



Tulare Adult School

Handbook and Course Catalog

2022-2023



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TULARE ADULT SCHOOL

Tulare Adult School Administration

Director: Lori Morton

Counselor: Rosa Elena Vargas



TULARE JOINT UNION

High School District

TJUHSD Governing Board

President: Kelley Nicholson

Vice-President: Larua Fonseca

Clerk: Cathy Mederos

Trustee: Craig Hamilton

Trustee: Tyler Ribeiro

TJUHSD District Administration

Superintendent: Dr. Lucy Van Scyoc

Assistant Superintendent Curriculum, Technology, and Assessment: Kevin Covert

Assistant Superintendent Human Resources and Business: Tammy Aldaco

Assistant Superintendent Student Services and Special Programs: Maria Bueno

Director I: Dereck Domingues

Fully Accredited by



The Tulare Adult School is fully accredited by the Western Association of Schools and Colleges:

WASC

533 Airport Blvd., Suite 200

Burlingame, CA 94010

(510) 696-1060

Public Notice: The Tulare Adult School does not discriminate on the basis of color, race, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The nondiscrimination policy covers admission, access to, treatment of, and employment in the District's programs and activities. A copy of the policy is posted at the Adult Education Office. The policy provides complaint and follow-up procedures and remedies or appeals as appropriate. Inquiries regarding the equal opportunities policies may be directed to the Assistant Superintendent of Business and Human Resources, at:

Tulare Joint Union High School District

426 N. Blackstone

Tulare, CA 93274

TAS GENERAL INFORMATION

TAS MISSION STATEMENT

Tulare Adult School is committed to providing opportunities for adults by incorporating 21st Century Skills to empower them to become productive community members ready for college or career.

Admission and Office Hours

Courses are open to any person 18 years of age or over. Open enrollment is available in most classes. Most Career and Technical Education (CTE) courses require a high school diploma or equivalency certificate.

The TAS office is open:

Monday—Friday: 7:30 a.m.—4:30 p.m.
Tuesday and Thursday: 5:00 p.m.—6:00 p.m.

NOTE: The office is not open evenings during the summer.

Tulare Adult School students will be prepared to be:

Effective Communicators who:

- Speak and write English in a competent manner.
- Receive and comprehend verbal and written information.
- Interpret, analyze and organize information from a variety of sources including new technologies.

Effective Independent Thinkers who:

- Analyze options and set goals and priorities.
- Use critical thinking in solving problems.

Successful Employees who:

- Acquire and sustain employment.
- Are self-motivated, punctual, cooperative, and competent.

Active Civic and Community Participants who:

- Are aware of the needs of the community and the value of contributing.
- Are familiar with the structure of local, state, and federal governments and the responsibility of voting.
- Understand the importance of being a positive member of the community.



Books, Fees, Refund Policy and Cancellation Policy

Students wishing to purchase books for a class may do so in the Tulare Adult School office at 575 W. Maple Avenue in Tulare. Charges for books are based on the publisher's price plus shipping. The price for books varies by class. All books purchased in the office are new. Students may also purchase used books from other students or online. Students are not required to purchase books for ABE, HSD, or GED courses. **ALL PAYMENTS MUST BE MADE USING A DEBIT/CREDIT CARD.** Cash/checks are accepted.

Class Fees: There are no class fees for any ABE, HSD, or GED course. Some CTE courses require a fee. Fees may vary by course and are used to cover the cost of supplies used in the class.

Refund Policy: TAS realizes circumstances can change after registering for class, so we make every effort to work with our students.

- Registration fees are not refunded unless the class is canceled by TAS. If TAS cancels a class a refund will be processed automatically.
- You must have your receipt when applying for a book or class refund.
- Book fees are only refunded within 20 days of the start of class.
- We process and mail refunds through the Business Office. Please allow 10 working days from the date of request.
- TAS is not able to carry over and apply fees to future classes.

Cancellation Policy: Classes may be canceled prior to the start of the first meeting if the minimum number of students required is not met. Early registration is encouraged to ensure the class will be filled.

Student Rights and Responsibilities

Student Rights:

- To have a quality education in a safe and orderly environment.
- To be informed of school rules.
- To remain enrolled at TAS unless dismissed for misconduct or non-attendance.

Student Responsibilities:

- To attend classes regularly and punctually.
- To be prepared for class by bringing materials and work.
- To cooperate with peers, teachers, school staff, and administrators.



ELECTRONIC COMMUNICATION DEVICES POLICY

All Tulare Adult School students will be asked to read and sign the *Student Technology Responsible Use Agreement*. The purpose of this Agreement is to ensure a safe and appropriate environment for all students. This Agreement notifies students about the responsible ways in which district technology may be used. TJUHSD recognizes and supports advances in technology and provides an array of technology resources for students to use to enhance learning, facilitate resource sharing, encourage innovation, and to promote communication. While these technologies provide a valuable resource to the district, it is important student use of technology be appropriate for district purposes. Pursuant to Board Policy 4040, only students who submit a signed agreement acknowledging receipt of and agreement to the terms of use outlined in this Agreement are authorized full use of the district's technology. Students may possess/use their personal Electronic communication devices during lunch and breaks and before/after the instructional day. In case of an emergency, students should be contacted via the TAS office at 559-686-0225.

