

2018-2019 Student Handbook

SCUSD Adult Education
Career Technical Education



5451 Lemon Hill Ave • Sacramento • CA 95824 • (916) 395-5800 • www.caj.scusd.edu



Last revision: March 15, 2019. Prices subject to change without notice.

...NOTICE...

PROGRAM RECEIPT ↓

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

Charles A. Jones Career and Education Center

Welcome to the Charles A. Jones Career and Education Center (CAJ)! 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. CAJ is located on Lemon Hill, half block west of Stockton Boulevard. The facility is a five building complex on seven acres. A Children's Center is located on the premises. 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, English as a Second Language, 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).

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 positive and innovative learning environment for academic and career technical training, empowering adults to become employed, productive members of their communities."

OFFICE HOURS

Main Office Phone: (916) 395-5800 / Fax: (916) 433-2640

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

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

Monday: 1:00 p.m. – 4:00 p.m.

Tuesday, Wednesday, Thursday: 8:30 a.m. – 4:00 p.m.

America's Job Center of CA –Lemon Hill (Room 106) Phone: (916) 395-5802

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

Friday: 8:30 a.m. – 10:30 p.m.

HOLIDAYS AND BREAKS

CAJ Calendar

Summer Recess 2018..... Monday, July 2 – Friday, July 13, 2018

Fourth of July Holiday Wednesday, July 4, 2018

First Day of Instruction Monday, July 16, 2018

Labor Day Holiday Monday, September 3, 2018

Veterans Day Holiday Monday, November 12, 2018

Thanksgiving Holidays Monday, November 19 – Friday, November 23, 2018

Winter Holidays..... Monday, December 24, 2018 – Friday, January 4, 2019

Martin Luther King Day Monday, January 21, 2019

Lincoln Day Holiday Monday, February 11, 2019

Presidents' Day Holiday..... Monday, February 18, 2019

Spring Holidays..... Monday, April 15 – Friday, April 19, 2019

Memorial Day Holiday..... Monday, May 27, 2019

Last Day of Instruction Friday, June 28, 2019

Summer Recess 2019..... Monday, July 1 – Friday, July 12, 2019

INFORMATION and WORKSHOPS

Financial Aid (School Code: **009509**)

WIOA Workshops

America's Job Center (call for dates and info)..... (916) 395-5802

Job-Based Workshops

America's Job Center (call for dates and info)..... (916) 395-5802

Additional Information

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

REFUND POLICY

1. No refund on state **HSE testing fees (HiSET®)**.
2. No refund on costs associated with program materials: **including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc.**
3. 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 #8.

% 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

4. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
5. Court reporting program fees are charged annually. Refunds are based on quarters attended. Quarters are not prorated.
6. **Original receipt** required for refund consideration.
7. A **5% charge** will be applied to refundable tuition fees paid with **credit/debit cards**.
8. Absolutely **no CASH** refunds. District office will issue approved refunds. Allow up to **six 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 for paying 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 purchased elsewhere 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.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

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

All fees must be paid in full to graduate

ACCREDITATION

The Charles A. Jones Career and Education Center is accredited by the Commission of the Council on Occupational Education (COE) and Western Association of Schools and Colleges (WASC). To receive a copy for review of the school's accreditation, licensure, or approval you may contact the following:

ACCREDITATION CONTACTS:

Council on Occupational Education:

7840 Roswell Rd. Bldg 300 Suite #325, Atlanta, GA 30350 (770) 396-3898
Toll Free Number (800) 917-2081
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

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 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, America's Job Center Lemon Hill, 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 a block. Transfer students are required to meet 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 if space is available. Students wishing to change technical programs may do so only after 1) Dropping the current program using our drop form 2) Consulting the financial aid office (*if applicable*) 3) Completing the requirements to enter the next available start date of the desired program. 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.

Customer Service is a school requirement for CTE students. CTE transfer students must complete the customer service course before beginning their CTE program.

GRADING

Our school 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

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, back, chest, feet, stomach or underwear is not appropriate for an adult school or place of business. Clothing must cover the torso; 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 they 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

Our school welcomes part-time students in designated programs only. CAJ academic and English Language programs are offered on a part-time schedule. Classes are held Monday through Friday, three and a half hours per day. All CAJ CTE programs operate on a full-time schedule. Our school also offers Vocational Nurse prerequisite classes. These seven classes are in a highly accelerated format, designed to be completed in only six weeks. The seven classes are offered in a bundle, or individually on a part-time schedule to meet the needs of various 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 absences 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.**

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 RULES

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. 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) 395-5883.

