



Tulare Adult School

Student Handbook

2018-2019

Tulare Joint Union High School District

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Tulare Joint Union High School District Governing Board

Kelley Nicholson: President
Laura Fonseca: Vice-President
Craig Hamilton: Trustee
Frank Fernandes: Trustee
Cathy Mederos: Clerk

Tulare Joint Union High School District Administration

Tony Rodriguez: Superintendent
Tammy Aldaco: Assistant Superintendent of Student Services and Special Programs
Barbara Orisio: Assistant Superintendent of Human Resources and Business
Dr. Lucy Van Scyoc: Assistant Superintendent of Curriculum, Technology, and Assessment

Tulare Adult School Administration

Dr. Larriann Torrez: Director
Rosa Elena Vargas: Counselor

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

Mission Statement

Tulare Adult School is committed to prepare adults with 21st Century Learning Skills and empower them to become productive citizens ready for college or career.

Student Learning Outcomes (SLOs)

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.

Accreditation

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

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200
Burlingame, CA 94010
(510) 696-1060

Admission and Office Hours

Courses are open to any person 18 years of age or over. Open enrollment is available in most classes. Some classes may require proof of having earned a high school diploma or equivalent. All Career and Technical Education (CTE) courses require a high school diploma or a high school equivalency certificate. The main office is open:

Monday – Friday: 7:30 a.m. – 4:30 p.m.
Tuesday and Thursday: 6:00 p.m. – 9:00 p.m.

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

Policies on Food and Classroom Visitors

No food or drink is allowed in classrooms unless prior arrangement has 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.

Books, Fees, Refund Policy and Cancellation Policy

Books: 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 are welcome to purchase used books from other students or online.

Class Fees: Some courses require a fee. Fees may vary by course and are used to cover the cost of supplies used in the class. TAS makes every effort to keep fees reasonable.

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 cancelled by TAS. If TAS cancels a class, TAS will process an automatic refund.
- 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.
- To obey school rules.

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.

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. The District 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 electronic communication devices under the following conditions:

- Students may use their devices during breaks/lunch and before and after the instructional day.
- Electronic communication devices must be off in the classroom unless given teacher approval.
- In case of an emergency, the school office may be called, **559-686-0225**, and the student will be contacted.
- It is the students' responsibility to ensure their devices are turned off and secured at all times.

NOTE: An electronic signaling device determined by a licensed physician or surgeon to be essential for the student's health, and the use of which is limited to health-related purposes, is not prohibited. Documentation must be provided.

Any student who violates the above is subject to disciplinary action, which may include staff taking the electronic device. In this event, the device will be returned at the end of class. After the third violation, the device will be returned by Tulare Adult School administration.

Tulare Adult School is not responsible for lost, confiscated, stolen, or damaged electronic devices or any charges incurred as a result.

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. As long as dress and appearance follow the guidelines of the District's dress code policy and comply with established health and safety requirements, students will not be prevented from attending school or a school function.

The following guidelines apply equally to both males and females:

- All clothing shall be neat, clean, and acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as deemed appropriate by school administration.
- Job-site standard footwear must be worn at all times on campus and at all school functions.
- Shirts must be worn at all school activities, including sporting events.

- **Pants must fit at the waist**, hips, crotch and thighs. Belts must be tucked into the pant loop. No inappropriate holes or fraying will be permitted.
- **Caps and hats are not permitted on campus.** From November 1 through March 1, beanies will be allowed outdoors and must be solid black or white, free of designs other than Tulare district/school logos.
- The following are also prohibited:
 - See-through, bare midriff, fishnet blouses
 - Spaghetti strap tops (straps must be one-inch or wider)
 - Strapless tops
 - Low cut, revealing tops
 - Off-the-shoulder tops
 - Muscle shirts
 - Shirts cut low under the arm
 - Undershirts worn as a top
 - Bagging or sagging clothes
 - Bandanas
 - Heavy chains that may pose a danger
 - Towels, t-shirts, folded shirts, or any other clothing article wrapped around the neck, draped over the shoulder, or hanging from the pocket.
 - 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

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.

