



ADULT EDUCATION COURSES

2023



Strive Persist Succeed

Find new opportunities for success — see inside!

FOLSOM CORDOVA ADULT SCHOOL (FCAS)

Community Education Center 10850 Gadsten Way Rancho Cordova, CA 95670

Main Office: (916) 294-9106

fcusd.org/adulted



Folsom Cordova Unified School District Board Members:

David Reid Chris Clark Jennifer Laret Tim Hooey Kara Lofthouse

Superintendent	.Dr. Sarah Koligian
Associate Superintendent	
of Secondary	Dr. Jim Huber
Principal	Rhonda Balmain
Transition Specialist	Alicia Alejo
Executive Director, FCCP Job Center	Doris Cortez
CTE Scholarship Contact	Doris Cortez

Administrative Office Hours

Monday 8:30 am - 4 pm Tuesday 8:30 am - 6:30 pm Wednesday 8:30 am - 4 pm Thursday 8:30 am - 4 pm Friday 8:30 am - Noon

Mission Statement:

The Folsom Cordova Adult School prepares and empoweres adult learners by providing quality academic programs, transition services and career pathways necessary for higher learning, employment and civic responsibility.

Student Learner Outcomes:

- Students will gain academic, technical, vocational and critical thinking skills
- Students will have opportunities for transitioning to higher academic learning, vocational training and employment.
- Students will acquire an understanding of civic involvement.

Folsom Cordova Adult School is accredited by the Western Association of Schools and Colleges (WASC).





PRINCIPAL'S MESSAGE

Your path to the future can start here!

Welcome to the Folsom Cordova Adult School. We are excited to enter over 70 years of offering high quality education to adults throughout Rancho Cordova and surrounding communities. Whatever your goal, entering the workforce, academics, or language acquisition, we have the training and courses right here. Explore our website and catalog to see what opportunities are available.

Our high school diploma and high school equivalency programs continue to enroll individuals throughout the school year. We believe that it is NEVER too late to learn. It all begins with orientation and assessment where we answer all of your questions and then place you into classes. Please call our office, register online or just stop by to enroll.

We continue to offer English as a Second language (ESL) classes at all levels. We have classes in person and online. Qualifying students may also enroll in United States Citizenship.

Areyou looking to gain new job skills? We offer short-term certification programs in Phlebotomy, MS Office Specialist, Certification Para Educator, or QuickBooks. We also have free Computer Basics classes to build your skills. Give us a call or checkout our website.

Parent Preschool Co-op classes are located at FCUSD elementary sites. Enroll early!

Give us a call today at 916-294-9106 or visit our website at fcusd.org/adulted. We are here for you.

Respectfully,

Rhonda Balmain, Principal



Member of the Capital Adult Education Regional Consortium (CAERC) which is comprised of education members and partners located in the Los Rios Community College District geographical boundary. The consortium is charged with the challenge to rethink, redesign and improve an adult education system and provide cohesive services to adult students seeking education and careers. Visti the website at capitaladulted.org.

REGISTRATION



REGISTRATION

Register online at fcusd.org/adulted or in person at the Folsom Cordova Adult School Office located at 10850 Gadsten Way in Rancho Cordova.



Step 2

ASSESSMENT AND PLACEMENT

Find out about programs and services offered at FCAS and take a placement test before being placed into class.



STUDENT ADVISING

Develop an educational or career pathway. Our advisor is available to meet with you to discuss goal setting, transitioning to college or work, and other available community resources.

High School Diploma students must provide a copy of an official transcript in a sealed, unopened envelope in order to complete the registration process.



ACADEMIC AND CAREER ADVISING Our Transition Specialist is available to students in any of our programs. Drop-ins welcome! In-person and virtual appointments available.

Student support services include Job Fair Events, organized visits to Folsom Community College and an on site Job Center. Services also include job search assistance, resume writing workshops and job application help.

- Establish academic or works goals
- Create a career pathway
- Get referrals for community resources

For more info contact aalejo@fcusd.org

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Fees

- All classes are free except the Parent Preschool Co-op Program and some Career Technical Education (CTE) Courses.
- There is an \$80 refundable materials deposit for high school diploma independent study.
- There is a \$20 charge for returned checks.

FCAS is an equal opportunity program. Auxiliary aides and services are available upon request to individuals with disabilities. Call 711 for relay services.

FCAS reserves the right to discontinue, shorten, postpone, and combine classes and/or change instructors and dates without prior notice.

