

2014-2015

Student Handbook

SCUSD Adult Education
Career Technical Training



5451 Lemon Hill Ave • Sacramento • CA 95824 • (916) 433-2600 • www.caj.scusd.edu



Last revision: April 14, 2015. Prices subject to change without notice.

PROGRAM RECEIPT ↓

Charles A. Jones Career and Education Center

Welcome to the Charles A. Jones Career and Education Center! This handbook includes information that will help you as you participate in our Professional Learning Community. It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue your career.

The Charles A. Jones Career and Education Center is a public adult school operated by the Sacramento City Unified School District. The C A Jones Center is located on Lemon Hill 1/2 block west of Stockton Boulevard. The new facility is a three building complex on seven acres. A Children's Center is located on the premises. Free parking is available on the school grounds for all students and the center is served by Regional Transit.

We are proud that we can provide you with a low-cost, high quality education that will enrich your life. The school offers career and technical programs designed to provide the skills needed to become productively employed in the local workforce, as well as academic preparation classes, including High School Equivalence Exam (HSE), Adult Basic Education, ESL, and Citizenship classes.

The Charles A. Jones Career and Education Center has been designated by the California Department of Education as a Program of Excellence, and is fully accredited by the Commission of the Council on Occupational Education (COE), the Western Association of Schools and Colleges (WASC), the State of California's Board of Vocational Nursing, and Psychiatric Technicians (BVNPT) and the American Society of Health-System Pharmacist (ASHP).

...NOTICE...

Retain your program receipt. You will be required to present it to your instructor as verification of completing the registration process. See REFUND POLICY for additional information.

The staff member signing below verifies on this date: _____ that this student has attended the **NEW STUDENT ORIENTATION** or has gone over the information and policies contained in this handbook.

Staff Signature

In order to maintain a safe and orderly environment conducive to learning, the policies contained in this handbook apply to all CAJ Adult Education students. Violation of campus policies could result in dismissal from the Adult Education program. The decision of the site administration is final. Be sure to read this handbook entirely.

Reminder: Your student ID should be worn at all times while on campus. Once issued, no office transactions can be completed without your CAJ student ID.

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MISSION STATEMENT

“The mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a learning environment for academic and career technical training, thereby empowering them to become employed, productive members of their communities.”

OFFICE HOURS

Main Office..... Phone: (916) 433-2600/Fax: (916) 433-2640

Monday – Thursday: 8:30 a.m. – 3:30 p.m.

Friday: 8:30 AM - 12:00 p.m.

Lemon Hill Training Center – (Room 106)..... Phone: (916) 433-2600 Extension 1060

Monday – Thursday: 8:30 a.m. – 12:00 p.m. / 1:00 p.m. – 4:30 p.m.

Friday: 8:30 a.m. - 11:00 a.m.

Financial Aid Office – (Room 120)..... No Phone or Appointments. Walk-in basis ONLY

Monday – Thursday: 1:00p.m. – 4:00p.m.

Friday: Closed

HOLIDAYS AND BREAKS

July 14, 2014 - August 29, 2014**Summer Semester**

June 30, 2013 - July 11, 2014 Summer Break

September 1, 2014..... Labor Day

September 2, 2014 – January 23, 2015.....**Fall Semester**

November 11, 2014..... Veteran’s Day

November 24 - 28, 2014..... Thanksgiving

December 22, 2014 – January 2, 2015..... Winter Break

January 19, 2015..... Martin Luther King Jr. Day

January 26, 2015 – June 10, 2015.....**Spring Semester**

February 9, 2015..... Lincoln’s Day

February 16, 2015..... President’s Day

March 30 - April 3, 2015..... Spring Break

May 25, 2015..... Memorial Day

June 11, 2015 – August 28, 2015**Summer Semester**

June 29, 2015 - July 10, 201 Summer Break

INFORMATION and WORKSHOPS

Financial Aid (*School Code: 009509*)

WIA Workshops

Career Center (call for dates and info)..... 433-2600 ext. 1060

Job-Based Workshops

Training Center (call for dates and info)..... 433-2600 ext. 1060

Additional Information

Frequently Asked Questions (FAQs) Online www.caj.scusd.edu

REFUND POLICY

1. No refund on **ABE/HSE /ESL/CITIZENSHIP** registration fees.
2. No refund on state **GED® testing fees** (for more information,gedtestingservice.com).
3. No refund on costs associated with program materials: **including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc.**
4. No refund on Vocational Training tuition fees of **\$100.00 or less**. Balance of refunds over the first \$100.00 are prorated based on the period of attendance in relation to the program length and are processed according to refund policy #6.