Gang-Related Apparel

Gang-related apparel at school or school activities is strictly prohibited. The Director and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it is worn or displayed on a school campus (**Education Code 32282**). Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be updated whenever related information is received.

Sexual Harassment Policy

The governing board prohibits unlawful sexual harassment of, or by, any student by anyone. This policy applies to conduct during and related 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 and students 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. 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 should attempt to resolve any classroom conflicts with the instructor. If this is unsuccessful, then students with unresolved complaints may contact the TAS administration in an attempt to resolve issues at the site-level. However, if issues are not resolved at the site-level, complainants may contact the Tulare Joint Union High School District office. Complaints alleging unlawful discrimination may be filed by a person who alleges he/she personally suffered unlawful discrimination or by a person who believes an individual or any specific class of individuals has 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 Tulare Joint Union High School District 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, the Governing Board designates the following compliance officer to receive and investigate and ensure district compliance with the law:

Assistant Superintendent of Human Resources and Business:

Barbara Orisio
426 N. Blackstone
Tulare, CA 93274

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 administrators 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.

Attendance/Absence Notification Policy

You are required to be in class every day of the regularly scheduled hours. You are expected to schedule appointments and take care of personal business before or after school hours. Because punctuality is such an important part of keeping a job, you are expected to be on time in the morning, after lunch, and after break. 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.

If you must be absent or tardy, you must contact an instructor early in the morning. If you intend to leave early, you must also inform an instructor. This is the procedure expected of an employee in the working world.

- You must maintain a minimum of 90% attendance of your agreed schedule.
- You must contact your teacher if you will be absent.
- If you are absent for two weeks without making arrangements, you will automatically be dropped. Re-admittance **MAY** be considered after a student/teacher conference.

Failure to adhere to the attendance policy may result in being dropped from TAS. If you have been referred by a program, your case worker will be notified of your attendance problems. Managed-enrollment programs may have a more specific attendance policy.

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), High School Diploma (HSD) program, or the Office Occupations course. Upon successful completion of ABE coursework (including a specified CASAS post-test score), students will be transferred to either the GED, HSD, or the Office Occupations program.

In an effort to best meet the needs of the TAS population, students who must take the ABE course may choose from the time frames listed below. In the event the desired class is full, the student will be placed on a waiting list and will be contacted when there is availability.

- Monday – Friday: 8:00 a.m. – 10:00 a.m. (Maple and Pixley campuses)
- Monday – Friday: 10:15 a.m. – 12:15 p.m. (Maple and Pixley campuses)
- Monday – Friday: 1:00 p.m. – 2:30 p.m. (Maple and Pixley campuses)
- Tuesday and Thursday: 6:00 p.m. – 9:00 p.m. (Maple and Pixley campuses)

GED: GENERAL EDUCATIONAL DEVELOPMENT TEST

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 online and may be taken in one sitting, but are usually taken one at a time. Everyone taking the tests must register and schedule the tests online at www.myged.com. Test-takers must have a valid government identification card and the name must match the registration form.

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)

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 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 TAS 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.**

Fees: No fees are required for enrolling in the GED course. However, there are expenses related to the course. An approximate figure is detailed below:

- GED Ready Practice Test Vouchers: \$4 each (available in the TAS office)
- GED Preparation Book: 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 on the CASAS appraisal or by successfully completing the ABE course and passing the necessary CASAS post-test.

OPTIONS FOR EARNING A GED

Classroom Setting:

In an effort to best meet the needs of the Tulare Adult School population, students who wish to enroll in a face-to-face GED course may choose from the three time frames listed below.

Monday – Friday: 8:00 a.m. – 10:00 a.m. (Maple and Pixley campuses)

Monday – Friday: 10:15 a.m. – 12:15 p.m. (Maple and Pixley campuses)

Monday – Friday: 1:00 p.m. – 2:30 p.m. (Maple and Pixley campuses)

Tuesday and Thursday: 6:00 p.m. – 9:00 p.m. (Maple and Pixley campuses)

GED Online Academy: This course may be suitable for students who would like to prepare for the GED at home. The student must meet with the teacher once per week.