English as a Second Language

English as a Second Language (ESL)

Improve reading, writing, listening and speaking. ESL is for students who do not speak English as their first language and want to learn English to get a job, get a better job, go to college or vocational school, or become a United States Citizen.

Vocational English as a Second Language (VESL)

Prerequisite: Intermediate to Advanced ESL Levels. Students in this class are on the pathway to career technical education and/or to improve English for work.



United States Citizenship

Tuesdays • 5:30-8:30 pm In-Person

- Prepare for the USCIS Oral Interview
- Study US History and Government
- Improve your English reading, writing, listening, and speaking

English as a Second Language (ESL) Class Schedule In-person and online classes available			
ESL Beginning Low	9-11:30 am	Monday-Thursday	In-Person
ESL Beginning Low	6-8:30 pm	Monday-Thursday	In-Person
ESL Beginning High	9-11:30 am	Monday-Thursday	In-Person
ESL Beginning High	6-8:30 pm	Monday, Wednesday, Thursday	In-Person
ESL Beginning High	4-6 pm	Monday, Wednesday, Thursday	Online
ESL Intermediate Low	9-11:30 am	Monday-Thursday	In-Person
ESL Intermediate Low	6-8:30 pm	Monday, Wednesday, Thursday	In-Person
ESL Intermediate Low	4-6 pm	Monday-Thursday	Online
ESL Intermediate High	9-11:30 am	Monday-Thursday	In-Person
ESL Intermediate High	6-8:30 pm	Monday, Wednesday, Thursday	In-Person
ESL Intermediate High	Noon- 2 pm	Monday-Thursday	Online
ESL Advanced	9-11:30 am	Monday-Thursday	In-Person
ESL Advanced	6-8:30 pm	Monday, Wednesday, Thursday	In-Person
ESL Advanced	Noon- 2 pm	Monday-Thursday	Online
Vocational ESL for Work (VESL)	9-11:30 am	Fridays	Online
ESL for Paraeducators	12:30-2:30 pm	Fridays	Online
United States Citizenship	5:30-8:30 pm	Tuesdays	In-Person

English Language Learner — **Refugee Support Services**

Student Pathway to Success

CASAS Placement Test

Level 1

ESL - Beginning Low

CASAS Score 190 and below

Level 2

ESL - Beginning High

CASAS Score 191-200

Level 3

ESL - Intermediate Low

CASAS Score 201-210

Level 4

ESL - Intermediate High

CASAS Score 211-220

Level 5

ESL - Advanced

CASAS Score 221-235

Citizenship Prep

ESL ADV VESL and Career Prep

Adult Basic Education for Reading/Writing/Math (Pre HiSet)

High School Equivalency High School Diploma

Job or Career Training or College

Career





Workforce Navigator Program Through our program, refugees receive training and skills to get a great job in the workforce!

Are you a refugee in need of English language classes, skills training, and a job? (SIV Special Immigrant Visa, Asylee, Victim of Human Trafficking)

- One-on-one assistance to help you plan and strive for your goals
- English language instruction
- Transportation assistance for attending English language classes, traveling to job interviews or conducting job search activities
- **Employment services**, including resume writing, job placement and job retention assistance
- **Supportive services** to help you succeed (employment supports, and housing, and technology assistance)

To get started, call today to find out if you qualify for our program services.

Contact for enrollment:

Adriana Russell Special Projects Coordinator: Job Developer (916) 294-9106 ext. 840117 Email: arussell@fcusd.org

> Folsom Cordova Adult School 10850 Gadsten Way, Rancho Cordova, CA 95670





Academics

High School Diploma — Independent Study

during the appointment.

By appointment: M-F • 9 am-3 pm
By appointment: Tuesdays • 4:30-8:30 pm
Independent Study is intended for students who
are self-motivated, independent learners.
Prerequisite: CASAS reading score > 239.
Students meet with their teacher each week
at a scheduled appointment time. All of the
coursework is completed at home except
unit tests and other assignments completed

Students use APEX Online Learning, however textbooks are available with a refundable \$80 book fee for Independent Study students.

High School Diploma — Seat Time M-Th • 9-11:30 a.m. or T/Th • 6-8:30 pm

This Program is for students earning credits toward a high school diploma. Coursework is completed at school and at home. Folsom Cordova Adult School follows the core requirements of the Folsom Cordova Unified School District. Students must provide a copy of an official transcript in a sealed, unopened envelope to complete the registration process. An English and mathematics placement test and orientation appointment will then be scheduled.