% of Attendance	% of Tuition Refund
Cancelled by CAJ	100%
Up to 10%	90%
Over 10% - Up to 25%	50%
Over 25% - Up to 50%	25%
Over 50%	No refund

5. **Original receipt** required for refund consideration.
6. Absolutely no **CASH** refunds. District office will issue approved refunds. Allow up to **6 weeks** after approval to receive refund.

COSTS, FEES AND CHARGES

Program fees do **NOT** include associated material or additional requirements costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

Students are responsible to pay for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. **Workbooks and study guides must be NEW without markings of any kind.**

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- **IS** subject to prior approval
- **IS** subject to availability
- is **NOT** covered by student funding assistance without approval from funding source
- is **NOT** available for all programs
- does **NOT** include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)

Program fees and material costs are subject to change without notice. Student is responsible for increases prior to purchase.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

- ◆ Students will communicate effectively in English
- ◆ Students will demonstrate positive work habits
- ◆ Students will use job search strategies effectively
- ◆ Students will demonstrate critical-thinking skills
- ◆ Students will participate actively in the school

ORIENTATION & REGISTRATION

All students who plan to enroll into any program are required to attend the student orientation on any Wednesday that school is in session. The orientation is held in the multipurpose room at 8:30 a.m. **ARRIVE EARLY!** This orientation is a mandatory process for entrance into any daytime class. A reading and math assessment will be given; these assessments take approximately one hour each and scores are available upon completion. The Charles A. Jones Career and Education Center reserves the right to cancel classes due to low enrollment.

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

The school is an approved site for those seeking training or retraining under EDD's Educational Training Benefits Program. Please contact an EDD Job Counselor to determine whether you can take advantage of the ETB program before collecting your 16th week of Unemployment Insurance (UI) benefits.

FINANCIAL AID

The first step is to complete an online FAFSA form. Students may visit the Financial Aid office located in room #120 on the west side of the administration building (see "OFFICE HOURS" for operating hours). Please note that financial aid eligibility is determined by the federal government, and not the school. The financial aid office has up-to-date eligibility requirements. Further information for additional funding options can be found by following the financial aid link on the school website: www.caj.scusd.edu. All copies of documents turned in to the financial aid office will not be returned to the student and become the property of the school.

The Charles A. Jones Career and Education Center offers vocational training programs approved by the Department of Veteran's Affairs for Veteran's Education Benefits and offers services to partner agencies including DHA, SETA, Veteran's Administration, EDD, One-Stop Career Center and the National Visiting Teacher's Association.

TRANSFERS

FROM OTHER INSTITUTIONS: Students transferring from other post-secondary adult vocational institutions may enter on a space available basis usually at the beginning of the semester. Transfer students are required to meet the technical centers admission standards before entering the program. Students are required to provide an official transcript from all former post-secondary schools attended. Students will be awarded credit and time after demonstrating mastery of the required skills upon completion of the program.

IN-HOUSE TRANSFER POLICY AND PROCEDURE: Program changes are only available through the first three days of the block as space is available. Students wishing to change technical programs may do so only after 1) Talking to the current instructor; 2) Interviewing and shadowing with the desired instructor and new program; 3) Consulting the financial aid office (*if applicable*). Before the change is finalized, both program instructors must approve. Financial aid awards may be affected by program changes. Depending on the circumstances, an administrative review may be necessary.

GRADING

The Skills Center uses an industry standard grading system. In courses where an alpha grade is issued; 90%-100% is an A, 80%-89% is a B, 70%-79% is a C, 60%-69% is a D, 59% and below is an F. In courses not using an alpha grade, a pass (P) or fail (F) mark is given.

STUDENT ID CARDS

Within the first 2 weeks of a program's start, each instructor will make an appointment with the front office for students beginning the program to have their picture taken for a student ID card. **Once issued, no office transactions can be completed without your CAJ student ID and it should be worn at all times while on campus.** If lost, replacement badges can be issued in the front office at a cost of \$2.50.

DRESS CODE

As this school is a Professional Learning Community, clothing must be appropriate for a professional environment. Our objective in establishing a dress code is to allow our staff and students to work and learn comfortably in a professional setting as they prepare for a new career. Many programs have established uniforms; this dress code will be for those programs that do not require uniforms.

