADULT EDUCATION CLASSES

Program Information

All classes are free. Washington Adult School does not charge for books or tuition.

English as a Second Language (ESL) classes at Washington Adult school cover the skills of speaking, listening, reading and writing in English, as well as mathematics and skills for daily life in the United States. The classes are designed to help students gain life and employment skills, progress to career or academic programs, and become actively engaged in their communities. Free babysitting is available. Ask your teacher or the school counselor for details.

High School Diploma (HSD) classes at Washington Adult School 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 credits he or she needs. Classes 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, as well as college and career planning are incorporated into this class.

High School Equivalency (GED) classes help students finish their high school education by preparing to take the high school equivalency tests. Computer based skill review is supported by one-on-one or small group instruction. Teachers help students review for the Math, Science, English, and Social Sciences equivalency tests in a supportive environment. Goal setting, skill building, as well as college and career planning are incorporated into this class.

Career & Technical Education (CTE): Washington Adult school offers a Pre-Apprenticeship Construction Training (PACT) program that helps students gain entry into one of the highest-demand, highest skilled, and highest-wage earning careers in the region. The course is taught by our Journeyman level Carpenter with CTE teaching credentials. Graduates of our CTE programs will be prepared to transition on to specialized training that will help them earn industry-recognized certification, and/or to find a career that pays for a family-sustaining, livable wage.

CLASS LOCATIONS

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

Yolo Education Center 919 Westacre Road West Sacramento, CA 95691

(916) 375-7740 press 1

ADULT EDUCATION CLASSES

Program Policies

At Washington Adult School, we want you to reach your personal and education goals. Our smaller school setting allows us to provide individualized instruction in a supportive environment. All of our classes include assistance to help students reach their life, career, and/or college goals. If you need help in a class, talk to your teacher and/or the school counselor.

- ✓ All classes are free. There are no registration fees or other charges.
- ✓ In order to be successful, you need to attend class regularly. If you must miss class, let your teacher know.
- ✓ Read your class syllabus and ask questions if you do not understand the class policies.
- ✓ You may enroll at any time for any of our classes. If a class is full, you will be placed on a waitlist.
- ✓ Classes are set up with the expectation that you work in class and at home in order to maximize your learning and complete your goals as quickly as possible.
- ✓ Students are expected to keep their email and/or phone number up-to-date with the school so we can communicate important information with you as needed.
- ✓ The program may ask students for basic information or about their interests and future plans throughout the year. We appreciate you completing these forms and returning them to your teacher or counselor as soon as possible.

English as a Second Language (ESL)

- Parents or guardians of students who attend Elkhorn Village will be given registration priority for that site.
- Come to each class prepared to learn. You are encouraged to bring a pencil or pen, paper, and a notebook or binder to class each time.

The High School Diploma (HSD)

- 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 credit requirements for graduation. A Washington Adult School counselor will help you to identify the courses you need for graduation.
- High school diplomas are awarded by the Washington Unified School District.

High School Equivalency (GED)

- A Washington Adult School counselor will work with you to plan a course of study based on test results
- This class will help you prepare to take the GED tests. Once you are ready, you will need to take and pass all GED tests to earn your High School Equivalency certificate.

Pre-Apprenticeship Construction Training (PACT)

- There is a classroom and hand-on component. Students are expected to attend both regularly so they can apply what they learn in the classroom to the shop environment.
- You will learn about measurements, basic blueprint reading, hand-tool and power-tool usage, and enhanced construction math foundations, framing and roofs, running conduit, and installing air conditioners.
- Shop based learning requires following posted safety procedures reviewed by the NCCT teacher.
- The program will prepare you for the apprentice entry exams and we offer career placement assistance when needed.

ADULT EDUCATION CLASSES

Class Schedule & Calendar

See teacher for Virtual Learning class times

High School Diploma (HSD) Classes

Tuesday & Thursday 5:00pm-8:00pm

High School Equivalency (GED) Classes

Tuesday & Thursday 5:00pm-8:00pm

English as a Second Language (ESL) at Yolo Education Center

Monday – Thursday 8:30am-11:30am

OR

Tuesday & Thursday 5:00pm-8:00pm

English as a Second Language (ESL) at Elkhorn Village Elementary School

Tuesday & Thursday 8:15am-11:15am

Pre-Apprenticeship Construction Training (PACT)

Monday - Friday 7:30am - 11:00am

IMPORTANT DATES TO REMEMBER

August 31: First Day of Class

Holidays, No School

September 7: Labor Day

November 11: Veteran's Day

November 23 - 27: Thanksgiving Break

December 21- January 4: Winter Break

January 18: Dr. Martin Luther King, Jr. Birthday

February 12th & 15th: Lincoln's Birthday/Washington's Birthday Observed

March 26 – April 5: Spring Break

May 31: Memorial Day

ADULT EDUCATION CLASSES

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.