HIGH SCHOOL DIPLOMA (HSD)

The HSD program is designed for students 18 years or older. 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 or participating in the HSD course, though there may be some expenses due to the purchasing of textbooks (approximately \$30-\$40).

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

To Receive a TAS Diploma, students must:

- 1) Complete all district and State of California required coursework.
- 2) Earn a minimum of 200 credits (listed below)
- 3) Have all fees and fines paid in full.
- 4) Complete their last semester at Tulare Adult School.

TAS Graduation Requirements:

<u>Subject</u>	<u>Units</u>	<u>Subject</u>	<u>Units</u>
Electives	80	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

Students who have met the requirements and have earned a high school diploma are invited to participate in the TAS 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.

OPTIONS FOR EARNING A HIGH SCHOOL DIPLOMA:

Classroom Setting:

Students eligible to enroll in the HSD program may opt to enroll in a structured course that meets regularly. A minimum of 90% attendance is required or the student may be dropped from the program. The HSD class schedules are listed below:

- Monday – Friday: 8:00 a.m. – 10:00 a.m. (Maple and Pixley campuses)
- Monday – Friday: 10:15 p.m. – 12:15 p.m. (Maple and Pixley campuses)
- Monday – Friday: 1:00 p.m. to 2:30 p.m. (Maple and Pixley campuses)
- Tuesday and Thursday: 6:00 p.m. – 9:00 p.m. (Maple and Pixley campuses)

Independent Study Program:

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 \$40 refundable cash deposit must be submitted to the TAS main campus prior to enrolling in the I.S. program. The deposit will be refunded when the student returns any books within 60 days of exiting or being dropped from the I.S. program. A minimum of 90% attendance is required or the student may be exited from the program. Students must re-enroll into I.S. each semester.

Career and Technical Education (CTE Courses)

Please note all CTE courses offered through TAS require either a high school diploma or a high school equivalency. Inquiries regarding these programs should be directed to the Tulare Adult School main office (559-686-0225). Below is a brief overview of each program.

OFFICE OCCUPATIONS:

The Office Occupations Program is an 18-week, open enrollment (pending availability) 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:

- Bookkeeping
- Keyboarding
- Filing
- Receptionist
- 4-week unpaid externship (practical work experience)
- Microsoft Office (Word, Access, PowerPoint and Excel)
- Electronic Calculator/10-Key
- Google
- QuickBooks (available upon request)

Fees: The registration fee for the Office Occupations course for the 2018-2019 school year is \$150 plus the price of the textbook(s), which varies.

Prerequisites: Students must be 18 years or older and have a high school diploma or high school equivalency certificate. Students must demonstrate they are prepared for the HSD course by obtaining a minimum score on the CASAS appraisal or by successfully completing the ABE course and passing the necessary CASAS post-test. Ninety percent attendance is required. The Office Occupations course is held:

Monday – Friday: 8:00 a.m. – 2:30 p.m. (breaks and lunch times included).

Inquiries regarding the Office Occupations program should be directed to the front office staff at the Tulare Adult School main campus (559-686-0225).

INTRODUCTION TO COMPUTERS:

The Introduction to Computers class is designed to teach students the most essential basic skills for using computers. Students will explore some of the features and capabilities of Window 10 and acquire skills used in many programs and on the internet. This course meets:

Mondays and Wednesdays from 8:00 a.m. – 10:00 a.m. (Maple campus)

Prerequisites: Students must be 18 years old or older and maintain 90% attendance.