It is the students' responsibility to ensure their devices are turned off and secured unless prior arrangements have been made with the teacher.



FOOD AND CLASSROOM VISITORS

No food or drink is allowed in classrooms unless prior arrangements have been made with the classroom instructor. Vending machines are available for the purchase of food and/or snacks during breaks and lunch.

Visitors, including children, are not allowed in the classroom. There are no provisions for drop-in childcare at any of the Tulare Adult School campuses.

STUDENT CONDUCT POLICIES

STUDENT CONDUCT POLICY

Students have the right to be educated in a positive learning environment free of disruptions. On school grounds and at school activities, students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interferes with the school program. All students are expected to be diligent in study, careful with school property, and respectful towards school staff, other students, and volunteers.

Prohibited student conduct includes, but is not limited to:

- Behavior that endangers staff and/or students.
- Behavior that disrupts the orderly classroom or school environment.
- Harassment of students or staff, including bullying, intimidation, hazing, verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
- Damage or theft of property belonging to the district, staff, or students.
- Profane, vulgar, or abusive language.
- Tardiness and unexcused absences from school.
- Plagiarism or dishonesty in schoolwork or on tests.
- Inappropriate dress, as stated in the dress code policy.
- Insubordination, disobeying school rules and/or refusing to follow reasonable instructions.
- Drug or alcohol abuse, including bringing any form of drug or alcohol to school or being under the influence of drugs or alcohol at school or during school-sponsored activities.
- Fighting, both verbal and physical.
- Engaging in criminal activity including bringing weapons to campus.
- No solicitation.

SEXUAL HARASSMENT POLICY

The Governing Board prohibits unlawful sexual harassment of, or by, any students by anyone. This policy applies to conduct during and related to school and school-sponsored activities. 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. Any incidents of harassment (sexual or otherwise) should be immediately reported to any teacher, counselor, or administrator at the school site.



COMPLAINT PROCEDURE

TAS makes every effort to support its students in their educational journey. Students experiencing a conflict with a student or staff member should follow the steps below:

1. Attempt to resolve the issue with the classroom teacher.
2. Unresolved issues should be addressed with TAS administration.
3. If issues remain unresolved, complainants may contact the TJUHSD office.
4. Students may opt to document their concern/complaint on the Student Complaint/Grievance Form located at the end of the handbook.

Complaints alleging unlawful discrimination may be filed by person who alleges he/she personally suffered unlawful discrimination, or by a person who believes an individual or any specific class of individuals have been subjected to unlawful discrimination. The compliance officer will investigate the complaint and respond in writing within 30 days of receiving the complaint. To receive a complete copy of the TJUHSD complaint policy, file a written complaint of alleged noncompliance, or file a complaint alleging the district has violated federal or state laws or regulations governing educational programs, please contact the compliance officer. The Governing Board designated the following compliance officer to receive, investigate, and ensure district compliance with the law:

Assistant Superintendent of
Human Resources and Business
Tammy Aldaco
426 N. Blackstone
Tulare, CA 93274

DRESS AND GROOMING POLICY

TAS appreciates the uniqueness and individuality of each student, yet it also sees the need for student conformity to job-site standards. TAS requires all students to maintain personal grooming standards appropriate for school and work. All TAS students must adhere to the dress code adopted by TJUHSD. The following guidelines apply to all students:



- All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste as deemed appropriate by school administration.

- Job-site appropriate footwear must be worn at all times on campus and at all school functions.

- Shirts must be worn at all school activities.



- Pants must fit at the waist, hips, crotch and thighs. Belts must be tucked into the pant loop. No inappropriate holes or frays will be permitted.

- Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, advocates drug use, violence, disruptive behavior or is offensive is prohibited. A behavior contract is enforced based on gang-associated activities.

- Caps and hats are not permitted on campus. From November 1st to March 1st, beanies are allowed outdoors and must be solid black or white and free of designs other than district/school logos.



- The following are also prohibited:

- >Muscle shirts, strapless tops, off-the-shoulder tops, undershirts, and shirts cut low under the arm.

- >Towels, t-shirts, folded shirts, or any other clothing article wrapped around the neck, draped over the shoulder, or hanging from the pocket.

- >See-through, bare midriff, fishnet blouses.

- >Spaghetti strap tops (straps must be one (1) inch or wider).

- >Low cut, revealing tops.

- >Baggy or sagging clothing.

- >Heavy chains that may pose a danger.

- >Bandanas.

- >Any hairstyles, piercings, clothing, jewelry, accessories or item:

- Denoting gang affiliation.

- Advocating use of, or advertising alcohol, tobacco, drugs, violence, or disruptive behavior.

- Containing suggestive, lewd, obscene, or vulgar wording/images.



NOTE:

- 1) A behavior contract may be put into effect and enforced based upon students' gang-associated activities.

- 2) Individual programs may have additional dress code requirements.



ATTENDANCE/ABSENCE NOTIFICATION POLICY

Regular attendance is required and is a key contributing factor to job performance. Tulare Adult School students must retain a 95% attendance rate and notify teachers if they are expected to miss class. Three tardies (15 minutes or later) equals one absence. Teachers will take daily attendance and reach out to students who have missed two consecutive class periods. The Career Technical Education (CTE) programs may have stricter attendance guidelines that will be reviewed during orientation. Failure to adhere to the attendance policy may result in removal from the program. The steps below will be implemented if continued absences or tardies become an issue.

