



Center Adult School

Building Brighter Futures

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MISSION STATEMENT

To provide quality lifelong educational opportunities and services responding to the unique needs of individuals and families.

ADMISSION AND REGISTRATION INFORMATION

ADMISSION REQUIREMENTS

Courses are open to any persons 18 years of age or older who can profit from instruction.

COUNSELING SERVICES

Academic guidance counseling is available by appointment for any student in Center Adult School. Our Guidance Counselor is available to assist you in moving on to a community college, university, technical education program, or employment services. Call 916-338-6387 to schedule an appointment.

OFFICE HOURS AND LOCATION

Our office is open from 8:00 AM to 4:00 PM Monday-Friday and by appointment in the evenings until 9:00 PM. Closed during school breaks.

Center Adult School office is located in Room 9 on the Spinelli Elementary School campus.

REGISTRATION FEE

Center Adult School's courses are offered at no cost to the student.

CLASS LOCATIONS

English Classes, 3401 Scotland Drive
High School Equivalency Test Preparation Class,
8725 Watt Avenue
High School Diploma Class, 8725 Watt Avenue
GED Testing, 3401 Scotland Drive

ENGLISH AS A SECOND LANGUAGE

Center Adult School offers courses for speakers of all languages beginning through advanced levels. Both day and evening classes are available.

Free childcare for children age 18 months through 12 years is offered for our evening ESL students. Please inquire about childcare in our office.

MORNING ESL MULTI-LEVEL CLASS

Monday—Friday
9:00 AM—12:00 PM

EVENING ESL MULTI-LEVEL CLASS

Tuesday and Thursday
6:00 PM—9:00 PM

Upon registration, students must attend testing and orientation before starting an ESL class. This takes approximately 2 hours to complete and is by appointment. Dates and times are listed on page 4. Please contact the office to schedule an appointment.

ENGLISH AS A SECOND LANGUAGE

No children are allowed during testing and orientation. Please make arrangements for childcare.

After completion of testing and orientation, students can begin attending class on the next scheduled day.

ESL MORNING TESTING & ORIENTATION

Mondays at 12:00 PM

ESL EVENING TESTING & ORIENTATION

Tuesdays at 5:00 PM

HIGH SCHOOL EQUIVALENCY TEST PREPARATION

(GED, HiSet, TASC)

Our High School Equivalency (HSE) Test Preparation Program provides students with assessment and preparation to help successfully pass the HSE test. The program involves use of the Comprehensive Adult School Assessment System (CASAS) tests as well as practice tests. This Assessment and Preparation program is used as an indicator of performance outcomes on the HSE test.

Center Adult School has both in-class and distance learning options for HSE Test Preparation. Further details for each are listed below.

HSE TEST PREPARATION (IN-CLASS)

Tuesday—Thursday
9:00 AM—12:00 PM

HSE TEST PREPARATION (DISTANCE LEARNING)

Access to a computer, laptop, and/or tablet and the internet is necessary for the Distance Learning course. All distance learning students must first attend a testing and orientation that will take approximately 2 hours to complete (see appointment information below). During orientation, staff will explain how to access the web-based program GED Academy and what is expected of the student.

HSE DISTANCE LEARNING TESTING & ORIENTATION

Appointments are available Tuesday, Wednesday, and Thursday at 3:45 PM. Please contact our office to schedule a testing appointment.

GED TESTING

We are an authorized Pearson VUE GED testing center. While we are a testing center, there is NO onsite registration at Center Adult School. To register to take the GED exams please visit www.GED.com or call (877) 392-6433. Acceptable forms of payment are Visa, Mastercard, and American Express. You will need a valid ID such as: State Issued Driver's License or Identification Card, Military ID, or Passport.

We offer computer based testing on Fridays from 8:15 AM—4:00 PM. When scheduling via www.GED.com for the exam choose Center Unified School District as your testing location.

HIGH SCHOOL DIPLOMA

The High School Diploma Program is for students earning credits towards a high school diploma. To be eligible for a high school diploma, students must complete, with passing grades, the required course of study.

