



SAN PASQUAL VALLEY ADULT EDUCATION

***San Pasqual Valley  
Unified School District  
Adult Student Handbook  
2020-2021***

## **WELCOME**

Welcome to the San Pasqual Valley Adult Education Program! This handbook has been prepared by your adult education program administration to assist you in becoming familiar with school, the activities, and the requirements. It is hoped that it will help you feel at home when on campus.

## **ADULT EDUCATION PHILOSOPHY**

The world has entered an era so complex, so rapidly changing, so bewildering, that daily living itself has become a major challenge. Such an era offers people two choices; either seek the knowledge to fit into such a world or live in increasing confusion and frustration. Adult education offers a practical and objective program which is based upon the needs of adults under a free enterprise system.

## **ADULT EDUCATION GOALS**

The San Pasqual Valley Adult Education Program seeks to achieve the following goals in a nurturing and productive environment:

1. To provide educational experiences for adults in need of basic academic skills at the secondary level.
2. To help individuals understand the development and functioning of our governmental institutions, including the rights and responsibilities of citizenship.
3. To enable non- English speaking and limited- English speaking persons to learn English language skills through listening, speaking, reading, and writing to help them adapt to life in California.
4. To provide handicapped and disadvantaged adults the opportunity to maximize their potential in social, educational, and occupational areas.
5. To play a dynamic role in providing community service classes that encourage adults to explore their interests.
6. To provide counseling and guidance services for adults so they may plan and select those educational experiences that will effectively help them to achieve their goals.

7. To provide the opportunity for high – risk youth to make up deficiencies, gain job training, and complete high school graduation requirements.
8. Provide the opportunity for adults to complete courses needed to fulfill the requirements for a California Adult Education Diploma.

## STAFF

**Principal**..... Ms. R. Fox  
**Instructor**..... Mrs. J. Rodriguez  
**Secretary**..... Ms. A. DeCorse

## OFFICE HOURS & CONTACT INFORMATION

The Adult School office is open Monday- Thursday from 1:05 pm- 3:00 pm. For information during office hours, you may call (760) 572-0222 ext.2305 Our fax number is 760-572-2110.

**Appointments available upon request.**

## TEXTBOOKS AND SUPPLIES

Textbooks and required supplies for classes are provided by the school. There is a \$30.00 cash or money order book deposit for the adult education program. Upon completion of the program, or being dropped from the program, the textbooks are to be returned to the school. If the books are lost or not returned, the student is to be charged no more than the price of the book. A current price list is available in the classroom.

## ATTENDANCE

Each student is asked to keep all scheduled time with the instructor. Adult independent study hours are recorded on the basis of the ratio of the number of days the contract runs times the number of credits completed divided by the number of credits assigned during the contract period. No more than 15 hours of attendance may be accrued per student per week.

# SCHOOL CALENDAR

All adult education personnel and students will observe the same holidays as approved by the governing board of the San Pasqual Valley Unified School District:

## San Pasqual Valley Unified School District 2020-2021 District Calendar

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	Th	F	S
						1
						2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	Th	F	S
					1	2
					3	4
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- July**  
3- Independence Day (Observed)
- August**  
7- Staff Development  
10- Staff Development  
11- Orientation Day (All Staff)  
12- First Student Day of School
- September**  
7- Labor Day
- October**  
9- Native American Day (STC)
- November**  
11- Veteran's Day  
23-27- Fall break
- December**  
21- Jan 8- Christmas Break  
24- Christmas Eve  
25- Christmas Day  
31- New Years Eve

- January**  
1- New Year's Day  
11- Staff Development  
12- School in Session  
18- ML King Day
- February**  
8- Lincoln's B-day (observed)  
15- Presidents Day
- March**  
29-31 Spring Break
- April**  
1-2 - Spring Break  
2- Good Friday
- May**  
31- Memorial Day
- June**  
3- Promotion  
4- Graduation  
7-25- Summer School

Student Days 180  
Teacher Days 184

- First/End of School
- No School Students
- Staff Development
- Holidays
- Summer School

January 2021						
S	M	T	W	Th	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	Th	F	S
						1
						2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	Th	F	S
						1
						2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	Th	F	S
						1
						2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	Th	F	S
						1
						2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Board Approved: 11.13.18  
Revised: 2.2020

\* Middle School Promotion  
\*\* High School Graduation

## RULES OF CONDUCT

We ask that our students conduct themselves as the adults they are considered to be. It is necessary, however, to call attention to the following:

**TOBACCO:** All tobaccos use is prohibited on school grounds, including the parking lot.

**DRIVE CAREFULLY:** The school district cannot assume any responsibilities for theft or damage to your car, but any such misfortune should be reported to our office and we will help in contacting the proper authorities. You should always remove your car keys and lock your car, please be careful to turn off your lights.