Step 1: Two absences (Or six tardies) = Teacher/student meeting or phone call conference.

Step 2: Two additional absences (Or six tardies) = Counselor/student meeting in person.

Step 3: One more absence (two more tardies) = Student dropped from the program. If they would like to return, they will need to reenroll and go through the orientation process again.

Failure to adhere to the attendance policy may result in being dropped from TAS. TAS will notify the case manager, social worker, or contact person from agencies who have referred and/or sponsored students if attendance issues become habitual. Managed-enrollment programs may have a more specific attendance policy.

DISCIPLINE PROCEDURE AND ENFORCEMENT OF STANDARDS

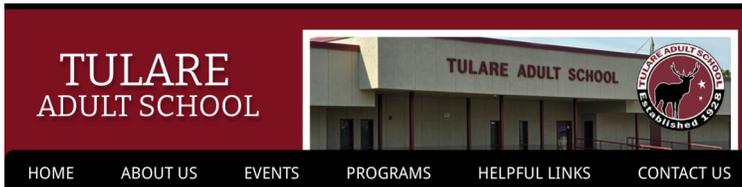
Students who violate school rules and regulations will be subject to the TAS discipline policy. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the adult school administrator(s) shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance. Students who violate the policies of the Tulare Adult School or demonstrate inappropriate behavior may be sent home for the day and/or may be subject to the following discipline process:

- Verbal warning
- Conference with the instructor
- Counseling session with an administrator
- Removal from class.



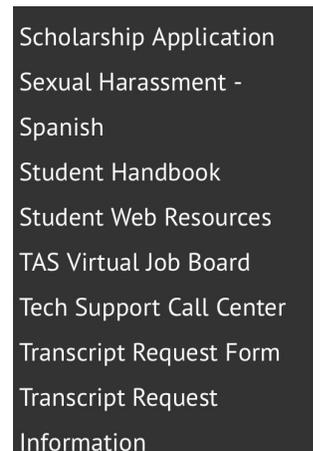
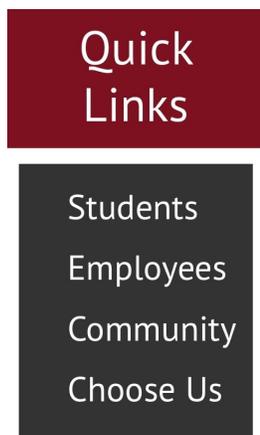
NEED A TRANSCRIPT?

1. Visit our website at www.tulareadultschool.net.



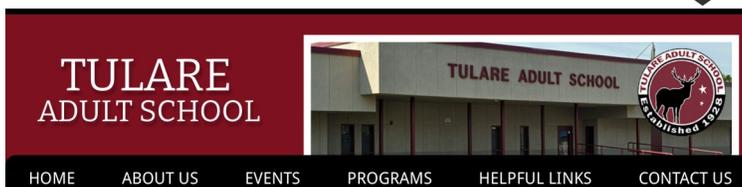
3. In the drop-down menu, scroll down and click on “Transcript Request Information” for information on transcript release procedures and fees. Then, click on “Transcript Request” to complete and submit the transcript request form.

2. Under the “Quick Links” tab, click on “Students.”



HOW TO ENROLL ONLINE

1. Visit our website at www.tulareadultschool.net.



2. Click on the “Online Registration” tab



3. If you already have an account with TAS, you may register online. If you need help setting up an account, please call the office at 559-686-0225

Tulare Joint Union High School District School Calendar for 2022-2023

Month	M	T	W	TH	F	Instructional Days	Staff Work Days	Significant Dates	Explanation
August 2022	1	2	3	4	5	15	3	August 8-10	First Teacher Duty Days
	8	9	10	11	12			August 11	First Day of School
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	31					August 30	Back to School Night (Minimum Day)
September 2022				1	2	20	0	September 5	Labor Day
	5	6	7	8	9			September 14	Fair Day
	12	13	14	15	16				
	19	20	21	22	23				
	26	27	28	29	30				
October 2022						21	0	October 7	9-Week Grading Period
	3	4	5	6	7			October 12	PSAT Minimum Day
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				
	31								
November 2022		1	2	3	4	16	0	November 11	Veteran's Day
	7	8	9	10	11			November 21-25	Thanksgiving Holiday
	14	15	16	17	18				
	21	22	23	24	25				
	28	29	30						
December 2022				1	2	14	1	December 21	Teacher Duty Day
	5	6	7	8	9			December 22 -	Winter Vacation
	12	13	14	15	16			January 13	
	19	20	21	22	23				
	26	27	28	29	30				
January 2023	2	3	4	5	6	11	0	January 16	Martin Luther King Day
	9	10	11	12	13				
	16	17	18	19	20				
	23	24	25	26	27				
	30	31							
February 2023			1	2	3	18	0	February 13	Lincoln's Birthday
	6	7	8	9	10			February 20	President's Day
	13	14	15	16	17				
	20	21	22	23	24				
	27	28							
March 2023			1	2	3	23	0	March 17	9-Week Grading Period
	6	7	8	9	10				
	13	14	15	16	17				
	20	21	22	23	24				
	27	28	29	30	31				
April 2023						14	0	April 3 - April 10	Spring Vacation
	3	4	5	6	7				
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				
May 2023	1	2	3	4	5	22	0	May 29	(2nd Semester - 94 Days)
	8	9	10	11	12			Memorial Day	
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	31						
June 2023				1	2	6	1	June 8	Last Day of School (Min. Day)
	5	6	7	8	9			June 9	Last Teacher Duty Day

