

# **PORTERVILLE ADULT SCHOOL**

1414 W. Olive Avenue

Porterville, CA 93257

(559) 782-7030

[www.adultschool.portervilleschools.org](http://www.adultschool.portervilleschools.org)

**Porterville Unified School District  
Adult School Policies, Procedure  
And Expectations  
2019-2020**

**Committed to Our Community!**

### **Who May Enroll**

Enrollment is open to all adult students 18 years of age or older, regardless of educational background.

### **When and Where to Enroll**

Counseling and registration services are available at the Adult School Office, located at 1414 W. Olive Avenue, Porterville. Students may enroll for classes two weeks prior to the beginning of the fall semester. Enrollment is ongoing throughout the school year.

### **Office hours**

Monday - Thursday 7:30 a.m. to 9:00 p.m. (8-12-19 to 5-21-2020)

Friday 7:30 a.m. to 4:00 p.m. (7-1-2019 to 5-29-2020)

#### ***\*Register hours of operation:***

***Monday – Thursday 7:30 a.m. to 8:00 p.m.***

***Friday 7:30 a.m. to 3:00 p.m.***

***(Agency check, Cashier's check, Money Order, Credit or Debit card) NO CASH or PERSONAL CHECKS***

### **Refund Policy**

The school policy states, deposits/fees for classes are non-refundable. However, some deposits/fees may be refunded if notification of withdrawal from a class and a request for a refund is made in writing on the Student Refund Request form **at least five working days** prior to the start of the class. **Original receipts must be presented to receive a refund.** If the class is cancelled by the district, deposit/fees are refunded, upon request. Allow 4-6 weeks for processing. Fees are not refundable nor transferable once a class has begun, no exceptions.

**Please note: Due to continued program improvement, all aspects of material contained herein including fees are subject to revision without notice.**

**Por favor tome en cuenta lo siguiente: Debido a que mejoramos continuamente los programas, todos los aspectos que se refieren al contenido de material, incluyendo los costos de clases, están sujetos a revisión y cambios sin previo aviso.**

### **Children**

Children are not permitted in any adult classroom.

### **Niños**

No se permiten niños en las clases de adultos.

# Student Expectations and Consequences

## 1. Attendance

- a.) All Students are required to have a 90% attendance rate to be kept in their assigned class. Attendance will be checked on a weekly basis to verify that students are adhering to this requirement. Students must attend all days and hours that they are assigned to be in class.
- b.) There are no excused absences. The student is responsible for contacting the office as well as their teacher and must present a medical excuse if missing more than 2 days of class. No show or no contact will be an automatic drop after the third day.

## 2. Progress

- a.) All high school diploma students must earn at least 1 credit per week. If the student is not meeting academic progress, the student will meet with the Director and go over lack of progress. 1<sup>st</sup> referral is a warning, 2<sup>nd</sup> referral will end with student being dropped from class.
- b.) Hi-SET will take monthly pre-tests to show progress towards taking their Hi-SET exam. If the student is not meeting academic progress, the student will meet with the Director and go over lack of progress. 1<sup>st</sup> referral is a warning, 2<sup>nd</sup> referral will end with student being dropped from class.
- c.) All students will need to take CASAS post-tests every 45 hours of instruction to show academic progress. Lack of minimal progress may result in dropping student from the program. Off-site classes must CASAS pre-test within 2 weeks of attendance in order to keep their spot in the class. Test times are M - F from 8:30am-8:00pm or Friday from 8:30am-3:00 pm.

## 3.) Re-enrollment process

- a.) Any student that is dropped for lack of attendance or lack of progress/effort can re-enroll at the beginning of the next semester.

By signing below acknowledges that I have read and understand the expectations and consequences by the Porterville Adult School outlined on this form.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ADULT SCHOOL POLICIES

### & UNDERSTANDINGS

#### HARRASSMENT OR DISCRIMINATION

The Governing Board of the Porterville Unified School District (PUSD) prohibits harassment and discrimination of a student, visitor or employee in any form, including harassment based on sexual orientation, gender, race, language, religion, or physical disability. Prohibited harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, offensive advances, requests for sexual favors, offensive advances, visually displaying materials of an offensive nature or unwanted physical contact of a sexual nature. Students and staff are encouraged & expected to report incidents of harassment or discrimination to any teacher, counselor or administrator at the school site. More detailed information is available in the school office & on the District's web page.