The required course of study is determined by review of the student's high school transcript. Therefore, when registering for the High School Diploma Program please bring a copy of your high school transcript.

Center Adult School utilizes a web-based program called for earning high school credits. Access to a computer, laptop, and/or tablet and an internet connection are necessary to participate in this program. Students are expected to attend class, but working online in addition to class time will enable you to reach your goals more quickly.

HIGH SCHOOL DIPLOMA CLASS

Tuesday—Thursday
9:00 AM—12:00 PM

STUDENT'S RIGHTS AND RESPONSIBILITIES

STUDENT'S RIGHTS

- To receive a quality education in a safe and orderly environment.
- To be informed of school rules.
- To due process.

STUDENT'S RESPONSIBILITIES

- To attend classes regularly and punctually.
- To be prepared for class with appropriate materials and assignments.
- To be respectful and cooperative with teachers, administrators, school staff, and fellow students.
- To obey school rules.

ATTENDANCE POLICY

Good attendance is required. If ESL students are absent for five days in one month, they will be dismissed and a student on the waiting list will fill the space. If an ESL student is absent for three or more days consecutively due to their own illness, or the illness of their child; the CAS team may consider waiving their dismissal from the class if the student obtains a doctor's note verifying the illness. Other than the aforementioned, there are no excused absences for ESL. If attendance for any course drops below a level necessary to support the class, the class will be discontinued.

SCHOOL SITE RULES

STUDENT BEHAVIOR

Students are expected to conduct themselves toward all staff and other students in a responsible and business-like manner. Center Adult School students come from many different nationalities and cultures. Therefore, it is imperative that each student treats all of his or her classmates with respect, and is willing to work with all students without making negative or derogatory comments about the culture, nationality, gender, or capability of a fellow student.

A student who engages in a **criminal action on campus is subject to immediate dismissal** and police follow-up. Examples: possession of drugs, knives, or other weapons; theft; gambling; vandalism; or verbal threats.

Fighting on campus will result in a student's immediate dismissal from school. Adult students need to respond in an adult manner by talking through a problem or by seeing a teacher or school administrator.

Using foul language or dressing inappropriately may result in dismissal from school for the day. The offending student will need to see the administrator before returning to class. A second offense may result in dismissal from Center Adult School. Students who engage in any inappropriate or disruptive behavior will be subject to dismissal at the discretion of the Program Coordinator.

SCHOOL SITE RULES

DRESS CODE

Students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and in keeping with the activity of the school. Inappropriate dress includes clothing marked with profane or suggestive language; clothing marked with sexual, racial, or ethnic slurs; or wearing anything symbolizing gang membership. AM students must wear their picture ID badge to class every day. The first badge is free. Replacement badges cost \$5.00.

SEXUAL HARASSMENT

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All school district employees have a right to work in an environment free from sexual harassment.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

The Board encourages and expects a student to report incidents of sexual harassment to any teacher, counselor, or administrator at the school site immediately. Further information is available in the Center Adult School office.

SCHOOL SITE RULES

SUBSTANCE ABUSE

The use of alcohol or illegal drugs will not be tolerated. Students under the influence will be asked to leave. Center Unified Schools are smoke free zones. If you need to smoke, please do so off campus.

FOOD

Food or drinks may be consumed in classrooms at the discretion of the teacher. Students are expected to leave all classrooms clean.

PARKING

Please park your vehicle in a safe legal location. Be careful to avoid parking in a bus zone or blocking a fire hydrant.

EMERGENCY PROCEDURES

Emergency procedures for fires, earthquakes, or evacuations are posted in each classroom. Students are asked to review these procedures. From time to time, staff will conduct drills in order to prepare for potential emergencies.

Students are required to follow the district's emergency procedures. If student's need to be evacuated from their classroom, they must leave all of their belongings inside the classroom.

TESTING AND ORIENTATION

Date: _____

Time: _____

CLASS SCHEDULE

Days: _____

Time: _____

Location: _____

Teacher's Name: _____