Total Student Instructional Days: 180

Mininum Days

August 30
October 12
June 7
June 8

Graduation

Tulare Western - June 7, 2023
Tulare Union - June 8, 2023
Mission Oak - June 9, 2023

Legend

- - Legal Holiday
- - Grade Periods
- - Teacher Duty Day (No School)
- - Non-School Day

Approved on: 12/17/20
Revised on: 3/18/21

COMMUNITY RESOURCES

Education:

- Tulare Joint Union High School District: [www.tulare.k12.ca.us/\(559-686-0221\)](http://www.tulare.k12.ca.us/(559-686-0221))
- Tulare Adult School: <http://tas.tjuhsd.org/> or call 559-688-0225
- College of the Sequoias, Tulare Center: www.cos.edu or call 559- 688-3000
- Early Childhood Education: www.tcoe.org or call 559-651-3022

Preschool/Early Childhood Education:

- Tulare City School District Preschool Programs: (559) 685-6500
- Tulare County Office of Education—Head Start Program: (559) 651-3026 (Headquarters) or (559) 688-7086 for the Maple Head Start office.

Employment:

- CSET: www.cset.org
- Employment Connections: www.EmploymentConnect.org;
- Tulare Family Resource Center: (559) 684-1987
- Family Resource Centers:
- Earlimart: www.cset.org/services/individuals-families or call 661-849-2960
- Lindsay: www.k12.ca.us/departments/HSFRC.html or call 559-562-8292
- Tulare: www.cset.org/services/individuals-families or call 559-684-1987
- Visalia Paternity Network: www.parentingnetwork.org or call 559-625-0384

Food, Accommodation, Public Services

- Tulare County Food Link: www.foodlinktc.org or call 559-651-3663
- Tulare Emergency Aid Council: 559-686-3693.

Health Services:

- Altura Health Centers: www.tchci.com or call 559-686-9097
- Tulare / Kings Dental Society: www.tularekingsds.com or call 559-625-9333
- Family Health Care Network: www.fhcn.org or call 1-877-960-3426
- Lindsay Health Clinic: 559-562-1546
- Woman - Baby - Child Nutrition Program (WIC): 1-800-360-8840

Mental Health Services:

- Referrals to Community Resources 211: www.211tularecounty.org or dial 2-1-1
- Alcoholics Anonymous (AA) Meetings: 592-6999
- Central County One-Stop Clinic (Various Social / Emotional Programs): 559-687-8713
- Central California Family Crisis Center: (Child Abuse and Family Violence)
- 24/7 Family Violence Hotline: 559-732-5941
- 24/7 Sexual Assault Hotline: 559-732-7371
- Rape Crisis Center (24 hours): 559-732-727
- Lighthouse Rescue Mission (homeless help): 559-687-8317
- Tulare Office of Youth Services (18 and under): 559-688-2043
- Turning Point: Drug Abuse Prevention and Treatment: 559-627-1385
- Visalia Adult Services (Mental Health): 559-623-0900
- Crisis Intervention Line: 1-877-283-9323



SCHOOL RESOURCES

School Counselor:

The school counselor is housed at the TAS main campus and is available Monday - Friday 7:30 a.m. to 4:30 p.m., and by appointment on Thursday evenings. The school counselor facilitates the orientation process and enrolls students in the appropriate academic program. The counselor is available to assist students with reviewing educational options, short-term crisis counseling, and conflict resolution. The school counselor may also provide referrals to outside agencies and assist students with the transition to college or vocational schools.

Adult Basic Education Navigator:

The ABE navigator is available to provide information on and/or to connect adults with educational opportunities beyond adult school, part- and full-time job leads, and resources to help with various family needs. The navigator travels between the TAS main campus and other agencies. Visit the TAS main office to schedule a time to meet with the navigator.

District Psychologist:

The psychologist is housed at TAS one day per week, but is always on call for crisis situations. Contact the TAS office to schedule a time to meet with the psychologist. The primary goals and objectives of the school psychologist are to provide the application of scientific principles of learning and behavior to decrease school-related problems and to facilitate the learning and development of all students. The psychologist will collaborate with teachers and community agencies to address student needs.

Special Education Teacher: The Special Education Teacher will provide case management, academic support, interventions and accommodations to students with Individual Education Plans (I.E.P.'s). The teacher will also help students with goal setting and will monitor student's progress. The Special Education teacher may be available to support adult students with special academic needs who may not have an active I.E.P., on a case-by-case basis.

Students with Disabilities

TAS accommodates individuals with disabilities. If special accommodations are required, please contact the TAS office at 559-686-0225 for more information.