In general, students are expected to wear appropriate clothing, which is clean and not distracting. For safety, shoes must be worn at all times. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for an adult school or place of business. Clothing must cover the torso (*which includes the cleavage area for the ladies*); baggy clothing and sagging pants are unacceptable, and not permitted. Clothing that shows words, terms, or pictures that may be offensive is unacceptable. Items worn or carried by students, including buttons and backpacks, may not denigrate any group, promote violation of school rules, depict drugs, violence, weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive. **Please wear your student ID at all times on campus. Once issued, no office transactions can be completed without your CAJ student ID.**

Students are expected to come to school in the appropriate "casual work" attire for the program you are entering. Business casual dress is the standard. Because all casual clothing is not suitable for school or work, these guidelines will help determine appropriate dress. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at an adult school or work.

If clothing fails to meet these standards the student will be asked to leave campus to obtain appropriate clothing and to review the dress code as not to avoid inappropriate clothing in the future. Students that continue to fail to follow the dress code policy, as determined by staff and administration, may face disciplinary actions.

Slacks, Pants, and Suit Pants

- Appropriate: Slacks similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and dress synthetic pants.
- Inappropriate: Sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

- Appropriate: Casual dresses and skirts should be at a length at which a person can sit comfortably in public.
- Inappropriate: Short, tight skirts that ride halfway up the thigh. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses.

Shirts, Tops, Blouses, and Jackets

- Appropriate: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks. Most suit jackets or sport jackets are appropriate.

- Inappropriate: Tank tops, midriff tops, shirts with potentially offensive words, terms logos, pictures, cartoons, or slogans; halter-tops with bare shoulders.

Shoes and Footwear

- Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes.
- Inappropriate: Flashy athletic shoes, thongs, flip-flops, slippers.

PART-TIME STUDENTS

The Skills Center welcomes part-time students in designated programs only and with administrator approval. Fee structures for part-time students will be the same as for full time students. Part-time students are under the same rules and policies that govern all students. The Pell Grant is not available for part-time students.

BOOKS/MATERIALS/UNIFORMS

Students are responsible for acquiring all books and materials prior to program start date. For those students with funding assistance, books and materials are included only if specifically noted.

All uniforms, books, and materials available from CAJ may be obtained from the front office. Payment is due at time of issue and is nonrefundable. The costs include taxes and vary depending upon program of enrollment. Changes in prices may occur without notice due to vendor's cost. Students are responsible for increases prior to purchase.

Students are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Books may be purchased through any online vendor. However, you must use the same edition as those being furnished by CAJ. Previous editions are unacceptable. TEXTBOOKS may be purchased used, but workbooks and study guides must be NEW without markings of any kind.

AUTOMOBILES/MOTORCYCLES/BICYCLES

Students are welcome to use cars, motorcycles, and bicycles on school grounds. The school and the district are not responsible for damage or theft of students' possessions or vehicles. Additional parking is available on the street, at the owner's risk. However, our surveillance cameras do not cover that area. Usage is subject to the following regulations:

1. A parking permit is required and may be purchased in the main office for a nonrefundable fee of \$5.00. Students must display the parking permit in an area where it may be clearly seen. Having a parking permit and not displaying it may result in a citation.
2. Vehicles may be driven on roadways only and may not park on lawns or dirt areas. They may be brought into buildings and shop areas only with written permission from staff. All vehicles on the grounds or in shops must provide vehicle registration and proof of insurance, and must conform to all laws of the city, county, and state.
3. Vehicles may not exceed the 5 mile per hour speed limit.
4. Student vehicles must be parked in the designated areas; not over a line taking more than one space or in areas marked for staff or reserved parking. "No Parking" and "Handicapped Parking" signs must be observed. Handicapped spaces are restricted to vehicles with the appropriate sticker/license visibly displayed. Vehicles blocking gates or fire lanes, double parked, or parked in loading zones (used for immediate loading and unloading only) will be towed at owner's expense.
5. Overnight parking of vehicles on school grounds is prohibited.

Violations will result in a citation, which may be paid in the main office.

ATTENDANCE/DROP/LEAVE OF ABSENCE

Our courses are competency-based and all course requirements must be met here at school (we do not offer independent study).

The courses offered at the school are designed to prepare you for gainful employment upon program completion. Our hands-on instructional strategies are designed to engage all students in their own learning, and are only effective when students attend class regularly. Regular attendance is a critical factor of successful employment. Therefore, it is expected that all students will maintain 100% attendance. Enrollment in a program or class can be terminated because of excessive tardiness and/or absences. **There are no excused absences in Adult Education.**

An administrator may drop a student without prior warning if the student violated any of the Zero Tolerance policies stated in the *GROUNDS FOR DISMISSAL*.