PETS

Only service animals are permitted on school grounds. **No pets allowed.**

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/COLLECTING RECYCLABLES

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. Students are not to go through the garbage cans and collect items to recycle.

CELL PHONES/PAGERS/RADIOS/PERSONAL LISTENING DEVICES

In respect to other students and staff members at our site, 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

To protect confidentiality, access to student coursework, testing, and records is limited to authorized personnel only. 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, or without an official subpoena by a court of law. 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 an 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.

COPYRIGHT POLICIES

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

All students will be held responsible for penalties of unauthorized peer-to-peer file sharing and engagement in illegal or unauthorized distribution of copyrighted materials using the school's information technology system under the Sacramento City Unified School District policies.

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.

QUIET ROOM

CAJ provides space for a Quiet Room on the second floor the main building in room 204. The room is open during school hours and is available for students who need a quiet space for a short, quiet break, free from distraction. Please abide by the rules of the Quiet Room: No talking, No cell phone, No studying, No eating, No sleeping. Please be respectful.

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/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 & GRADUATION REQUIREMENTS

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.

Customer Service is a school requirement for CTE students. CTE transfer students must complete the customer service course before beginning their CTE program.

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 America's Job Center Lemon Hill, (located right next door) 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 Complaint 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
Toll Free Number (800) 917-2081
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

DRUG POLICY

For students enrolled in programs requiring drug testing:

Drug testing is random and there will be no deviation from the established contract laboratory guidelines. A copy of the guidelines will be given to each student. Any student who has not completed the required drug test by the end of the block will have certificate of completion withheld until the instructor receives negative drug test results for the student. If the test result is positive, student will be immediately dropped from the program, with the ability to apply for re-entry after a period of not less than six months The student can petition to return to school under the following provision: student must submit the result of an approved alternate drug test, not urine, from an independent lab, obtained within one month of the date of petition to re-enter, paid for by student. Student may be required to pay any additional fee prior to re-entry based on the current cost of the program.

9.08.120 Places where consumption of marijuana is prohibited.

- 1) Notwithstanding California Health and Safety Code Section 11362.5 or any preceding provisions of this chapter and Chapter 8.80 of this code, the consumption of marijuana, by or through “smoking,” as defined in Section 8.80.030 of this code, is prohibited at any of the following locations to which members of the public have access:
 - a) Upon or within one thousand (1,000) feet of the grounds of any school or park;
 - b) In or within one hundred (100) feet of any building or facility to which members of the public have access, except in a health facility or clinic; or
 - c) Within one hundred (100) feet of any other person, other than a “primary caregiver,” as that term is defined in California Health and Safety Code Section 11362.5(e).
- 2) As used in this section, the following definitions shall apply:
 - a) “School” means any institution of learning for minors, whether public or private, including any special institution of education, children’s center or any nursery, elementary, middle, junior high, or senior high school.
 - b) “Park” means and includes all parks, parkways, malls, plazas, greenbelts, gardens, lakes and other property owned by the city and used, operated or maintained for recreational purposes.
 - c) “Health facility” means a facility, place or building that is organized, maintained, and operated for the diagnosis, care, prevention, and treatment of human illness, physical and mental, including convalescence and rehabilitation, or for any one of those purposes, for one or more persons, to which the persons are admitted for a twenty-four (24) hour stay or longer.
 - d) “Clinic” means an organized outpatient health facility which provides medical, surgical, dental, optometric, podiatric, or psychological advice, services, or treatment to patients

who remain less than twenty-four (24) hours. (Ord. 99-027 § 2; Ord. 99-001 § 1; prior code § 37.04.401)

If you are seen or reported smoking you will be dropped from your program/class effective immediately.

DRUG AND ALCOHOL ABUSE PREVENTION AND RESOURCES

SUBSTANCE ABUSE: POLICY, SANCTIONS, & LAWS

In accordance with the Drug Free Schools and Communities Act of 1989, the following information is provided regarding school campus policies prohibiting unlawful possession, use or distribution of drugs or alcohol; school sanctions regarding drug and alcohol violations by students or employees; federal, state, and local laws and penalties for drug and alcohol offenses; health effects of drug and alcohol abuse; and local resources providing assistance for drug and alcohol abuse (counseling, rehabilitation, or re-entry programs).

School Policy and Sanctions

Charles A. Jones Career and Education Center strives to maintain communities and workplaces free from the illegal use, possession, or distribution of alcohol and other drugs. The manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by CAJ students and on school property, at official school functions, or on school business is prohibited except as permitted by law, school policy, and campus regulations. Students violating these policies are subject to disciplinary action, including suspension or dismissal from the school, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

Loss of Financial Aid for Conviction Involving Possession/Sale of Illegal Drugs

A conviction under federal or state law for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)), if the conviction occurs during a period of enrollment for which the student was receiving Title IV HEA program funds.