1. Go to the Washington Adult School website: <https://was.wusd.k12.ca.us/>
2. Decide what class you are interested in and review school information
3. Register online at through links on the school website or directly here: <https://was.asapconnected.com/>
4. Send an email to: adulted@wusd.k12.ca.us to let the counselor know you enrolled. Include your name and the name of the class you enrolled in.
5. Start class the next day class meets or as directed by the counselor. Check your email often in case the school has information or a question for you.
6. The counselor will communicate with you about taking a skill test within a week of you starting class.

Program Skill Testing

- All students will take a skill test soon after starting class.
- Students will re-test every few months. The school will let you know when it is time to re-test.
- Nobody is turned away based on test results and it is free. The test is a state requirement that helps teachers best plan instruction for you.

STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

Adult Education Student Rights

- You have the right to an education that will assist you in accomplishing your goals (e.g., to improve your English skills, earn a High School Diploma/GED, or train for a construction career)
- Your education should improve your skills. It should also help you move forward to college or improve your career choices if these are goals of yours.
- 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. Your rights also include knowing class procedures and having access to your teacher as well as any class materials that are part of the course.
- 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. This includes Special Education support if you had an IEP when you last attended school. If you had Special Education services in the past, talk to the school counselor about the services we can provide.

Adult Education Student's Responsibilities:

- You are responsible to attend all scheduled class 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. Ask for help if you need it.
- You are responsible for studying on your own when you are not in class. Expect to work on your studies outside of class on a regular basis
- 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.
- Help maintain a healthy classroom environment by staying home when you are sick. Just let your teacher know why you are absent.
- Do your own classwork. Do not copy from others. If you are using information from another source, cite that source. Ask your teacher for help citing your source or to see if you need to do this on an assignment.
- Cell phones should be turned off or set on vibrate, and should not be used in classrooms for conversations. Be quiet and courteous when using cell phones outside classrooms.

District Wide Policies

The main text of all district policies can be found here:

<https://www.wusd.k12.ca.us/Board-of-Education/Board-Policies/index.html>. Key policies relating to the Adult Education Program are outlined below. If you have any questions or concerns, please feel free to reach out to your teacher or the program Director.

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 the program may occur.

Student Technology Use Agreement

The use of technology such as school computers is for educational purposes only. The district will provide reasonable supervision of students accessing its technology 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 removal from the program, revocation or their privilege to use the systems, or other action, as appropriate. WUSD policies will be followed when deciding if technology was misused.

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.

<https://www.wusd.k12.ca.us/Board-of-Education/Board-Policies/index.html>

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 teacher. 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:

<https://www.wusd.k12.ca.us/Parents/Complaints/index.html>

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

Capital Adult Education Regional Consortium (CAERC)

<http://www.capitaladulthood.org>

Los Rios Community Colleges

<https://losrios.edu/>

Northern California Construction Training (NCCT)

<http://www.ncct.ws/>

One Stop Employment Center

<https://www.yolocounty.org/home/showdocument?id=25529>

Sacramento City College- West Sacramento Center

<https://www.scc.losrios.edu/student-resources/west-sacramento-center-services>

Tribal TANF

<https://www.shinglespringsrancheria.com/tribal-tanf/>

U.S. Citizenship & Immigration Services

<https://www.uscis.gov/>

Washington Unified School District

<https://www.wusd.k12.ca.us/>

Workforce Innovation Opportunity Act (WIOA)

<https://www.yolocounty.org/home/showdocument?id=42293>

Yolo County Children's Alliance

<https://www.yolokids.org/>

Yolo County Health and Human Services

<https://www.yolocounty.org/health-human-services>

Yolo Works!

<https://www.yoloworks.org/vosnet/Default.aspx>

<https://www.yoloworks.org/vosnet/gsipub/documentview.aspx?enc=H2BsEJJgT2tZQL6RfTalg9U9Fpyrsk8zOq89OGulzhs=>

HippoCampus

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

TV 411

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