Students with Learning Disabilities

Students with Individual Education Plans (IEP's) or 504 Plans are welcome at TAS. These plans will follow the student until the student reaches the age of 22. Students must inform the TAS staff if they have an IEP or 504 plan so that a transition meeting



ADULT SECONDARY EDUCATION



ADULT BASIC EDUCATION (ABE)

ABE classes (sometimes referred to as “tutoring”) are designed to help students improve in the areas of reading, writing, and math. The goal of the ABE class is to prepare students for success in either the General Educational Development (GED) program, High School Diploma (HSD) program, or for preparation for testing in one of our Career and Technical Educational (CTE) programs. **All ABE classes are FREE.**



HIGH SCHOOL DIPLOMA (HSD)

The HSD program is designed for adult students who wish to obtain a high school diploma. This program enables students to work on their own, as well as receive individual help in the classroom. The HSD program provides students with a variety of learning opportunities.

Fees: No fees are required for enrolling in the HSD course.

Prerequisites: Students must demonstrate they are prepared for the HSD course by obtaining a minimum score of 239 on the CASAS placement test or by successfully completing the ABE course and passing the necessary CASAS post-test.

To Receive a TAS Diploma, students must:

- Complete all district and State of California required coursework.
- Earn a minimum of 175 credits (listed below).
- Have all fees and fines paid in full.
- Complete their last semester at Tulare Adult School.



TAS Graduation Requirements: 175 CREDITS

<u>Subject</u>	<u>Units</u>	<u>Subject</u>	<u>Units</u>
Electives	55	Fine Art or Foreign Language	10
English	40	World History	10
Algebra 1	10	U.S. History	10
Math Elective	10	Government	5
Science	20	Economics	5

INDEPENDENT STUDY PROGRAM (I.S.)

TAS offers Independent Studies as an alternative to the traditional classroom setting. Students enrolled in the I.S. program must meet with their assigned teacher once a week, for one hour, (during a regularly scheduled meeting time) to submit work and receive instructional guidance. Children are not permitted to accompany their parents for this meeting. A minimum of 95% attendance is required or the student may be exited from the program. Students must re-enroll into I.S. each semester. Students who meet the graduation requirements are eligible to participate in the graduation ceremony at the end of the year. Chromebooks may be available for checkout with a deposit of \$100 (payable by credit or debit card). The deposit will be refunded once the chromebook is returned and is undamaged.

***Some exceptions to the graduation requirements may apply under special circumstances.
Speak with the counselor to determine if you may qualify for these exceptions.**

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The GED Prep program at TAS is designed to help students prepare for, and successfully complete, the GED exam. The certificate earned for passing the test battery is widely recognized by colleges, training schools, and employers as equivalent to a high school diploma. Students who have passed the GED test and earned a high school equivalency certificate are invited to participate in the Tulare Adult School graduation ceremony held at the Tulare Community Auditorium at the end of the school year.



ABOUT THE GED TEST BATTERY



The General Educational Development (GED) Test battery, now aligned with common core standards, is a national examination developed by the GED Testing Service of the American Council on Education. The test battery consists of the four sections listed below. They are taken only online and may be taken in one sitting, but are usually taken one at a time. Students taking the tests must register and schedule the tests online at www.myged.com. Please note that all test-takers must have a valid government identification card. The name on the registration form must match the name on your identification card. Enrollment into the GED Preparation course is free of charge. However, there are fees that must be paid when registering to take each exam. These fees are payable to GED program and must be paid online using a credit or debit card.

The fee and time allotted for each portion of the test is listed below:

1. Reasoning Through Language Arts- 150 minutes (\$35 fee)
2. Mathematical Reasoning - 115 minutes (\$35 fee)
3. Science – 90 minutes (\$35 fee)
4. Social Studies – 70 minutes (\$35 fee)

Fees: No fees are required for enrolling in the GED course. However, exam fees are payable when registering for each exam. In addition, students may opt to purchase some of the resources listed below.

- GED Ready Practice Test Vouchers: TAS will provide 4 vouchers to each student free of charge. Additional vouchers may be purchased in the TAS office for a discounted price of \$4 each.
- GED Preparation Book: Students may use the GED books provided in class. Students wishing to purchase a book for personal use may buy one in the TAS office. The price varies by year.
- GED Test Battery: \$140 total (Must be paid online utilizing a debit or credit card).

Prerequisites: Students must demonstrate they are prepared for the GED course by obtaining a minimum score of 239 on the CASAS placement test or by successfully completing the ABE course and passing the necessary CASAS post-test.

NOTE: Students who have passed the GED test and earned a high school equivalency certificate are invited to participate in the Tulare Adult School graduation ceremony held at the Tulare Community Auditorium at the end of the school year. Students will receive information regarding the ceremony by mail. **Please ensure the TAS office staff has your correct contact information so information regarding the graduation ceremony may be provided to you.**



English as a Second Language (ESL)

The English as a Second Language (ESL) program prepares students to be more connected to the community and marketable in the workforce by improving their English skills through speaking, listening, reading, and writing. Incorporated into each level (listed below) is EL Civics material covering the rights and responsibilities of citizenship and civic participation. After completing an orientation, the student may enroll in one of the following ESL courses:

FREE

Beginning ESL:

Students learn the basics of the English language through real life scenarios and everyday activities. Simple grammar rules are also discussed to assist in gaining an understanding of the structures of the English language. Students achieving a CASAS score between 181 and 200 are placed in the Beginning ESL course. Students in this class who achieve a post-test score of 201 or higher may be moved to a higher level course.

Intermediate ESL:

Students learn basic grammar structures and increase their English-speaking skills by communicating through simple in-class dialogues. Students achieving a CASAS score between 201 and 220 are placed in the Intermediate ESL course. Students in this class who achieve a post-test score of 221 or higher may be moved to a higher level course.