Classes are open to all persons 18 years of age and older.



High School Equivalency (HiSET®) Preparation

T/W/Th • 9-11:30 am M/T/W • 6-8:30 pm

The High School Equivalency preparation program is for students who want to earn a high school equivalency certificate. The class will help students prepare for the 5 HiSET® exams. In addition to studying the academic subjects, students take practice tests to assess readiness for the official exams and learn valuable test-taking strategies.



High School Program Schedule		
High School Diploma Seat Time	Monday-Thursday 9-11:30 am	
High School Diploma Seat Time	Tuesday/Thursday 5:30-8:30 pm	
High School Diploma Independent Study	Monday-Friday 9 am-5 pm by appointment	
High School Diploma Independent Study	Tuesdays 5:30-8:30 pm by appointment	
High School Equivalency	Tuesday/Wednesday/Thursday 9-11:30 am	
High School Equivalency	Monday/Tuesday/Wednesday 6-8:30 pm (Mondays are online)	
Adult Basic Education	Tuesday/Wednesday/Thursday 9-11:30 am	
Adult Basic Education	Monday/Wednesday/Thursday 6-8:30 pm	

TESTING SERVICES

High School Equivalency Testing (HiSET®)

FCAS is an approved HiSET® testing center. HiSET® is a High School Equivalency Credential also known as GED® or TASC®. Visit hiset.org for more information about testing. Students may check test scores online. Exams offered in English or Spanish.

To schedule a HiSet test please go to the HiSet website: hiset.ets.org



Placement Testing — Comprehensive Adult Student Assessment System (CASAS)

CASAS is an adult school assessment that indicates a student's skill level in English and mathematics. We administer assessments at orientation. The test scores identify which classes are the best option as well as which services we can provide to ensure students are placed into the appropriate educational program.

Typing Certification
1st, 2nd, & 3rd Fridays • 11:45 am
Located at the Job Center in the E-Building

High School Graduation Requirements at Folsom Cordova Adult School (FCAS)

Two hundred (200) semester credits are required to receive a high school diploma through Adult Education. Students must meet all state and local requirements for graduation. However, physical education is not required for an adult education high school diploma and cannot be counted toward the total requirements. FCAS is accredited by the Western Association of Schools and Colleges (WASC) and high school diplomas are awarded by the Folsom Cordova High School District.

A student must earn a minimum of 5 credits in residence at FCAS.



Ask the Advisor!

Transition Specialist and Academic Advisor

Establish your goals

Get assistance with applying for college

Job readiness and career exploration

Find career training programs

Assistance with community resources

Academic advising

And more...



Call (916) 294-9106 or email aalejo@fcusd.org

Workplace Skills

Industry recognized certificate programs

Attend ESL classes in the morning and Career Training in the afternoon or evening!

Instructional Assistant (Paraeducator) Program

Local School Districts need well trained Para-Educators! Assist Teachers and/or work with Special Education Students Work your way up through Early Childhood Education Te



Childhood Education Teaching.



Phlebotomy Program

Would you like to work in the medical field?
Become a Certified
Medical Phlebotomist!
Train to draw blood from patients for clinical or medical testing.



Pathways to Success

The Integrated Education and Training (IET) Career Pathway Programs are for ESL students. Classes combine career-specific language and study skills with employability skills and workforce training.

Earn a good salary • Take classes close to home



Instructional Assistant (Paraeducator) Training Program

Tuesday-Thursday • 12:30 - 2:30 pm • Online *Prerequisite: CASAS Reading Score* >220 *Class is FREE!*

Students may take this course alone or in combination with the VESL support class. Our education team need well-trained Paraeducators working in our schools. To help meet this growing demand, we offer a 60-hour training course. Topics covered include: roles and responsibilities of IA's, mandated reporter, Positive Behavior Intervention Strategies (PBIS), special education, English language learners, workplace skills, how to apply for jobs, and much more.

Vocational ESL, ESL for Careers

Fridays • 9 - 11:30 am • Online

Prerequisite: CASAS Reading Score >220

This source is a part to all advanced FSL

This course is open to all advanced ESL students. Prepare for the language and study skills needed to function effectively in work. The class focuses on vocabulary development, technical skills, and job soft skills. This VESL IA Support class and the IA Training course may be taken simultaneously.