A teacher may request from administration to drop a student for poor attendance, unacceptable behavior, or poor classroom performance. Whenever possible, a “*Warning of Intent to Drop*” notice will be issued prior to the drop. The first time a student is dropped may request re-entry into school at the beginning of the next appropriate block. The second time, the student is eligible for re-entry after two (2) complete blocks (12 weeks) and only with administrative approval. A re-registration fee may apply upon re-entry after a student withdraws or is dropped from a program or class.

Students will be placed on attendance probation upon re-entry and be required to maintain a 95% attendance rate for the next two (2) blocks (Note: A full block is six (6) weeks in length). Students who fail to meet the 95% attendance requirement may result in permanent dismissal from the program.

Students are required to do the following:

1. Maintain a minimum of 90% attendance. Students may jeopardize their eligibility for financial aid and may be dropped from class if attendance falls below 90% (VA minimum attendance is 95%, and C grade or better during each 6-week interval – VA students will be dropped for failing to meet these standards). Teachers may issue an “*Intent to Drop*” warning to students whose attendance falls below the minimum standard.
2. Contact their teacher each day when absent from class. Students will be dropped under the following conditions:
 - a. Three (3) consecutive days’ absence without contacting the school or teacher.
 - b. Three (3) days’ absence during the first week of class
3. All public funded recipients (Pell, Stafford Loan, VA, etc.) are required to submit a Leave of Absence form to the front office prior to any leave longer than 3 days and cannot exceed 180 days. Re-registration fees will not apply for a leave of absence **IF** the appropriate form is on file, and was submitted **PRIOR** to the start of the leave. **All re-entry students must receive approval from the school’s financial aid administrator PRIOR to re-entry.**

Students completing a program with perfect attendance will receive a gold seal on his or her final certificate of completion.

LOITERING

In order to provide a safe learning environment, CAJ Career & Education Center does not allow any person to loiter on school grounds. Visitors may wait in the hallway next to the main office. When not attending class, students without valid school business must leave the campus. Non-students found loitering on school grounds may be reported to law enforcement. No sitting or blocking of stairways is permitted. This rule applies to both the interior and exterior of the school. **PLEASE BE GOOD NEIGHBORS!!** Do not loiter on the streets surrounding the school. Neighbors may call the police to have you removed if they don’t call us first. You should be in class during school hours. **THERE ARE NO BREAKS IN ADULT EDUCATION!**

VISITORS/CHILDREN/PETS

For the safety and welfare of our students, only authorized visitors are allowed on campus. People providing rides for students may wait on the street or in appropriate parking spaces. Visitors must check in at the front office for a temporary pass; to be returned at departure.

Children are not permitted on campus. Students are not permitted to bring children to school, whether they attend during the day or evening. There are no exceptions. There is a Children's Center located on campus; however, this facility is not administered through this school site. If you would like information about the Children's Center, please call (916) 433-2655.

Dogs, cats, and other pets are not permitted on school grounds.

BEHAVIOR/HONESTY

This school is an adult Professional Learning Community. Students are expected to display behavior conducive to a maximum learning environment. Suspension or dismissal may result for a student who engages in activities related to gambling or any of the behaviors stated in GROUNDS FOR DISMISSAL.

The disruption of school activity or the willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties will be considered a serious violation of the rules of conduct and may result in dismissal.

Students perceived by their teacher to be cheating on examinations or research papers will be referred to administration, and will receive no credit for the exam or project. Standard examination policy for all classes requires no talking or communication once any test or examination has begun. Cheating will result in suspension or expulsion.

A suspension stipulates that a student will not be able to attend class for a specified period of time.

A dismissal or expulsion indicates that the student will leave the school permanently. The final decision regarding a suspension or expulsion will be made by the administration. Reconsideration of expulsion may be requested after a period of one year.

TOBACCO/SUBSTANCE FREE ZONE

Any type of alcohol, tobacco, or controlled substance usage on any school campus is prohibited. Consumption, possession, or being under the influence of alcoholic beverages or drugs on school grounds is a violation of state law. Students who have the odor or appearance of alcohol/controlled substance on their person will be considered under the influence and will be asked to leave campus. Offenders will be dropped from further attendance in class. Students will be removed from the program and may not return. It is unlawful to possess, distribute, or use controlled substance on any school campus. Most violations are felonies and may result in prison terms. Violators of this policy shall be expelled.

