

Golden Oak Adult School Student Handbook (2018-19)



Welcome

As a new student at Golden Oak Adult School, it is our pleasure to welcome you. You are now part of one of the best adult schools in the Santa Clarita Valley. Our goal is to give you quality education and training taught by knowledgeable and professional instructors. We continually strive to make improvements in our programming, instructors, and services by listening to you and the members of our advisory committees. We sincerely hope your time and experience with us is very productive and meets your needs. If we can ever be of help to you, please let us know.

Mission Statement

The mission of Golden Oak Adult School is to meet the educational needs of the community by empowering learners with academic, career, and technical skills, preparing them for post-secondary education, today's changing workforce, and civic and community involvement.

Schoolwide Learner Outcomes

Golden Oak School Students demonstrate:

- Critical thinking and problem solving
- Goal setting skills
- Effective communication
- Global citizenship



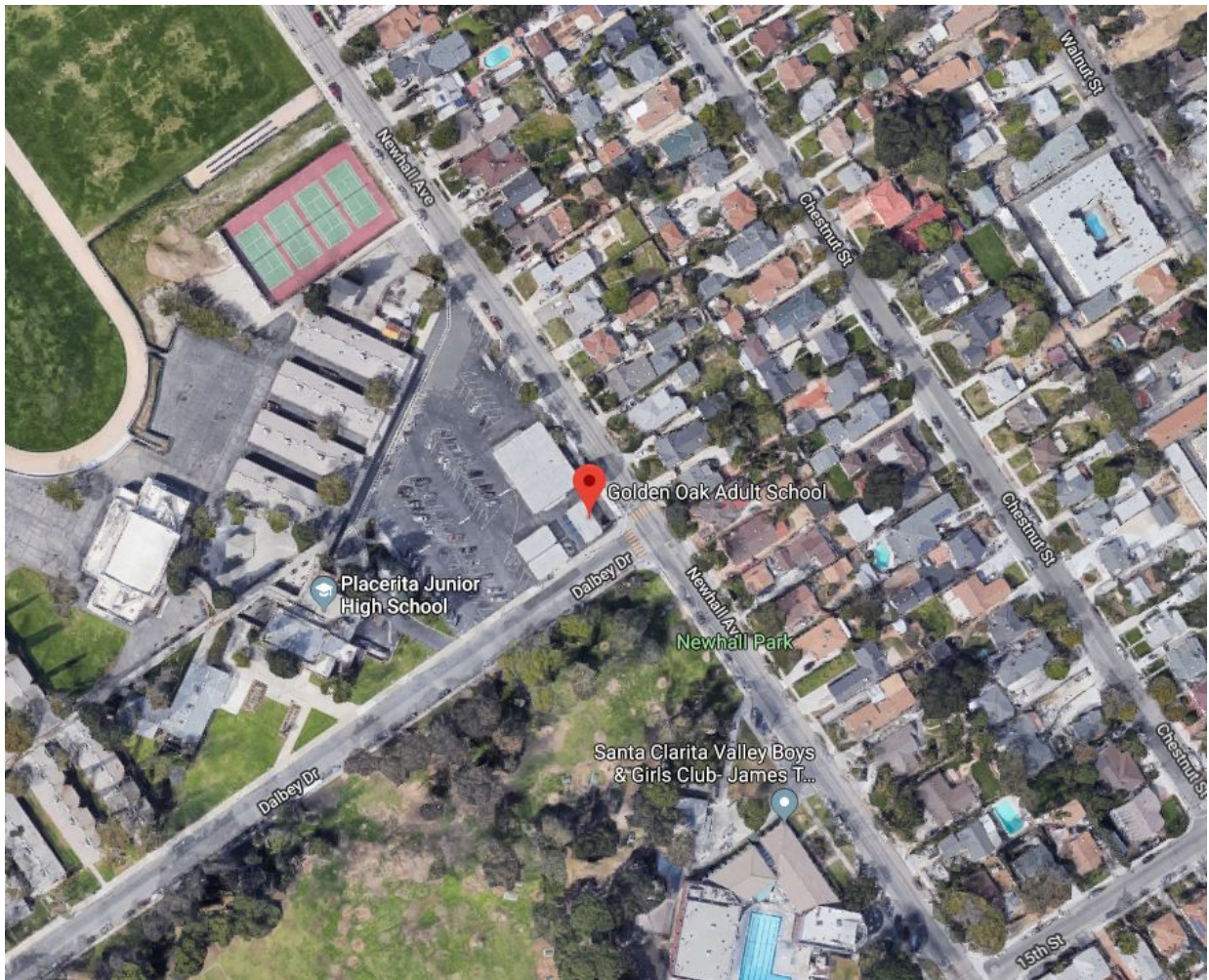
Career & College Readiness
William S. Hart Union High School District