CUSTODIAL TRAINING:

The Custodian Training Program is designed to provide individuals with training in custodial methods in preparation for entry-level janitorial/custodial positions. The program begins with an introduction to the work environment and includes an equipment and supply review as well as a thorough overview of safety procedures regarding working with chemicals and other equipment. Material data sheets and safety precautions are reviewed with each individual enrolled in the program. In addition, participants are instructed in the proper methods for blood-borne pathogens cleanup and receive a separate certification in this area. The curriculum is divided into five areas of housekeeping: restroom care, office cleaning, stripping and refinishing, floor buffing, and carpet cleaning.

Fees: Students will be responsible to schedule, pay, and pass fingerprinting.

Prerequisites: Students must be 18 years or older and score a 216 or above on the Comprehensive Adult Student Assessment Systems (CASAS) Reading and Math tests.

Please contact the TAS office regarding for information on program availability.

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 include:

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

Fees: Fees will be discussed with the instructor prior to enrollment.

Prerequisites: Students must be 18 years or older and have a high school diploma or high school equivalency certificate.

Inquiries regarding the Combination Welding program should be directed to **Mr. Stevenson at 559-687-7455**. Students enrolling in the program may choose from the following schedules:

Monday – Friday: 8:00 a.m. – 2:30 p.m.

Tuesday : 6:00 p.m. – 9:00 p.m.

Thursday: 6:00 p.m. – 9:00 p.m.

CULINARY ARTS:

The 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 run a school-based culinary arts restaurant, The Lunch Box, and learn all the phases of the industry. Topics include:

- Safety and sanitation
- Basic cooking principles
- Knife skills
- Food preparation and production
- Baking and pastry
- Culinary hospitality and food service management.

Fees: Participation in the Culinary Arts program requires students to purchase uniforms, tools, and textbook/training aides. The approximate class fee, which includes supplies, is \$1,000.00.

Prerequisites: Students must be 18 years or older and have a high school diploma or high school equivalency certificate.

Inquiries regarding the Culinary Arts program should be directed to ***Chef Riggs at 559-687-7362***. The class meets Monday-Friday from 8:00 a.m. – 2:30 p.m.

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. – 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 will be reviewed during the mandatory orientation session.

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. 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. The class meets Monday – Friday from 8:00 a.m. to 3:30 p.m. Inquiries regarding the Clinical and Administrative Medical Assisting Program should be directed ***Mrs. Collins at 559-687-7460***.

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 total cost for participation in the Nurse Assistant program will be reviewed during the mandatory orientation.

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. Inquiries regarding the Nurse Assistant Training program should be directed to ***Mrs. Silva at 559-687-7370***. This program is approximately five months and meets on the "K" Street campus on:

Thursday: 8:00 a.m. to 4:00 p.m. and
Friday from 9:00 a.m. to 1:00 p.m.

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

Fees: The cost for the Phlebotomy program will be reviewed during the mandatory orientation.

Prerequisites: Students must be 18 years or older (must provide birth certificate); have a high school diploma or high school equivalency certificate; a Social Security Card bearing no restrictions; and a valid California Driver's License or California ID. 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.

Inquiries regarding the Phlebotomy course should be directed to ***Mrs. Collins at 559-687-7460.*** In addition to the class schedule elow, students must be prepared to extern for one full week, Monday – Friday from 8:00 a.m. – 5:00 p.m., for a minimum of 40 hours. Students ust maintain 100% attendance. This program is approximately 5 months and meets at the “K” S. campus on:

Tuesday from 5:30 p.m. - 9:30 p.m.

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
- 2) Medical Terminology
- 3) Nutrition
- 4) Medical Math

Some of these courses may be available online. Contact the TAS main office at 559-686-0225 for more information on taking these pre-requisite courses. Inquiries regarding the Vocational Nurse Training program should be directed to ***Mrs. Silva at 559-687-7370.***

HOME HEALTH AIDE PROGRAM:

This course includes theory and clinical supervision and is intended for students who have completed their C.N.A. training and wish to continue in long-term care. Upon successful completion of this course, the student will be issued a Home Health Certificate from the Department of Health Services. Continuing Education Units (CEU’s may be available).