<http://www.portervilleschools.org>

#### MAINTAINING A SAFE & SECURE ENVIRONMENT

- 1.) The use of tobacco, alcohol or non-prescribed drugs is prohibited on all school campuses by State Law & Board Policy.
- 2.) Weapons of any kind, including attire that could be used as a weapon (steel toed boots, chains, items with spikes or studs) are prohibited.
- 3.) Displaying apparel or accessories that are viewed in our community as indicators of gang membership are not to be seen, including insignias, signs, and tattoos.

#### UNIFORM COMPLAINT PROCEDURE

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including, actual or perceiving sex, sexual orientation, gender age,

Ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also 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 and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. (5 CCR 4610)

Anyone who feels that she/he is being harassed or discriminated against should immediately contact either the Director at 559-782-7030 or contact them in the office.

#### STUDENT BEHAVIOR EXPECTATIONS

- 1) Be on time & prepared every day
- 2) Respect the rights of others
- 3) Respect the authority of the teacher
- 4) Respect personal & public property
- 5) Do not disrupt the learning of others or a teacher's ability to teach
- 6) No food or drink in classrooms. (Drinks will only be allowed in containers with sealed lids or twist off caps)
- 7) Dress appropriately & in good taste for any public workplace per District dress code.
- 8) Do not use obscene or vulgar language.
- 9) This is a tobacco free campus. Smoking is only permitted off campus beyond the south fence.
- 10) Follow the laws & ordinances of the City of Porterville & the State of California.

#### CONSEQUENCES:

1. Warning, Discussion or conferences with the teacher or administrator.
2. Referral for conference & assistance to a school administrator.
3. Being dropped from part or all of your Adult School classes.
4. Referral to the Porterville Police Department.

***\*Porterville Adult School is not responsible for lost, damaged or stolen personal property.***

**VOLUNTARY AUTHORIZATION  
TO SHARE SOCIAL SECURITY NUMBER  
AUTORIZACIÓN VOLUNTARIA  
PARA COMPARTIR EL NÚMERO DE SEGURO SOCIAL**

**PURPOSE OF THIS FORM:** This form allows the school to collect your Social Security Number and share it with the California Department of Education who will share your personal information with the Employment Development Department. The Employment Development Department is the state agency responsible for maintaining personally identifiable information, and keeps all information confidential it receives from the California Department of Education for use only to track the labor market outcomes of adult education program participants in compliance with all applicable state and federal laws and mandates. **/PROPÓSITO DE ESTE FORMULARIO:** Este formulario le permite a la escuela recopilar su Número de Seguro Social y compartirlo con el Departamento de Educación de California, que a su vez compartirá su información personal con el Departamento de Desarrollo del Empleo. El Departamento de Desarrollo del Empleo es la agencia estatal responsable de almacenar información de identificación personal. Mantiene toda la información que recibe del Departamento de Educación de California de manera confidencial y la utiliza únicamente para hacer un seguimiento de los resultados de los participantes del programa de educación para adultos en el mercado de trabajo, de conformidad con todas las leyes y mandatos estatales y federales vigentes.

**PLEASE READ THE FOLLOWING CAREFULLY/LEER LO SIGUIENTE DETENIDAMENTE**

**I understand that I do NOT need to provide a Social Security Number to take classes at this school./Entiendo que NO tengo obligación de proporcionar mi Número de Seguro Social para asistir a clases en esta escuela.**

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**Student Name (print)/Nombre del estudiante (en imprenta):** \_\_\_\_\_

**YES.** I voluntarily provide my Social Security Number. **/Sí.** Proporciono mi Número de Seguro Social de manera voluntaria.

**NO.** I choose not to provide a Social Security Number. **/NO.** Elijo no proporcionar mi Número de Seguro Social.

\_\_\_\_\_  
**(Student Signature)/(Firma del estudiante)**

\_\_\_\_\_  
**(Date)/(Fecha)**

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**NOTE TO SCHOOL OFFICE STAFF:**

Cut and shred SSN after it has been entered in TOPSpro Enterprise®

My Social Security Number is/Mi Número de Seguro Social es: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

English/Spanish