General Information

Location(s)

Golden Oak Adult School office and primary location is
23201 Dalbey Dr.
Santa Clarita, CA 91355

The school is located in the parking lot of Placerita Junior High School at the corner of Dalbey Dr. and Newhall Ave.



Additional classes are located at several locations throughout the Santa Clarita Valley. When registering for classes, please note the location as indicated in the course catalog.

Satellite Locations	Address	Course(s) Offered
Golden Oak Training Center	21445 Centre Pointe Parkway Portables A & B Santa Clarita	CTE –Certified Medical Assistant CTE – Pharmacy Technician CTE – Phlebotomy Workforce Prep
Hart High School	24825 North Newhall Avenue Santa Clarita	Community Interest
Placerita Junior High School	25015 North Newhall Avenue Santa Clarita	ESL Community Interest
Saugus High School	21900 Centurion Way Santa Clarita	Community Interest Workforce Prep
Sierra Vista Junior High School	19425 Stillmore Street Canyon Country	ESL Workforce Prep
Canyon Country Community Center	18792 Flying Tiger Drive Santa Clarita	ESL
Los Angeles County Office of Education GAIN Division	20730 Soledad Street Santa Clarita	ASE Workforce Prep
Old Town Newhall Library	24500 Main Street Santa Clarita	ESL

Hours

The Golden Oak Adult School office is open during the following hours:

Monday - Thursday 9:00 am-7:30 pm

Friday 9:00 am-1:00 pm

Class hours vary by program. For more information contact the office, your instructor, or the course catalog.

Uniform Complaint Procedures

It is the intent of Golden Oak Adult school that every member of the community shall be treated according to the law. If you would like to send a complaint/suggestion, please feel free to use our Text-a-tip number and administration will get back to you promptly. Please also feel free to call the main office or email Jodie Hoffman, the Principal, directly.

Jodie Hoffman: jhoffman@hartdistrict.org Office phone number: 661-253-0583

Text-a- tip: 661-527-2330

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

The District's uniform complaint procedures policy and administrative regulation shall be posted in all District schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

Compliance Officers

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure District compliance with law:

Michael Vierra, Ph.D.

Assistant Superintendent, Human Resources

mvierra@hartdistrict.org

Non Discrimination Policy

The William S. Hart Union High School District prohibits unlawful discrimination against and / or harassment of any student, employee or job applicant on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and / or activity.

You can find complete details at:

<https://www.hartdistrict.org/apps/pages/complaint-procedures>

Faculty/Staff

<https://www.goldenoakadultschool.com/apps/staff/>

Administration		
Principal	Jodie Hoffman	jhoffman@hartdistrict.org
Program Specialist	Shallu Makan	smakan@hartdistrict.org
Office Staff		
Career & College Advisor	Noe Garcia	ngarcia@hartdistrict.org
Office Manager	Debi Rodriguez	drodriguez@hartdistrict.org
Data Technician/Testing Coordinator	Dan Sopher	dsopher@hartdistrict.org
Account Technician	Dharran Magbanua	dmagbanua@hartdistrict.org
Office Assistant	Julie Blanco	jblanco@hartdistrict.org
Office/Instructional Assistant	Kenia Sandoval	ksandoval@hartdistrict.org
Faculty		
Academic Programs		
HSD Teacher	Scott Davidson	sdavidson@hartdistrict.org
HSD Teacher	Kim Janclaes	kjanclaes@hartdistrict.org
HSD Teacher	Jamie Hawn	jhawn@hartdistrict.org
HSD Teacher	Kanika Mapp	kmapp@hartdistrict.org
HSD Teacher	Jessica Paolini	jpaolini@hartdistrict.org
HiSet Teacher	Mike Ehrhart	mehrhart@hartdistrict.org
HiSet Teacher	Jessica Mendez	jmendez@hartdistrict.org
English As A Second Language (ESL) & Citizenship Preparation		
ESL Teacher	Marianella Lora	mlora@hartdistrict.org
ESL Teacher	Elaine Aleck	ealeck@hartdistrict.org

ESL Teacher	Jennifer McCann	jmccann@hartdistrict.org
ESL Teacher	Gerardo Nunez	gnunez@hartdistrict.org
Citizenship Preparation Teacher	Hilary Schardein	hschardein@hartdistrict.org
ESL Teacher	Stella Theuer	stheuerl@hartdistrict.org
ESL Teacher	Yara Wright	ywright@hartdistrict.org
ESL Teacher	Richard Gutierrez	rgutierrez@hartdistrict.org
ESL Teacher	Alvaro Roque	aroque@hartdistrict.org
ESL Teacher	Jose Malave	jmalave@hartdistrict.org
ESL Teacher	David Berke	dberke@hartdistrict.org
ESL Teacher	Dr. Jessica Jacquez	jjacquez@hartdistrict.org
Workforce Preparation		
Hotel/Restaurant Operations Teacher	Scott Nevius	scnevius@hartdistrict.org
Spanish Teacher	Jacki Riedman	jriedeman@hartdisrtict.org
Excel Teacher	Tom Smalley	tsmalley@hartdistrict.org
Community Interest		
Ceramics Teacher	Lorrie Bubb	lbubb@hartdistrict.org
Career Training		
Phlebotomy Technician	AUMT	maira@aumt.org
Medical Assistant Teacher	Marie Longworth	mlongworth@hartdistrict.org
Pharmacy Assistant Teacher	Richard Reynolds	rreynolds@hartdistrict.org

Policies and Procedures

Non-Discrimination Policy

All candidates are considered for admission to Golden Oak Adult School on an individual basis with no discrimination in regard to race, color, national origin, sex, disability or age in its programs and activities.

Enrollment

You must be 18 years of age or older to enroll. Some programs have year-round enrollment and accept new students at any time. Other programs have set sessions and enrollment periods. For more information, please see our website at www.goldenoakadultschool.com or contact the Golden Oak Adult School office at 661-253-0583 to reserve your spot.

Attendance

Golden Oak Adult School considers attendance and class participation an integral part of student success. If you are ill or have a family emergency, you must contact your teacher and the school as soon as possible in order to maintain your seat in your class. Students who do not adhere to the attendance policy for their enrolled program will be dropped. For the specific requirements for your program, please see your instructor or counselor.

How to Establish a Hart District Email Account

1. Obtain your ASAP student ID from your teacher
2. Open an Internet Browser on your computer
3. Go to <http://www.google.com/accounts>
4. Enter your login information:
 - a. Username: goidnumber@my.hartdistrict.org
(go + ID number + @my.hartdistrict.org)
 - b. First time Password: fl.MMDDYY
 - i. f = first initial (lowercase)
 - ii. l = last initial (lowercase)
 - iii. Period
 - iv. MMDDYY = 6 digit birthday
 - v. John Doe born 5/21/99 = jd.052199

The computer will prompt you to accept terms. Then it will prompt you to enter your new password.

Hart District Password requirements

- A. 8 characters long
- B. Have at least 3 kinds of characters
 - Capital Letters
 - Lowercase Letters
 - Numbers
 - Symbols

Passwords CANNOT contain your name, ID #, or birthday!