Tobacco use is strictly prohibited by the Board of Education anywhere on any school campus. Smoking is strongly discouraged, as it is hazardous to the health of students, staff, and the general public; and presents a negative image of our school. However, students who must smoke must be on the public sidewalk **AWAY from the front of the school and the children's center.**

FOOD/BEVERAGES

Food and beverages are to be consumed only in designated areas and are **NOT TO BE CONSUMED IN ANY OF THE CLASSROOMS.**

LITTERING

Please keep our campus clean! The appearance and cleanliness of the campus is a responsibility shared by all staff and students. Students littering the grounds will be subject to suspension. Also, please keep the student microwave ovens clean at all times. Remember: cigarette butts are considered litter and prohibited on any school campus.

CELL PHONES/PAGERS/RADIOS/PERSONAL LISTENING DEVICES

In respect to other students and staff members in our Professional Learning Community, pagers, phones, Walkman, MP3s, iPods, or whatever listening device in use must be silenced or deactivated during class unless approved by an administrator for verified medical emergencies. In the event of an emergency, students who need to use cell phones or pagers must exit the classroom or shop area. Radios and other recreational personal listening devices are not permitted in the classrooms, business offices, or hallways without the approval of the classroom teacher and administration. Failure to comply with this policy may result in student classroom attendance being docked.

EQUIPMENT

Lost or Broken: Students are responsible for equipment that is checked out to them during the course of their training. Students will be required to pay for replacement if the equipment is not returned or replaced if broken. Replacement of any lost or broken equipment must occur before issuance of a Certificate of Completion.

Abandoned: Equipment, including but not limited to appliances, furniture, and automobiles, will be considered abandoned and will be disposed of without prior notice under the following conditions: 1) Equipment left on the school property more than 20 school days or one calendar month. 2) Equipment remaining beyond the period of a student's enrollment. 3) Equipment not removed at the time a student is dropped. 4) Equipment left on school property during holiday. Any towing and/or removal fees will be the financial responsibility of the student. Automobiles left on campus without school permission will be towed.

LOCKERS

A limited number of lockers are available for student use. Students may choose their own lockers and must provide their own locks. The long lockers in the main building's upstairs north hallway are designated for the Court Reporting program. Come to the front office for bicycle lockers. They may be used one day at a time for bicycles only. Both lock and bicycle must be removed at the end of the day or the lock will be cut.

PRIVACY/INFORMATION/SEARCHES

School records and information regarding adult education students is confidential by law and by school policy. **No information about a student will be released to anyone for any reason** without the student's written permission and a witnessed signature. Please note that this policy includes family members. The Federal Right to Privacy Act does not allow school staff to send messages to enrolled students.

However, when a student accepts a training allowance from a public agency based on school attendance, an exception will be made. Acceptance of the allowance will be considered by this school as authorization to release appropriate information to the funding agency. Copies of documents turned into the school for school records will not be returned to the student and become the property of the school.

To ensure the health, safety, and welfare of students, school authorities and law enforcement may conduct searches as allowed by law. Students and visitors may be required to show ID at any time.

STUDENT USE OF TECHNOLOGY

Students shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their education. Such use is a privilege that may be revoked at any time. Students should be aware that computer files and communications over electronic networks, including e-mail, are not private. To ensure proper use, the Superintendent or designee may monitor the district's technological resources, including e-mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the teacher so that he/she may have system access when the student is absent. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. The student in whose name on on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account number.
2. Commercial, political, and/or personal use of the system is strictly prohibited, including computer games, personal e-mail/banking, and personal on-line activities. The district reserves the right to monitor any on-line communications for improper use.
3. Students shall not use the system to promote unethical practices or any activity prohibited by law or district policy.
4. Students shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Students shall not download pictures, images, music files or videos, or host for uploading copyrighted files.
6. Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own use only and only in accordance with copyright laws.
7. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials, or the data of any other user.
8. Students are encouraged to keep messages brief.
9. Students shall report any security problem or misuse of the network to the Superintendent or designee.

GROUNDS FOR DISMISSAL

Due to the potential seriousness of the following offenses and the requirements of the California Education Code any infraction of these rules will result in dismissal. No program refund.