ESL for Paraeducators Fridays • 12:30-2:30 • Online



Workplace Skills

Computer Basics Program — Level 1

10 weeks - 40 hours M/W • 4 - 6 pm • FREE



Build a foundation of practical work skills for a new office administration career. The Computer Basics Program includes all four step-by-step classes listed below. No technical skills required.

Introduction to Keyboarding

4 weeks – 16 hours FREE M/W • 4 - 6 pm

No prerequisites Required This class is perfect for anyone new to keyboarding or who needs to improve their keyboarding skills/speed to obtain a typing certificate. Students will learn correct ergonomics to combat fatigue and develop correct keyboarding techniques.

Introduction to Computers

2 weeks – 8 hours FREE

M/W • 4 - 6 pm

No Prerequisites Required

This class is perfect for those who don't even know how to turn on a computer. Students will learn how to operate a computer using the features of the popular Window 10 Operating System. Students will build a foundation of computer skills by being introduced to the Start Menu, Desktop features, create and organize files and folders in multiple locations, move, copy, and delete files as well as effectively use an internet browser, become search savvy AND introduced to email messaging.

Introduction to MS Word

2 weeks – 8 hours FREE

M/W • 4 - 6 pm

Prerequisite: Be familiar with a PC and the Windows Operating System.

Students will learn how to navigate the MSWord 2016 ribbon, tab, and menu commands. This includes learning how to create, edit, store, print documents.

Students will learn how to use different fonts, copy/paste/move/delete text, and format paragraphs, create bullet lists, format page layouts including margin settings, orientation, and inserting web links.

Introduction to MS Excel

2 weeks - 8 hours FREE

M/W • 4 - 6 pm

Prerequisite: Be familiar with a PC and the Windows Operating System.

Students willlearn howto navigate the MS Excel 2016ribbon, tab, and menu commands. This includes learning how to create, input data, select and format cells, edit, store, print worksheets. Students will learn how to use and create basic formulas, formatting worksheetsincluding insert/deletecolumns or rowsor even cells, and creatively use the spreadsheet formatting commands.

Advanced ESL and Computer Technologies — Level 2 MS Office Computer Technologies for Advanced ESL M-TH • 9-11:30 am



- ESL Career Vocabulary
- Write Professional Emails for Work
- · Learn Professional Business Letters for Work
- Career Soft Skills (Working in the USA)
- Interview Skills
- Visit the Job Center
- Identify use of common MSOffice Applications

Career & Technical Education

Office Technologies — Level 3 MS Office Specialist Certification Program

9 weeks - 135 hours Mon/Tue/Wed/Thu/Fri Fee - \$700



Scholarships may be available through our partnership with the FCCP Job Center. For more information, please contact Doris Cortez at (916) 294-9107 Ext. 840503 or

For more information, please contact Doris Cortez at (916) 294-9107 Ext. 840503 or email at dcortez@thefccp.org. Payment Plans are also available through the adult school.

This Program includes all MS Office Comprehensive courses and the Office Computer Technologies course listed below in order to be certified as an MS Office Specialist. Students must speak, write, understand English and type at least 20 words per minute.

MS Office Word Comprehensive 3 weeks - 45 hours Fee - \$230 M/T/W/Th/F • 12:30 - 3:30 pm

Upon completion, students will have progressed from beginner to intermediate level skills qualifying for MS Word Specialist Certification. This is a hands-on guided and independent practice course in which you will learn the most effective and practical use of the most commonly used word processing software in all business offices. Instruction includes how to confidently navigate the Windows Operating System.

MS Office Excel Comprehensive

3 weeks – 45 hours Fee - \$230 M/T/W/Th/F • 12:30 - 3:30 pm

Upon completion, students will have progressed from beginner to intermediate level skills qualifying for the MS Excel Specialist Certification. This is a hands-on guided and independent practice course in which you will learn the most effective and practical use of the most commonly used spreadsheet software in all business offices. Instruction includes calculating accounting type data and using MS Excel as a database

Office Computer Technologies 1 week - 15 hours Fee - \$100

M/T/W/Th/F • 12:30 - 3:30 pm
By completing this course and the 3 other MS
Office Comprehensive courses, students qualify
for the full MSOffice Specialist Certification.
This course is designed for the student
who wants to present themselves as an
administrative office professional. Topics
include computer functionality, safe
and efficient online practices, Google
Drive, network security/privacy, typical
office hardware components, software
applications, writing professional emails, and
using MS Outlook to its full potential.