Fees: Please contact the TAS main office at 559-686-0225 to inquire about fees and textbooks.

Prerequisites: Students must have a current C.N.A. Certificate.

English as a Second Language and Citizenship Preparation

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program prepares students to be more marketable in the workforce by improving their English skills. 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:

Beginning ESL:

Students learn the basics of the English language through everyday activities such as speaking, listening, reading, and writing. Simple grammar rules are also discussed to assist in gaining an understanding of the structures of the English language.

Intermediate ESL:

Students learn basic grammar structures and increase their English-speaking skills by communicating through simple in-class dialogues.

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 speaking, reading, writing, and listening skills.

Fees: There is no tuition fee for ESL courses. However, students may incur fees for textbooks or other resource tools throughout the course of the program.

Prerequisites: Students must be 18 years or older and maintain 90% attendance.

ESL classes are available:

Monday, Tuesday, Wednesday: 8:00 a.m. – 10:00 a.m. (Pixley campus)
Monday, Tuesday, Wednesday: 10:15 a.m. – 12:15 p.m. (Pixley campus)
Tuesday, Wednesday, Thursday: 5:00 p.m. – 7:00 p.m. (Earlimart campus)
Monday – Friday: 8:00 a.m. – 10:00 a.m. (Maple campus)
Monday – Friday: 10:15 a.m. – 12:15 p.m. (Maple campus)
Monday – Friday: 1:00 p.m. – 2:30 p.m. (Maple campus)
Tuesday and Thursday: 6:00 p.m. – 9:00 p.m. (Maple campus)

OPTION FOR ESL: Distance Learning

Students who are unable to attend ESL classes during the regularly scheduled class times may opt to learn English through D.L. Program. Students will meet with a teacher once per week, at a date and time mutually agreed upon, and will complete work from home.

Fees: There is a \$15 refundable deposit. Students may have to pay for books or other resource tools throughout the course of the program.

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 and receive assistance in taking the first steps towards applying for citizenship. The Citizenship Preparation class meets on:

Tuesday: 1:00 – 2:30 (Pixley campus)
Thursday: 8:00 a.m. – 10:00 a.m. (Maple campus)
Thursday: 10:15 – 12:15 p.m. (Maple campus)
Thursday: 1:00 – 2:30 (Maple campus)

Fees: Students have to pay for books or other resource tools during the course of the program.

Prerequisites: Students must be 18 years or older and maintain 90% attendance.

GED IN SPANISH

This course is designed for students who wish to enroll into a GED course where instruction is in Spanish the GED test battery 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 on sitting, but are usually taken one at a time. Everyone taking the tests must register and schedule the tests online at www.myged.com. All test-takers must have a valid government identification card. The name on the registration form must match the name on your identification 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)

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 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. 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.**

Fees: No fees are required for enrolling in the GED course. However, there are expenses related to the course. An approximate figure is detailed below:

- GED Ready Practice Test Vouchers: \$4 each (available in the TAS office)
- GED Preparation Book: 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 in Spanish course by taking the GED Ready tests in Mathematics and Social Studies and the CASAS Appraisal and Pre-Test. GED I Spanish courses are offered on:

Monday – Friday: 8:00 a.m. – 10:00 a.m. (Maple Campus)
Tuesday and Thursday: 6:00 p.m. – 9:00 p.m. (Maple Campus)

INTRODUCTION TO COMPUTERS FOR ESL

The Introduction to Computers class is designed to teach students the essential basic skills for using computers. Students will explore some of the features and capabilities of Windows 10 and acquire skills used in many programs and on the internet.

Fees: There is no fee to enroll into the Introduction to Computers for ESL course. However, students may incur charges for books.

Prerequisites: Students must be enrolled in an ESL course at TAS and meet 90% attendance. This course meets on:

Monday – Friday: 8:00 a.m. – 10:00 a.m.

Student Support Services

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, for 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. The Psychologist's primary goals and objectives 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.

Acknowledgement of Receipt of Handbook

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, Computer Use, 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.”