Acceptable use Policy:

<https://2.files.edl.io/vSHWfsHiKUdJv9INUXm17xofWsNRYuFvUR6tUII20zd2MsV1.pdf>

Multimedia Release Policy

Upon enrollment in Golden Oak Adult School, students are presented with the William S. Hart Union High School District multimedia release form to voluntarily sign in agreement with the following statements:

I hereby grant to William S. Hart Union High School District, its successors, and those acting under its permission and on its authority the right and permission to copyright, use, publish, display, produce, duplicate, sell and distribute photographic, video, or sound recording reproductions, portraits, or pictures of me made through any media.

I hereby release, discharge and agree to hold harmless the William S. Hart Union High School District, its members, successors and those acting under its permission and on its authority from any liability to the extent permitted by law, for the preparation, processing or distribution of the production.

Conduct and Behavior

Golden Oak Adult School (GOAS) is a supportive learning community which respects the right of each individual student to have a safe, enjoyable, and successful learning experience. Violations of the Rules and Regulations could result in academic probation, request to leave the campus, failing grade, and/or removal from the program.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any official, staff member, or faculty member.
 - c. Forgery, alteration or misuses of GOAS issued documents.
2. Disruption or obstruction of teaching, administration, or other activities.
3. Inappropriate classroom attire including swimsuits, bare midriffs, bare feet, distracting or offensive t-shirts, gang colors/attire.
4. Strong odors that are distracting to others, including body odors, fragrance/perfume, and/or smoke residues.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

6. Attempted or actual theft of and/or damage to property of the GOAS or property of a member of the GOAS community or other personal or public property.
7. Failure to comply with directions of Golden Oak Staff or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication, or use of keys to premises, or unauthorized entry to or use of Golden Oak Adult School premises.
9. Violation of published policies, rules, or regulations imposed upon students who enroll in a particular course of program, attendance, participation requirements.
10. Use, possession, or distribution of illegal narcotic, alcoholic, or other controlled substances, to include public intoxication.
11. Possession of firearms, explosives, other weapons, or dangerous chemicals within any Golden Oak Adult school campus.
12. Theft or abuse of computer time, including but not limited to the following:
 - a. Unauthorized entry to a file, to use, read, transfer, or change the contents, or for any other purpose.
 - b. Unauthorized use of another individual's identification and/or password.
 - c. Use of computing facilities to interfere with the work of another student or member of the Golden Oak Community.
 - d. Use of the computing facilities to send or receive obscene or abusive messages, or to interfere with the normal operation of the GOAS computing system.
13. Smoking of any type or form including e-cigarettes/vapes in, on, or near campus buildings or in or near vehicles and parking areas is prohibited.

Grading Scale

HSE Students will receive a letter and percentage grades to indicate the level of academic achievement. The grading scale is as follows unless otherwise stated in a specific Program Syllabus:

- A 94-100%
- B 86-93%
- C 78-85%
- F below 78%

Academic Misconduct and Plagiarism

Golden Oak Adult School and the William S. Hart Union High School District considers academic honesty to be of the utmost importance and all forms of cheating or plagiarism will not be tolerated. Golden Oak Adult School will not tolerate the following behaviors:

- Academic fraud (i.e., creating false documents, altering existing documents, or forging official signatures or credentials)
- Plagiarism
- Helping another person to engage in academic misconduct
- Bringing content to an academic testing activity which allows for an unfair advantage and
- Collaborating on a project which has been assigned as individual work.
- Any other behavior that misrepresents a student's academic work or record in any way.