PowerPoint Comprehensive

2 weeks – 30 hours Fee - \$190 M/T/W/Th/F • 12:30 - 3:30 pm

Upon completion, students will have progressed from beginner to intermediate level skills qualifying for MS PowerPoint Specialist Certification. This is a hands-on guided and independent practice course in which you will learn how to create professional visual presentations for any work environment. Use graphics and animations to enhance any oral communication. Instruction includes how to integrate audio, creating self-running timing slide shows, and developing interactive slide shows.

OuickBooks

3 weeks - 42 hours Fee - \$300 M/T/W/Th/F • 12:30 - 3:30 pm Payment Plans are also available through the adult school.



This hands-on practical, comprehensive 45 hour course results in obtaining the industry recognized Certified QuickBooks User Certificate. Students will learn how to create and upkeep an automated bookkeeping system including establishing financial accounts, customer accounts, vendor accounts, inventory tracking, and employee rosters as well as posting cash/on account sales, cash/on account purchases, customer billing, vendor payments, creating financial reports, and end of year processes.

Grow your skills! Become a certified specialist.

Office Administration Salary* Yearly earnings in Sacramento area: \$33,565 to \$50,224

Quickbooks Bookkeeper Salary* Yearly earnings in Sacramento area: \$36,033 to \$57,968 *salary.com



Healthcare Training Programs

Interest-free payment plans are available. Everyone qualifies.

Medical Assistant

Phlebotomy Technician

EKG Technician

Billing & Coding Specialist

Attend An Info Session













Career & Technical Education

Phlebotomy

14 weeks - plus 40-80 hours externship Saturdays • 8 am-3:30 pm Tuition - \$2.800

Scholarships may be available through our partnership with the FCCP Job Center. Payment Plans are also available through the adult school.

Upon completion, students participate in a 40 hour externship for on-the-job training as a Phlebotomist.

Phlebotomist can work in hospitals, labs, medical offices or prisons just to name a few places. This exciting, growing profession can lead the way to a successful career in the medical field. The Phlebotomist Program is for students who are interested in learning the necessary basic skills to become a phlebotomist, as well as for current phlebotomists who need to upgrade skills to maintain employment in a hospital or clinical laboratory setting. Course content includes being introduced to phlebotomy, blood function and composition, equipment for specimen collection and processing, performing venipuncture and special phlebotomy procedures, quality assurance/ risk management and customer service skills.





For more information, please contact Rhonda Balmain at rbalmain@fcusd.org or (916) 294-9106 Ext. 840151 or Kim Bohannon at kbohannon@medtrainingsol.com

Class may be canceled if enrollment does not reach minimum of 20 students

Phlebotomist Salary*

Yearly earnings in Sacramento area: \$30,492 to \$46,033 *salary.com

Strive

Persist

Succeed

"Today is your opportunity to build the tomorrow you want."



Six-Week Electrical Training Program

- Learn the basics of electricity and electrical work
- Earn \$1,000 upon completion of the course
- Learn about residential wiring-including how to install in-home electric vehicle chargers
- Improve your chances of getting employed in the electrical industry including apprenticeships

Classes are held Monday-Friday 11:30 am-5:00 pm and rotate between Folsom Cordova Adult School in Rancho Cordova and NCCT in Mather

6-WEEK CLASSES AVAILABLE IN 2023-2024:

3/20/23 - 4/28/23

6/26/23 - 8/4/23

10/2/23 - 11/10/23

15/8/23 - 6/16/23 5/8/23 - 6/16/23 8/14/23 - 9/22/23 11/13/23 - 12/22/23







About Us

Northern California Construction Training (NCCT) is a state approved pre-apprenticeship program dedicated to serving the community since 1994.

Contact Us: 916-387-1548 or www.ncct.ws

10411 Old Placerville Road, Suite 205, Sacramento, CA 95827

Parent Participation Preschool Co-op Programs

Participate in your child's education and social development. We offer co-op preschool on FCUSD elementary school campuses.

Parents will work in groups to plan, create, and prepare activities and instructional materials. Parenting concerns and joys are shared. As you gain experience observing children and their range of development, you will learn how to prepare age-appropriate activities. Anything we do in class is not for an evaluation of skill but for experience and sense of discovery. Each effort is warmly greeted with enthusiasm. Our motto is not to push kids into activities their bodies are not ready to accept. Rather we, as parent teachers, try to enhance your child's natural development and sense of discovery. We discuss topics such as discipline, realistic



expectations, age characteristics, special education, learning styles and kindergarten readiness.