**TARDINESS MUST BE AVOIDED:** We have found that adults as a rule recognize their responsibility for promptness. You are reminded that arriving late to a class takes away valuable educational time, not only from yourself, but from each member of the class.

**KEEP ALL APPOINTMENTS:** We expect that you will keep all appointments scheduled with the Adult Education Teacher. If you are unable to make an appointment, it is your responsibility to call and reschedule your appointment.

## SAN PASQUAL VALLEY ADULT EDUCATION REGISTRATION REQUIREMENTS

1. Anyone 18+ years of age and not attending public school full- time, may attend the San Pasqual Valley Adult Education Program.
2. Must provide a Winterhaven or Bard address with proof of residency.
3. Pay a one-time \$30.00 book deposit.
4. Must take the CASAS Tops Pro Pre-Test in English and Mathematics.
5. Credit toward an adult education diploma granted by San Pasqual Valley Adult Education Program may be earned from:

- a. Official transcript showing courses completed in other accredited secondary schools or adult schools.

## REQUIRED FORMS

Each student must fill out the following forms:

- Adult Education Program Registration Form
- Master Agreement per Semester
- Monthly Work Contract
- Annual Procedures Form
- Book Deposit Form
- Transcript Request Form

## REGISTRATION FEE

Students who are attending classes to earn a diploma are not required to pay a registration fee. A fee to replace lost or damaged materials can be charged, not to exceed the cost of the materials. A current pricelist is maintained in the office.

## COURSE COMPLETION

Students are expected to complete a minimum of five (5) credits every 30 days. If this minimum is not met, it is possible that the student will be dropped from the program. Students are expected to meet with the instructor at least once a month to discuss progress towards course completion and to answer any questions. If monthly meetings are not kept; it is possible that the student will be dropped from the program.

***A minimum of five courses must be completed with San Pasqual Valley Adult Education Program in order to receive a San Pasqual Valley Adult Education Diploma. Any student who needs less than 5 courses must complete the courses needed, a resume building, and job search class with IVC AEG staff.***

# SAN PASQUAL VALLEY ADULT EDUCATION DIPLOMA COURSE REQUIREMENTS

<u><b>SUBJECT</b></u>	<u><b>CREDITS</b></u>
<u>English</u>	20
ELD may be used for 10 credits	
<u>Social Sciences</u>	30
World History.....10 credits	
U.S. History .....10 credits	
Civics .....5 credits	
Economics.....5 credits	
<u>Math</u>	20
Algebra I.....10 credits	
Other Math Courses.....10 credits	
<u>Science</u>	20
Life Science.....10 credits	
Physical Science.....10 credits	
<u>Fine Arts</u>	10
Fine Arts.....10 credits	
<u>Physical Education</u>	20
Unless waived under EC 51241	
<u>Computer Education</u>	5
<u><b>*TOTAL CREDITS REQUIRED</b></u>	<u><b>135</b></u>

\* The contract method will be used to pursue Adult Education requirements for graduation.

## OFFICE PROCEDURES

1. The student will first need his transcript sent to the Adult Education office.
2. The instructor will evaluate the transcript and fill out a form listing courses needed for graduation.
3. The instructor will file with the Adult Education office one copy of this form for future counseling and will give a copy to the student to use as guideline in course work. The instructor will issue contracts to the student in accordance with listed requirements. One contract at the time will be the maximum allowed for the student unless special conditions exist, and approval is received from the instructor.
4. The student will be responsible for doing his work in class and at home. In adult education, students must complete the assigned course work in order to collect the average daily attendance from the state.
5. Textbooks will be checked out from the adult education instructor or ordered depending upon the demand of the students and supply of the school.
6. Students are responsible for pursuing scholastic achievement and using the teacher as resource person when necessary.
7. The adult education office will be responsible for the security of the student's transcripts for the length of time required by law.
8. Academic courses are held at the San Pasqual Adult Education Program site located at 676 Baseline Road, building # 307, Winterhaven, CA 92283.