Federal Laws and Sanctions

Under Federal law, it is a felony offense to sell or intend to sell, manufacture, or distribute Schedule I and II illicit drugs or mixtures containing them (e.g. cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called "designer drugs", as well as "counterfeits" purported to be such drugs), or to traffic in marijuana or hashish. Depending upon the quantity of drugs involved, penalties for first offenses range from 5 years to life (20 years to life if death or serious injury involved) and fines up to \$10 million or more, and for second offenses from 10 years to life (life if death or serious injury involved) and fines up to \$20 million. Illegal trafficking in over-the-counter or prescription drugs (including anabolic steroids) have maximum terms of 1 year for first offenses and 4 years for second offenses, and heavy fines. Illegal possession of controlled substances can trigger federal prison sentences and fines of at least \$1,000 for first offenses, more for second offenses. Those convicted of possession or distribution of controlled substances can be barred from receiving benefits of federal programs, including student grants and loans, contracts, and professional and commercial licenses; may be subject to forfeiture of property used in or traceable to illegal controlled substance transactions; and, if non-citizens, subject to deportation.

California Laws and Sanctions

California law prohibits furnishing and selling alcoholic beverages to underage (younger than 21) or obviously intoxicated individuals. Underage persons may not buy alcoholic beverages or possess them on campus, in public, or in places open to public view; the penalties for violations of these laws may include substantial fines and jail. Alcohol may not be sold without a license or permit. State law also prohibits driving a motor vehicle under the influence (a blood alcohol level of .08 percent or higher creates a presumption of intoxication, but can be charged with lower blood alcohol levels); drinking or possessing an open container of alcohol while driving; and operating a bicycle while intoxicated.

Drunk-driving penalties include jail or prison, fines of \$1,000 or more, driver's license suspension or revocation, and required drug/alcohol treatment programs. Refusing to submit to a test for blood alcohol can result in suspension of driver's license for up to 3 years. Sale or possession for sale of controlled substances such as cocaine, methamphetamines, heroin, Ecstasy, GHB, Ketamine, LSD, PCP, marijuana, and "designer drugs" is a felony with terms of 3 years or more; manufacture results

in terms of 3 years or more; possession alone is punishable by up to 4 years in prison. Sentences are enhanced for previously convicted felons, for distribution within 1,000 feet of a school or University or within 100 feet of a recreational facility, and for distribution to a pregnant woman or to someone under 18 by one over 18. Property used in drug transactions can be seized.

Sacramento City Ordinances

Sacramento City ordinances prohibit consumption of alcohol in public, possessing open containers of alcohol in public or at retail off-sale premises, and drinking in parks. Sanctions (probation, jail, fines) are imposed in accordance with California state law.

The following is information about health risks associated with substance abuse and resources available in the areas of Health & Services, Crisis Shelter and Safety. Information about Drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally (listed on next page). If you need a referral, please contact the Charles A. Jones Career and Education Center Site Administrator at (916) 395-5800 extension 701011.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Substance abuse can cause very serious health and behavioral problems, including short- and long-term effects upon both the body (physiological) and mind (psychological), as well as impairment of learning ability, memory, and performance. Chronic health problems may arise from long-term abuse, and acute, traumatic reactions may arise even from one-time or moderate use. In addition to the toxicity of specific drugs, mixing drugs can compound toxic effects. Illegal, "counterfeit" or "designer" drugs may be toxic, contaminated, or have impurities causing poisoning, and can be lethal. Acute health problems may include heart attack, stroke, and sudden death (even first-time use of cocaine or GHB). Long-term effects include heart and/or lung damage, high blood pressure, blood vessel leaks in brain, brain cell destruction, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, and cirrhosis of the liver. Substance abuse is correlated with high-risk behavior that might lead to accidents and injury, increased risk of contracting a sexually transmitted infection, or unwanted pregnancy. Drugs and alcohol might also be used to incapacitate victims of sexual assault. Using alcohol or other drugs while pregnant can cause fetal damage, birth defects, miscarriage and infant death. For additional information on health risks of substance abuse, see: <http://www.drugabuse.gov/consequences>.