Preschool Program

- Acceptance into the program is determined by order of registration date and child's age
- Child must be 3 years old by Sept. 1
- \$75 non-refundable Registration Fee
- Annual tuition is \$2250 paid in monthly installments of \$250



Questions? Email Imartin@fcusd.org or call (916) 294-9106

Parent Co-op Preschool Program Locations and Class Schedules		
	Preschool	
Location	Days	Time
Folsom Hills Elementary	M-Th	9:15-11:45 a.m.
Russell Ranch Elementary	M-Th	9:15-11:45 a.m.



Folsom Cordova Unified School District — PUBLIC NOTICE Americans with Disabilities Act (ADA)

The Folsom Cordova Unified School District is committed to achieving full compliance with the Americans with Disabilities Act.

Folsom Cordova Unified School District DOFS NOT:

- Deny the benefits of District programs, services and activities to qualified individuals with a disability on the basis of a disability.
- Discriminate on the basis of disability in access to or provision of programs, services, activities of the District, or application for employment or employment to qualified individuals with disabilities.
- Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

The Folsom Cordova Unified School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities.

The Folsom Cordova Unified School District welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, contact the district ADA Coordinator at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).]

The U.S. Department of Education has recognized the importance of extracurricular activities, particularly club, intramural and interscholastic athletics in the daily lives of all students including qualified students with disabilities. The Folsom Cordova Unified School District wishes to be responsive and compliant with this law and to that end has and will implement appropriate procedures to assess a student with disabilities qualifications to participate in extracurricular activities, work with the appropriate organizations, leagues and clubs to ensure compliance, and work to provide reasonable accommodation whenever practicable and consistent with the stated purpose of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act.

In accordance with Section 35.106 of the Americans with Disabilities Act, all participants, applicants, organizations and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Jim Bonovich, ADA Coordinator Maintenance Department Folsom Cordova USD

11458 Elks Circle Rancho Cordova, CA 95670

Phone: (916) 631-0501

Fax: (916) 631-0703 jbonovic@fcusd.org

Sean Martin, ADA Coordinator
Administration Office Folsom Cordova USD

1965 Birkmont Drive Rancho Cordova, CA 95742

Phone: (916) 294-9004

Fax: (916) 294-9020 semartin@fcusd.org

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financia! assistance to discriminate on the following basis: against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medica! conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or, making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financia! assistance must take reasonable steps to ensure that communications with individuals are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a Workforce Innovation and Opportunity Act (WIOA) Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

Allison Noren, SETA, 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815

or

Director, Civil Rights Center (CRC), U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210,

or electronically as directed on the CRC website at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

NONDISCRIMINATION AND SEXUAL HARASSMENT Folsom Cordova Unified School District 1965 Birkmont Dr. &o Rancho Cordova, CA • (916) 294-9000

Nondiscrimination

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or geri, etic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlaw:fully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

Any Student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal/site administrator, or District Compliance Officer. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the District Compliance Officer.

Sexual Harassment

The District has adopted strict policies containing rules and procedures for reporting sexual harassment and pursuing remedies. As such, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of our sexual harassment policy.

(BP 4119.11)

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee • who engages in, pennits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal.

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal/site administrator, or District Compliance Officer. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the District Compliance Officer.

To File a Complaint

- Filing a Formal Complaint: Obtain a copy of the complaint form from the office of the District Compliance Officer.
- **2. Mediation:** Mediation is optional. It involves a third party to help in resolving the dispute.
- 3. Investigation: The District will investigate the complaint and render a decision within the timelines designated in the Uniform Complaint Procedures Policy (BP 1312.3)
- 4. Appeals: If the person inaking the complaint disagrees with the District's decision, he/she has five (5) working days to appeal the decision in writing by forwarding the complaint to the Board of Education. If the complainant is not satisfied with the Board's decision, he/she may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision.
- The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.

The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a manner that respects the privacy of all parties concerned.