Advanced ESL:

Students increase their ability to use English at work, school, and in the community by gaining an understanding of idioms, grammar structure, and advanced vocabulary. Students gain confidence in their English by developing their conversational skills. Students achieving a CASAS score between 221 and 235 are placed in the Advanced ESL course. Students in this class who achieve a post-test score of 236 or higher may consider moving into an ABE or other course that would meet their long-term educational goals.

Fees: There are no fees for ESL courses.

Prerequisites: Students must be 18 years or older and maintain 95% attendance.

CITIZENSHIP PREPARATION

The Citizenship Preparation program is designed for foreign-born persons who wish to become U.S. citizens. This course covers American history and the principles of government. Students are also guided through the citizenship process from application to interview.

Fees: There are no fees to enroll and participate in the Citizenship Preparation class.

Prerequisites: Students must:

- *Be 18 years or older and maintain 95% attendance.
- *Receive a CASAS English assessment score of 210 or higher.
- *Have their permanent residency for at least five years OR
- *Have their permanent residency for at least three years while married to a US citizen (who has been a citizen the whole three years).

FREE



CLASSES FOR PERSONAL GROWTH

The courses below are specifically designed for English as a Second Language (ESL) learners. All ESL students must take the CASAS placement test prior to enrolling in any of the courses. These classes are generally offered one semester per year and provide an opportunity for students to gain new skills, expand their English vocabulary and have fun. These classes are FREE.



Computer Basics for ESL:

This course, specifically designed for ESL students, focuses on basic computer skills to assist students in expanding their English language vocabulary. Students will learn basic vocabulary and terminology related to computer and word processing, the Internet, web search and email. Students will gain hands-on experience navigating through the internet, using e-mail, and handling basic computer functions. The first hour of class will focus on vocabulary as it pertains to computers. In the remaining two hours, students will work in the computer lab where they will gain practical experience as they delve into the world of computers. This class is for beginners. This class meets every Tuesday and Thursday from 11:30 a.m. to 2:30 p.m.



Culinary Arts for ESL:

This course, specifically designed for ESL students, focuses on various aspects of culinary arts. Students will learn vocabulary as it pertains to cooking, food culture, food history, food safety, and current food trends. Students will also learn about the food service industry and prepare some culinary dishes. The first hour of class will target theory, vocabulary. In the remaining two and a half hours, students will gain hands-on experience working with Chef Riggs in the kitchen of the Lunch Box Cafe. Students will review recipes, learn safety protocols, and prepare various dishes. This class meets every Wednesday from 1:30 p.m. to 5:00 p.m.



Employment Readiness for ESL:

This course, specifically designed for ESL students, focuses on assisting students by expanding their knowledge of job and career opportunities through exposure to guest speakers, career guidance, resume writing and enhancing interview skills through mock interviews. This class meets every Friday from 11:30 a.m. to 2:30 p.m.



Home Health Care Provider Basics for ESL:

Students will focus on basic in-home care responsibilities both of the client and of the caregiver. Content will cover vocabulary, grammar, conversation, listening, reading and writing, as well as hands-on practice. This class meets every Monday from 11:30 a.m. to 2:30 p.m.



CAREER AND TECHNICAL EDUCATION (CTE)

COMBINATION WELDING

The Combination Welding program is an open enrollment (pending availability) course that provides students with the technical skills required to perform basic welding in industry and related fields. Students will go through a progress chart at their own pace. The courses includes:

- Introduction to Welding
- Oxyacetylene Cutting-OFC-A and Plasma Cutting - PAC
- Gas Metal Arc Welding
- Shielded Metal-Arc Welding
- Gas Tungsten Arc Welding

Fees: The class fees for the 2022 Fall Semester are as follows:

Day: \$475

Evening: \$75

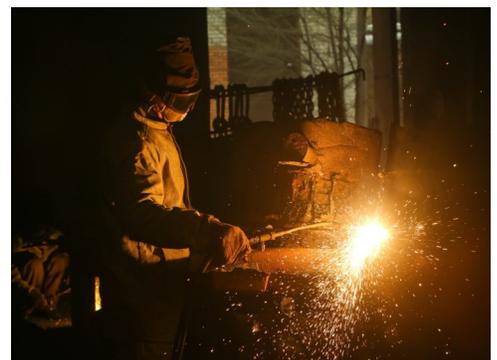
Equipment: Each student must supply their own personal protective equipment (welding helmet, arc welding gloves, safety glasses, welding leathers, leather work boots.)

The instructor will review the list of required equipment on the first day of class.

Prerequisites: Students must be 18 years or older..

Note: The daytime Combination Welding class meets Monday through Friday: 8:00 a.m. to 2:30 p.m. Students opting to enroll into the evening program may choose to attend weekly on either Tuesday or Thursday from 6:00 p.m. to 6:00 p.m.

Inquiries regarding the Combination Welding program should be directed to **Mr. Stevenson at 559-687-7455.**



CULINARY ARTS

Introduction to Culinary Arts:

Students will gain hands-on experience working with Chef Riggs in the kitchen of the Lunch Box Café. Students will review recipes, learn safety protocols, and prepare various dishes. This class meets every Wednesday from 2:30 p.m. to 5:00 p.m.