1. Caused, attempted to cause, or threatened to cause PHYSICAL INJURY to another person. Committed or attempted to commit a sexual assault or committed a sexual battery.
2. Possessed, sold, or otherwise furnished any FIREARM or any IMITATION FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT.
3. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, or an INTOXICANT of any kind. Has unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any DRUG PARAPHERNALIA (see #1 of the *SCHOOL-SITE POLICIES* for further information).
4. Committed an OBSCENE ACT or engaged in HABITUAL PROFANITY OR VULGARITY.
5. Knowingly RECEIVED STOLEN school property or private property.
6. Caused or attempted to cause DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY.

7. HARASSED, THREATENED, OR INTIMIDATED a staff member or student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that person for being a witness or both.
8. Committed SEXUAL HARASSMENT as defined in Section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.
9. Caused, attempted to cause, threatened to cause, or participated in an act of HATE VIOLENCE as defined in subdivision (E) of Section 33032.5.
10. VIOLATION of campus policies.

ADA ACCOMMODATIONS

The Sacramento City Unified School District and the school will not discriminate against a qualified individual with a disability. Any student requesting special accommodation related to his/her disability must provide written verification to the school administration.

All buildings and facilities are in compliance with the state and federal regulations governing accessibility of facilities to students with disabilities. Designated parking spaces are reserved for the exclusive use of disabled students with appropriate stickers/licenses.

FIELD TRIPS

Off-campus field trips are an integral component of many programs. Unless specifically advised, the school does not provide transportation to any offsite location. Students are responsible for arranging transportation to and from the field trip location. The school assumes no responsibility or liability of any kind for students participating in an off-campus field trip.

EMERGENCIES

In the event of a school emergency, students are required to follow the instructions of teachers and other staff members. All buildings should be evacuated quickly, and streets kept clear for emergency vehicles and equipment. Emergency evacuation routes are posted in all classrooms, labs, and offices.

ACCIDENTS, INJURIES, AND INCIDENTS

All injuries, no matter how slight, are to be reported to the instructor. Student must also submit a district *Report of Incident Or Student Accident* form (RSK-F103A) obtained in the front office. Your instructor will complete an accident report for the school and the school district. Students must be under the direct supervision of their instructor, since the school and the school district do not carry health, accident, or workers compensation on students. The school assumes no responsibility or liability of any kind when students participate in school-wide activities.

INSURANCE

The school and the District do not carry health, accident, or workers compensation insurance on students, and assumes no responsibility or liability of any kind when students participate in school-wide activities. Students enrolled in specific programs are eligible for **limited** insurance coverage, which is collected as a part of their program fee. Students enrolled in programs involving externships are responsible for securing their own liability insurance prior to beginning their externship. Those without verifiable coverage will not be allowed to participate in externships until coverage is confirmed.

CERTIFICATE OF COMPLETION

Students completing their career training program are required to attend a checkout assembly. A check-out sheet must be submitted to the front office at the end of the program. This process will ensure issuance of a Certificate of Completion and notification of the graduation ceremony. Every student successfully completing a vocational training program at this school will receive a Certificate of Completion. The certificate will be available for pickup in the front office 15 working days after the program completion date. Any student who fails to follow this procedure, or who has not returned books, tools, or materials not purchased, or covered the cost of lost items not purchased will not receive a Certificate of Completion or their final Pell check

GRADUATION CEREMONY

A graduation ceremony is held once a year. Details will be forwarded to each student based on the contact information provided on the check-out sheet. It is the student's responsibility to keep the school updated of any changes in contact information.

JOB PLACEMENT ASSISTANCE

Formal job placement assistance service is available in the One-Stop Career Center to help with resumes, job searches, interview techniques, and other tools necessary for our students to move toward the goal of obtaining gainful employment upon graduation. However, employment is not guaranteed.

STUDENT RIGHTS AND RESPONSIBILITIES

California State Education Code 488908. *All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.*

Students have rights, as do all citizens, under the Constitution as well as state law and district policy. Their rights include:

1. The right to be heard. Students are encouraged to voice **constructive** criticism through appropriate channels such as teachers, counselors, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school.
2. The right to an education in a safe, clean environment.
3. The right to full use of the class time for receiving instruction and learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.
5. The right to seek redress of grievances through the district uniform complaint procedure.

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. (T5 CCR 4620) Sacramento City USD shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the procedures set out in sections 4600-4687 of the Code of Regulations Title 5 and in accordance with the policies and procedures of the governing board. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall be used when addressing complaints alleging failure to comply with state and/or federal laws in adult

education, consolidated categorical aid programs, migrant education, career technical education and training programs, childcare and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. Additionally, the district shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils and staff, and/or teacher vacancy or misassignment issues as provided in Administrative Regulation 1312.4.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The program or site administrator should serve as an intermediary to resolve concerns whenever possible.