If you have a complaint, contact a teacher, principal/site administrator, or:

Assistant Superintendent, Human Resources
Compliance Officer
Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742

2015 10 12



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT 1965 Birkmont Drive, Rancho Cordova, CA 95742

UNIFORM COMPLAINT PROCEDURE

The Folsom Cordova Unified School District Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community, appropriate private school officials or representatives, and other related parties may have questions, seek information, desire to make requests, and express complaints regarding District policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve a conflict. The complainant is the person affected or who represents the person affected. The Folsom Cordova Unified School District is primarily responsible for compliance with federal and state laws and regulations.

A parent complaint about a student should first be discussed with the teacher, and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint through the Uniform Complaint Procedure, with the District Compliance Officer, Assistant Superintendent, Human Resources, at the Education Services Center, 1965 Birkmont Orive, Rancho Cordova, CA 95742. 916-294-9000 ext 104410.

An unlawful discrimination complaint must be written and filed within six (6) months of the occurrence or when first acknowledged. District staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the Folsom Cordova Unified School District Board of Education.

The time period for the District staff and/or Board response may not exceed sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to extend the time line. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within fifteen (15) days of the issuance of the District Report. The appeal to the California Department of Education must include a copy of the locally filed complaint and a copy of the LEA decision. If the California Department of Education is unable to resolve the complaint, complainants may seek local civil law remedies.

Uniform Complaint Procedures have been established (BP and AR 1312.3) and may be obtained on-line or at the Education Services Center.

Programs and services covered by Uniform Complaint Procedures include Adult Education, general and basic education, preschool, state, and federal programs, Special Education, ROP, nondiscrimination, gender equity requirements, and civil rights guarantees.

This notice is provided annually to parents and students, school and District Advisory Committee members, all District employees, and other interested parties. This notice is provided in English and is also available in Spanish and Russian on our District website, www.fcusd.org

Revised 10/24/2013

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

Unlawful Harassment of Students

The Folsom Cordova Unified School District is committed to providing an educational environment free of unlawful or offensive harassment. The District maintains a strict policy prohibiting harassment of students because of race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression, or association with any of the aforementioned protected groups statuses. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any student or any employee of the District, including administrators, supervisors, certificated employees, classified employees, and students. Violation of this policy by an employee may result in discipline, up to and including discharge, depending on the seriousness of the violation. Violation of this policy by another student may result in discipline, up to and including suspension or expulsion, depending on the nature and seriousness of the violation.

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age, sexual orientation, or any other protected basis includes, but is not limited to:

- Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations, comments, or epithets;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking of normal movement, or interfering with the academic
 performance or progress of a student because of the student's sex or race or any other protected basis;
- Retaliation for having reported, or threatened to report, harassment,

Sexual harassment is defined in the Education Code as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an
 intimidating, hostile, or offensive educational environment,
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

If a student thinks he or she is being harassed because of his or her sex, race, ancestry, sexual orientation, or other protected basis, the student should immediately notify the principal or assistant principal. Complaints may also be filed with the Assistant Superintendent, Human Resources, at 916-294-9000 ext 104410.

To file a complaint, the student should provide details of the incident(s), the names of the individuals involved, and the names of any witnesses. The complaint should be, but is not required to be, in writing. The complaint should be filed as soon as possible, but at least within six months of the date of the alleged harassment or within six months of the date the student first became aware of the alleged harassment.

The District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the student within sixty days after the District receives the complaint.

If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will not retaliate against the student for filing a complaint and will not knowingly permit retaliation by any District employee or another student.

The District encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Assistant Superintendent, Human Resources, 1965 Birkmont Drive, Rancho Cordova, CA 95742, or the Superintendent, at the same address or by calling 916-294-9000 extension 104410.

Students should be aware that the U.S. Office of Civil Rights also investigates complaints of harassment on the basis of sex, race, color, national origin, sexual orientation, blindness or severely impaired vision, or other protected basis in educational programs that receive federal financial assistance. If any student thinks he or she has been harassed or retaliated against for resisting or complaining about harassment, the student may file a complaint with the Office. Information on beginning this complaint process may be obtained from the Assistant Superintendent, Human Resources, 916-294-9000 ext 104410, or by calling the U.S. Office of Civil Rights directly.

Rev. September 2014

Williams Act



Valenzuela Settlement

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Parents, Guardians, Pupils, and Teachers:

Pursuant to California Education Code Section 35186, you are hereby notified that:

- 1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
- 2. School facilities must be clean, safe, and maintained in good repair.
- 3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

- A complaint form may be obtained at the school office, district office, or downloaded from the District's Website at: http://www.fcusd.org/UCPForm
- 5. You may also download a copy of the California Department of Education complaint form from the following Web site: http://www.cde.ca.gov/re/cp/uc

May 2020

Folsom Cordova Adult School Code of Conduct

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated. Students must abide by all program policies, rules, expectations and regulations as outlined below.