DRUG AND ALCOHOL RESOURCES

HEALTH & SERVICES

Another Choice Another Chance (age 12-24): 916.388.9418/info@acacsac.org

UC Davis CAARE Center: 916.734.8397

The Bridge Network: 916.244.1406

Children's Access Number: 916.875.1055

Sacramento Rescue & Restore Coalition: <http://sacramentorescueandrestore.net>

Laverne Adolfo Transitional Housing Program for Former Foster Youth: 916.879.1784

Sutter Teen Programs: 916.887.4031

Birth and Beyond: 916.226.2836

Folsom Cordova Community Partnership: 916.859.0045

UC Davis Infant Mental Health Program – parenting a child ages 0–3: 916.734.8396

Bridget's Dream (age 11-25): 916.235.3690

Community Against Sexual Harm/CASH (age 18 and up): 916.856.2900

Grace City App: Free app in the Apple app store & Samsung: Connects to most Sacramento exploitation/H.T. services

Community resources include Sacramento County services and Twelve Step Programs:

- **Alcoholics Anonymous (AA)** 24 Hour Hotline – 916-454-1100;
<http://www.aasacramento.org/>; <http://www.aa.org/>
- **Marijuana Anonymous** – 800-766-6779; <https://www.marijuana-anonymous.org/>
- **Cocaine Anonymous** – 916-469-6588; www.ca.org
- **Narcotics Anonymous (NA)** – 800-565-2135; <http://www.na.org/> ; www.sacramentona.org
- **Al-Anon/Alateen** – email: wso@al-anon.org; <http://www.al-anon.org/for-alateen>
- **Sacramento County Department of Health & Human Services Alcohol & Drug**
www.dhhs.saccounty.net

CRISIS SHELTER**WEAVE:** 916.920.2952**My Sister's House:** 916.428.3271**Wind Youth Services Emergency Shelter:** 800.339.7177**SAFETY****Child Abuse 24-Hr. Hotline:** 916.875.KIDS**F.B.I.:** 916.481.9110**Sacramento Police:** 911 or 916.264.5151**Sacramento Police Missing Persons:** 916.264.5471**Sacramento Sheriff:** 911 or 916.874.5115**Sacramento Sherriff's Missing Persons Bureau:** 916.874.7630**National Human Trafficking 24-Hr. Hotline:** 888.373.7888 or text INFO or HELP to 233-733**Suicide Prevention & Mental Health Crisis Intervention 24-Hr. Hotline:** 916.368.3111 or 916.875.9970**Safely Surrendered Baby 24-Hr. Info Line:** 877.222.9723

ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
SITE ADMINISTRATOR:			
Hatter, Angela	San Francisco State University	M.A.	N/A
CTE INSTRUCTORS:			
Anderson, Kevin	California State University at Stanislaus	M.B.A.	CISCO
Bradshaw, Patricia	California State University at Sacramento	B.S.	Medical Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant
Brazeal, Honey	California Commission on Teacher Credentialing	CTE Credential	Optical Assistant
Challe, Karen	University of California, Davis	B.A.	Court Reporting
Chufar, Bonnie	West Valley Community College	A.A.	Court Reporting
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing, Nursing Assistant
Doll, Lorraine	California Commission on Teacher Credentialing	CTE Credential	Court Reporting
Fong, Lana	California State University at Sacramento	Health Science and Medical Technology	Pharmacy Technician
Gagney, David	California Commission on Teacher Credentialing	CTE Credential	HVAC
Guyette, Roger	California Commission on Teacher Credentialing	CTE Credential	Customer Service
Huynh, Sandra	California State University at Sacramento	B.V.E.	Pharmacy Technician
Johnson, Valyncia	California Commission on Teacher Credentialing	CTE Credential	Administrative Assistant
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant/ Vocational Nursing
Worthen, Julia	California Commission on Teacher Credentialing	CTE Credential	Medical Assistant
PART-TIME CTE INSTRUCTORS			
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing/Nursing Assistant
ABE/GED/ESL			
Atwood, Marianne	Santa Clara University	B.S.	ESL
Boyd, Kathryn	San Jose State	M.A.	ESL
Ciani, Nick	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential: Full Time	ABE/HSE
Hawes, Victoria	San Francisco State University	M.A.	ESL
Monte, Don	California Commission on Teacher Credentialing	Lifetime teaching Cred., All Subjects K-14, Adm. Cred., and General Services Cred.	Citizenship/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

HSE RECORDS:

ETS - HSE Records Center

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

HSE 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.hiset.ets.org

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:

America's Job Center of CA – Lemon Hill

5451 Lemon Hill Ave, Room #106 (916) 395-5802

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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SACRAMENTO
TO WORK!**



Enroll now

**With a graduation in June,
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Iris Taylor, Ed.D., Chief Academic Officer
Susan Lytle Gilmore, Ph.D.,
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Coordinator III, Adult Education