Responsibility for Uniform Complaint Procedures

The Chief Human Resources Officer will receive and investigate complaints and ensure district compliance with the law. The Chief Human Resources Officer will also assist complainants in understanding that they may pursue other remedies including actions before civil court or other public agencies. (T5 CCR 4621, 4622)

Dissemination

Who: This document will be disseminated annually to students, employees, parents/guardians, staff, volunteers, Advisory Committees, appropriate private school officials or representatives, and other interested parties.

How: This document will be distributed to all offices, included in the Parents' Rights Packets, at General Staff Meetings, Advisory Council Meetings (School Site Council, District Advisory Committee, English Learner Advisory Committee), volunteers, etc.

Filing a Complaint and Timeline

- **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (T5 CCR 4632)

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (T5 CCR 4600)

- **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of the law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (T5 CCR 4631)

- **Step 3: Investigation of Complaint**

The compliance officer shall make all reasonable efforts to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint.

This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (T5 CCR 4631)

- **Step 4: Response**

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below, unless the complainant agrees in writing to extend the time line. (T5 CCR 4631)

- **Step 5: Final Written Decision**

The report of the district's decision shall be in writing and sent to the complainant. (T5 CCR 4631)

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member at the complainant's choosing will interpret it for the complainant.

Appeals

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (T5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (T5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in T5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with T5 CCR 4622.

- California Code of Regulations, Title 5
- California Education Code
- Department of Fair Employment and Housing
- California Government Code, Section 11135
- United States Code, Title 20
- Title VI, Civil Rights Act of 1964 (2 U.S.C. Section 2000d)
- Title IX, Education Amendments of 1972 (20 U.S.C. Sections 1681, et. seq.)
- Sections 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794)
- Americans with Disabilities Act (42 U.S.C. Sections 12101, et seq.)

Direct State Intervention

A complaint may be filed directly with the California Department of Education, without first exhausting the district Uniform Complaint Procedure, if one or more certain conditions exist (Title 5 California Code of Regulations Section 4650). For more information regarding the right to direct state intervention, please contact Compliance Officer, Chief Human Resources Officer at 643-7471.

To obtain further information and forms regarding Uniform Compliant Procedures, please contact: **Compliance Officer**, Chief Human Resources Officer, Sacramento City Unified School District, 5735 47th Avenue, Sacramento, CA 95824, (916) 643-7471. Forms (PSL-F089) may be downloaded from Internet/Intranet.

UNIFORM COMPLAINT (UC) PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE:
 Contact Student Hearing and Placement Department (916) 643-9425 (Student Complaints) OR
 Human Resource Services, (916) 643-9050 (All Other Complaints). (T5 CCR 4622).

(Revised: 06-01-11)

ACCREDITATION CONTACTS:

The Charles A. Jones Career and Education Center is Accredited by the Commission of the **Council on Occupational Education:**

7840 Roswell Rd. Bldg 300 Suite #325, Atlanta, GA 30350 (770) 396-3898

Fax: (770) 396-3790

Website: www.council.org

WASC (Western Association of Schools & Colleges):

Northern California Office

533 Airport Blvd, Suite #200, Burlingame, CA 94010..... (650) 696-1060

ROSTER OF STAFF

NAME Note: Group by program	Conferring Institution	MOST ADVANCED DEGREE	COURSES TAUGHT
SITE ADMINISTRATOR:			
Susan Lytle Gilmore, Ph.D., Director, Adult Education	Ohio University	Ph.D.	
CTE INSTRUCTORS:			
Azevedo, Meg	California Commission on Teacher Credentialing	Designated Subjects Credential	Accounting Specialist
Bradshaw, Patricia	California State University at Sacramento	B.S.	Medical Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	Credential	Nursing Assistant
Chufar-Comstock, Bonnie	West Valley Community College	A.A.	Court Reporting
Cook, Kristine	California Commission on Teacher Credentialing	Credential	Medical Assistant
Curry, Christina	California Commission on Teacher Credentialing	Credential	Vocational Nursing, Nursing Assistant
Doll, Lorraine	California Commission on Teacher Credentialing	Certified Shorthand Reporter	Court Reporting
Faughn, Tami	California State University at Sacramento	Credential	Court Reporting
Fong, Lana	California State University at Sacramento	Health Science and Medical Technology	Pharmacy Technician
Gagney, David	California Commission on Teacher Credentialing	Credential	HVAC
Huynh, Sandra	California State University at Sacramento	B.V.E.	Pharmacy Technician
Kelada, Elhamy	Queensborough Community College (QCC) and City College of New York (CCNY)	A.A.	Cisco/Computer Repair
Middleton, Julianna	California Commission on Teacher Credentialing	Credential	Optometric Assistant