Per Governing Board policy AR 5131.9, Plagiarism is defined as “using others’ ideas and words without clearly acknowledging the source of that information” (Plagiarism: What It Is and How to Recognize and Avoid It). This can include:

- Taking someone else’s assignment or portion of an assignment and submitting it as one’s own
- Submitting papers or portions of papers from the internet written by someone else as one’s own
- Submitting purchased papers or portions of purchased papers as one’s own
- Submitting material written by someone else or rephrasing the ideas of another without citing the author’s name or source

The consequences of academic misconduct, including but not limited to the behaviors listed above are:

- 1) receiving zero credit for the assignment/test/project or other activity in which the Academic Misconduct was discovered
- 2) disciplinary action as defined in Conduct and Behavior.
- 3) academic probation

Refund Policy

No refunds will be issued after the first class session (including no shows). There are no refunds for class materials and/or books purchased by students.

Pathways and progress monitoring

All Golden Oak Adult School students are encouraged to develop a personal academic and career pathway and plan for both their time at GOAS and for their future educational goals. For help in developing a personal pathway and individual goals, students are encouraged to meet with their instructors or make an appointment to meet with the College and Career Advisor.

The College and Career Advisor offers personalized counseling, academic advisement and placement services to students enrolled in ASE and High School Equivalency programs. The Adult Education Counselor can also offer assistance and referral for those who want to transfer to college or take a GOAS CTE class.

Graduation and Program Completion

Golden Oak courses (except community interest) lead to local, regional, or national certification and/or diploma. See our website at www.goldenoakadulthoodschool.com / Course Offerings for details.

Students must successfully complete program assessment/testing requirements to be eligible for a completion certificate or industry certification.

Transcript Requests

Students can request their transcripts by filling out the "TRANSCRIPT REQUEST FORM" in the main office. Please allow 48 hours to process. Students must present a valid picture I.D. at the time of pick up.

There is a \$5.00 fee for each Official Transcript. Students can pay with cash or credit/debit card at the time of pick up.

Requesting Transcripts to be mailed or emailed

We will mail or email transcripts directly to another education institution upon receipt of "Authorization Release Form" signed by the student.

If a student wants us to send transcripts directly to a private address these are the procedures:

- Must go to a Notary Public and get a notarized letter stating that they authorize the Golden Oak Adult School to mail the transcripts to the address provided.
- The letter must include: Student's name, Birthday, Address, Valid copy of Driver's License or I.D. They may black out the number of their license or I.D. if they wish

Either pay online through website or send a Money Order for \$5 for each transcript requested.

Check or money Order must be made payable to: GOLDEN OAK ADULT SCHOOL
Request for Student Records

Students can request their Enrollment and Attendance Verification by filling out the "Student Document Request Form"

Please allow 48 hours to process

Must present a valid picture I.D. at the time of pick up.

Additional Resources

COMMUNITY RESOURCES

For assistance with tuition, child care, transportation, or job placement please contact Santa Clarita's America's Job Center of California (AJCC).

20730 Soledad Street
Santa Clarita, CA

(661) 298-01521.

Community Support for the Struggling Families

<https://santaclaritaguide.com/CommunitySupportFamilies.html>

2. Community links and Service Clubs

<https://www.santa-clarita.com/residents/community-links>

3. City of Santa Clarita-Youth and Family Resource Directory

<https://www.santa-clarita.com/city-hall/departments/recreation-community-services-and-open-space/community-services/outreach-and-neighborhood-services/youth-resource-directory>

4. City of Santa Clarita-Inclusion Services

<https://www.santa-clarita.com/city-hall/departments/recreation-community-services-and-open-space/recreation/inclusion-services/resources>

5. City of Santa Clarita- Community Services

<https://www.santa-clarita.com/city-hall/departments/recreation-community-services-and-open-space/community-services/outreach-and-neighborhood-services>

6. City of Santa Clarita – Programs and Services

<https://www.santa-clarita.com/city-hall/departments/recreation-community-services-and-open-space/community-services/outreach-and-neighborhood-services/programs-services>

7. City of Santa Clarita - Family Education Resources and Workshops

<https://www.santa-clarita.com/city-hall/departments/recreation-community-services-and-open-space/community-services/family-education-classes-and-workshops/family-education-resource>

Financial Assistance