Fees: There is no fee to enroll in this class.



Culinary Arts:

This one-year Culinary Arts program is designed for students who desire to learn the concepts needed to develop a career in the food service industry. Students will have the opportunity to work various positions within our "in house" Cafe/Catering kitchen that will support their learning for a range of disciplines within the food service/culinary arts industry. Topics include;

- Safety and sanitation (training by ServSafe).
- Knife/tools identification, care and working skills.
- Basic preparation and production within a food service kitchen.
- Basic cooking principles.
- Product identification.
- Baking principals/restaurant style desserts and culinary hospitality.

Fees: The total cost is \$1200 and includes:

- Course textbook
- ServSafe Manager training/exam
- Basic uniform package (coats, shirts, pants, aprons, hats)
- (Student must provide black slip resistant shoes and white t-Shirts for under shirts and coats. The instructor will review program requirements in depth on the first day of instruction.)***



Note: Students are expected to meet the 90% attendance requirement. Students meeting this attendance requirement over the year will earn a basic Chef Knife/Tool Kit awarded upon completion of the program. (Included cost of Knife Kit will be forfeited into the Culinary Fund to cover cost of supplies, etc. if less than 90% attendance was earned.) This two-semester program meets at the "K" Street. campus on Monday through Friday from 8:00 a.m. to 2:30 p.m.

OFFICE OCCUPATIONS

The Office Occupations Program is semester-long program that prepares students for a career in an office environment. Students will learn skills essential to operating in an office environment. The program will focus on:

- Filing
- Keyboarding
- Receptionist Skills
- Office Procedures and Technology
- 4-week unpaid externship (practical work experience)
- Microsoft Office (Word, Access, PowerPoint and Excel)
- Electronic Calculator/10-Key
- Telephone Procedures and Etiquette



Fees: The registration fee for the Office Occupations course for the Fall of 2022 is \$275. Students may opt to purchase supplemental books but are not required to do so.

Prerequisites: Students must be 18 years or older and have a high school diploma or high school equivalency certificate. Ninety-five percent attendance is required.

Note: The Office Occupations course meets Monday through Friday: 8:00 a.m. to 12:00 p.m. The last four weeks of the program are dedicated to an unpaid externship and students will report to their externship site. Inquiries regarding the Office Occupations program should be directed to the office staff at the Tulare Adult School main campus (559-686-0225).

QUICKBOOKS

This course is an introduction to the basics of using QuickBooks. Students will learn the day-to-day functions of using QuickBooks when working with customers, vendors, employees, and conducting banking transactions for a business using the QuickBooks application. This course will include setting up a new company and chart of accounts; recording transactions with customers, vendors, and employees; managing lists; running and customizing reports; changing forms and generating letters; invoicing for customers, and working with bank accounts and transactions. This course will prepare students to manage income and expenses and keep track of the financial health of a business.

Fee: \$125

Prerequisites: Students must be 18 years or older and have basic computer skills.



Note: The QuickBooks course meets Monday, Wednesday and Friday: 12:30 p.m. to 2:30 p.m. Inquiries regarding the QuickBooks program should be directed to the office staff at the Tulare Adult School main campus (559-686-0225).

COMPUTER BASICS

Students enrolled in the Computer Basics course will learn the basics of using a computer through hands-on experience. Students will practicing operating a computer, navigating the internet, using, e-mail, and handling basic computer functions. This class is for beginners and meets every Tuesday and Thursday from 12:30 p.m. to 2:30 p.m.

Fees: There is no fee to enroll in this class.



Interested in a career in the medical field?

CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING PROGRAM

This course will prepare students for all aspects of front and back office medical assisting as well as helping to perform diagnostic procedures, such as EKGs and audiograms. This program is five months in length and requires one full month at an extern/clinical site (Monday-Friday from 8:00 a.m. to 5:00 p.m. for a minimum of 160 hours). Upon successful completion of the program, students will be prepared to sit for the following NCCT certifications:



- Clinical Medical Assisting
- Administrative Medical Assisting
- Electrocardiogram Technician

Fees: The total cost for participation in the Clinical and Administrative Medical Assisting for the 2022-2023 school year is approximately \$1250.

Prerequisites: Students must be 18 years or older (must provide birth certificate), have a high school diploma or high school equivalency certificate, and a Social Security card bearing no restrictions. Current immunization record/history will be discussed during orientation.

Note: All visible tattoos must be covered at all times. Acrylic nails and facial piercings are not allowed. Hair must be a natural hair color. A background check and drug screening will be conducted prior to extern/clinical placement. Students must maintain 90% attendance. Inquiries regarding the Clinical and Administrative Medical Assisting Program should be directed to **Mrs. Collins at 559-656-5218.**

PHLEBOTOMY PROGRAM

The Phlebotomy Program prepares students for licensing by the State of California. Information is presented through lecture, laboratory, and externship experiences. Topics covered include:

- Ethics
- Safety and Infection Control
- Health Care Delivery Systems
- Anatomy and Physiology
- Specimen Collection and Processing
- Legalities
- Medical Terminology
- Quality Assurance
- Patient Relations



Fees: The cost for the Phlebotomy program for the Fall of 2022 is \$1,050.