NAME Note: Group by program	Conferring Institution	MOST ADVANCED DEGREE	COURSES TAUGHT
Mulloy, Kathleen	California Commission on Teacher Credentialing	Credential	Nursing Assistant/ Vocational Nursing
Newman, Jean	University of Phoenix	M.A.	Administrative Assistant
Myers, Lewis (Clark)	California Commission on Teacher Credentialing	Credential	Auto Body Repair
Price, Lauren	California Commission on Teacher Credentialing	Credential	Medical Assistant
Part-Time CTE INSTRUCTORS - VN			
Bean, Pam	California Commission on Teacher Credentialing	Credential	Vocational Nursing/Nursing Assistant
Shaw, Jo Ann	California Commission on Teacher Credentialing	Credential	Vocational Nursing/Nursing Assistant
ABE/GED/ESL			
Atwood, Maryanne	Santa Clara University	B.S.	ESL
Ciani, Nick	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential: Full Time	ABE
Eid, Diane	University of California, Davis	Bachelor of Sciences, Credential, and Career Development and Adults with Learning Disabilities	ESL
Monte, Don	California Commission on Teacher Credentialing	Lifetime teaching Cred., All Subjects K-14, Adm. Cred., and General Services Cred.	Citizenship/ESL
Selseleh, Mary	University of California, Sacramento	Master Degree in Bilingual/Multicultural Education, Adult Education Teaching Credential, TESOL Certificate, Supervisory Credential, CLAD Credential	ESL
Sterling, Margo	Universidad Ibero-Americana	B.A.	ESL

RESOURCES

BACKGROUND CHECK:

Information will be given by the instructor

CPR/FIRST AID CERTIFICATION:

American Heart Association

Kathryn Stassi, RN (916) 481-4277

Ron Lacombe (ron@safetyquesttraining.com)

www.safetyquesttraining.com(Office) (530) 350-7687 / (Cell) (530) 409-1824

DRUG TESTING (Panel-5/Panel-10):

Information will be given by the instructor

FINANCIAL AID:

Financial Aid Application

www.fafsa.ed.gov(School Code: 009509)

FINGERPRINTING:

Information will be given by the instructor

GED® RECORDS:

ETS - GED® Records Center

P. O. Box 4005, Concord, CA 94524-4005 (866) 370-4740

GED® Online Practice (*The following sites have been referenced by our students, but are not endorsed by CAJ. They are listed here as a courtesy.*)

www.testprepreview.com

www.gedforfree.com

IMMUNIZATIONS:

See your personal physician

INSURANCE:

Student Professional Liability Insurance Application

www.proliability.com (*Professional Liability/Students*)..... (800) 503-9230

www.nso.com (800) 247-1500

NOTE: Professional Liability Insurance is a requirement for placement in externship. Externship sites will not accept students without coverage because of liability risks. This coverage is for liability (i.e. in case of a mistake that harms a patient), not personal injury to the student. After enrollment, the student must print the "Memorandum of Insurance" and bring the document to the instructor as proof of liability coverage.

JOB PLACEMENT ASSISTANCE:

Sacramento Works One-Stop Career Center

5451 Lemon Hill Ave, Room #106, Sacramento..... (916) 433-2600 ext. 1060

Hours: See page 4

TB TESTING or CHEST X-RAY:

US Health Works Medical Group

9261 Folsom Blvd, Suite #200, Sacramento (916) 364-1733

1675 Alhambra Blvd, Suite #B, Sacramento (916) 451-4580

4700 Northgate Blvd, Suite #100, Sacramento (916) 929-6161

Hours: Call office

Spring Medical Clinic (No X-rays)

3050 Beacon Blvd, Suite #101, West Sacramento (916) 371-1930

Hours: Mon-Thurs 9:00am-6:00pm / Fri-Sat 8:00am-2:00pm

Effort Clinic

1820 J St., Sacramento (916) 325-5556

Hours: Mon-Wed & Fri 9:00am-4:00pm (Closed 12:00pm-1:00pm for lunch)



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