Prerequisites: Students must be 18 years or older (must provide birth certificate), have a high school diploma or high school equivalency certificate and a valid California Driver's License. Students born outside of the United States must provide documentation stating that they are eligible to work in the United States. Current immunization record/history will be discussed during orientation. Visible tattoos must be covered at all times. Acrylic nails and all facial piercings are not allowed. Hair must be a natural hair color. A background check and drug screening will be conducted prior to extern/clinical placement.

Note: This program is approximately 5 months and meets at the "K" Street. campus on Tuesdays from 5:30 p.m. to 8:30 p.m. Students must be prepared to extern for one full week, Monday through Friday from 8:00 a.m. to 5:00 p.m., for a minimum of 40 hours. Students must maintain 100% attendance. Inquiries should be directed to **Mrs. Collins at 559-656-5218.**

NURSE ASSISTANT TRAINING PROGRAM

This one-semester course will prepare students to work as nursing aides or assistants, providing care and help with basic living activities. Such activities include: cleaning and bathing patients, assisting with grooming and hygiene, turning, repositioning and transferring patients between beds and/or wheelchairs. Students will also learn to record patients' health concerns and report patient information to nurses. Students will measure patients' vital signs, such as blood pressure and temperature. This includes the required externship hours. Start dates are usually mid-August and mid-January.

Fees: The cost of enrolling in the N.A. program for the Fall of 2022 semester is \$435. In addition, the student must purchase scrubs and pay \$120 for the state exams.



Prerequisites: Students must be 18 years or older; have a high school diploma or high school equivalency certificate; a valid California Driver's License or Identification Card; a Social Security Card with no restrictions; take a CASAS assessment; and, prior to enrollment, pass a background check and drug screening. Students who place in the "Top Score Range" from the CASAS assessment will be contacted by the TAS nursing program regarding their status. The selection process will be based on student scores. This program is approximately five months and meets on the "K" Street campus on Thursdays from 8:00 a.m. to 4:00 p.m. and Fridays from 9:00 a.m. to 1:00 p.m. Inquiries regarding the Nurse Assistant Training program should be directed to **Mrs. Ramirez at 559-656-5586**.

VOCATIONAL NURSING PROGRAM:

The 18-month Vocational Nursing (VN) Program provides educational opportunities for students seeking careers as Licensed Vocational Nurses in a variety of healthcare settings. Upon completion students are eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN).

Fees: Participation in the VN program requires students to purchase uniforms, tools, and textbook/training aides. The total approximate cost of the VN program will be discussed during the mandatory orientation.

Prerequisites: Students must be 18 years or older, have a high school diploma or high school equivalency certificate, and valid California Certification in Nursing Assistant (CNA). The following courses must be successfully completed with a "C" or better prior to enrollment.

1) Anatomy and Physiology (\$250): This course is a prerequisite for the vocational nursing program. Its goal is to guide students through the structure and function of the human body.

2) Medical Terminology (\$250): This course is a prerequisite for the vocational nursing program. It is designed to help the student develop the medical vocabulary used in health care occupations. The class focuses on pronunciation, spelling, and the use of correct medical terms.

3) Nutrition (\$205): This course is a prerequisite for the vocational nursing program. The course provides an overview of the physiological requirements and functions of protein, energy, and the major vitamins and minerals that are determinants of health and disease.

4) Medical Math (\$235): This course is a prerequisite for the vocational nursing program. The objective of this course is to use and develop mathematical skills commonly used in all health occupations.



Some of these courses may be available online. Contact the TAS main office at 559-686-0225 or visit tulareadultschool.net for more information regarding these prerequisite courses. Inquiries regarding the Vocational Nurse Training program should be directed to **Mrs. Ramirez at 559-656-5586**.



Student Complaint/Grievance Form

NOTE: Unless you real your name and contact information, we are unable to investigate your complaint and may use this form for information only.

Student Information

Full Name at Time of Enrollment:	Date of Birth:
Phone Number:	Email:

Complaint/Grievance Information

Retaliation against an individual filing a grievance is strictly prohibited.

Name of individual and/or class against whom the complaint/grievance is filed:

Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint.

Please list the names and phone numbers of any witnesses or persons who can substantiate your complaint:

Who else have you contacted regarding this complaint?

Describe your complaint in detail. Include names of persons, locations, and dates involved. Please use additional sheets if you need more space. If this complaint is against a specific person(s), please list their name and title.

Acknowledgement of Receipt of Handbook

2022-2023

My signature below indicates I have received a copy of the Tulare Adult School Handbook. I understand this handbook contains information regarding:

- District and School Administration
- Admission, Office Hours, Purchasing of Books and Food
- Student Charges and Fees
- Cancellation Policy
- Student Rights and Responsibilities
- Policies regarding Conduct, Electronic Communication Devices and Computers
- Dress Code, Discipline, Attendance and Sexual Harassment
- Complaint Procedures
- Description of programs and classes, including any possible fees
- Student Support Services available through TAS

I understand it is my responsibility to pay for fees or textbooks for TAS programs. Some programs, such as CalWORKs, may pay these fees on my behalf. It is my responsibility to discuss this with my case manager, if applicable.

I acknowledge I have received the Tulare Adult School handbook and that it is my responsibility to be aware of the rules, guidelines, and expectations set forth. I also understand that Tulare Adult School may revise, supplement, or rescind policies or procedures described in the handbook as necessary.

Print Name: _____

Signature: _____

Date: _____



“Success begins with believing you can.”

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