Students are expected to:

- Abide by all program policies and standards of conduct as outlined in this document and to Participate actively in the learning process as expected by their instructors
- Report to class on time
- Remain in the classroom during scheduled class hours
- Demonstrate respect towards others at all times
- Refrain from condemning, criticizing or complaining about others
- Abide by all computer usage rules without exception

Types of Misconduct:

- Physical or verbal abuse of anyone or threatening anyone while on FCUSD Adult Education campus and/or school district/community center property
- Use, distribution or possession of alcoholic beverages, dangerous drugs or controlled substances while on FCUSD Adult Education campus and/or school district/community center property
- Disorderly conduct which inhibits or interferes with the educational process of the FCUSD Adult Education campus and/or school district/community center property
- Irresponsible behavior including vandalism or destruction of FCUSD Adult Education campus and/ or school district/community center property
- Gambling at FCUSD Adult Education campus and/or school district/community center property
- Possession of any weapon at FCUSD Adult Education campus and/or school district/community center property
- Behavior choices which cause any disruption of the teaching, learning and/or administrative process. For example: being excessively loud in the classroom, arguing or being defiant or disrespectful with the teacher, staff or students, or interrupting the teacher while he or she is with another student.
- Sexual harassment of anyone at FCUSD Adult Learning Center and/or school district/community
 center or retaliation against a person for complaining of sexual harassment or for cooperating in an
 investigation of alleged sexual harassment

<u>Definition of Sexual Harassment</u>

Unwelcomed sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: such conduct unreasonably interferes with an individual's work or education performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students, employees, applicants or other persons may include, but is not limited to, offensive or unwelcomed sexual behavior such as engaging in sexually oriented conversations for the purpose of personal sexual gratification, telephoning students or employees at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students or employees to engage in sexual behavior in exchange for grades, job advancement or other school-related or work-related benefit. Other conduct, physical or verbal, which contributes to an offensive work or educational environment, may also constitute sexual harassment. Such conduct includes but is not limited to: repeated offensive or unwelcomed sexual flirtations, advances, or propositions; offensive verbal abuse of a sexual nature; graphic, verbal commentaries about a person's body; use of sexually degrading words to describe an individual; and the display of sexually offensive objects or pictures not appropriate in the specific context of the workplace or educational setting.

Students Dress/Grooming Standards:

- Shirts and blouses should be appropriate for school settings
- Excessively short shorts, dresses, skirts, or blouses are not permitted
- Attire with gang, drug, alcohol, or sexual paraphernalia, and/or other offensive designs or logos are not permitted
- Caps, hats, sunglasses, and hoods are not to be worn in the classroom. Sunglasses may be used
 with medical documentation. Copies of medical documentation should be provided to the
 appropriate adult education staff member
- Dress/grooming violations will be at the discretion of the Principal. Principal and instructors will
 use their best judgment to determine appropriate/inappropriate attire and violations of dress
 code
- Corrective actions will be taken if the adult education Principal determines that a student is in violation of dress/grooming standards

Drive 5 mph in the parking lot

No children are allowed in the classroom

Follow the dress code of the FCUSD

Loitering

 Remaining on campus after classes are dismissed is not allowed unless it is part of a planned activity by the teacher. Students must be in class during class meeting times.

Maintenance of Grounds and Buildings

Students are expected to clean up after themselves. All trash including chewing gum should be deposited into trash cans. Do not stick gum underneath furniture or throw it on the ground.

Personal Electronic Devices

The use of any electronic or battery operated device (for example: cell phones, iPods, MP3 players, CD players, game players, miniature televisions, etc.) while classes are in session is not allowed unless approved by the instructor.

Smoking

Smoking and/or use of any tobacco products is strictly prohibited on the premises.

Vandalism & Stealing

It is considered vandalism if you choose to deface FCUSD Adult Education campus and/or school district/community center property. Defacing furniture or walls by writing or carving on items is destruction of property as is writing in books. Taking books out of the classroom without teacher authorization is considered stealing. We have zero tolerance for this type of behavior. Violation of this expectation may lead to disciplinary actions including suspension and/or expulsion.

Disciplinary Actions

Failure to meet any expectations described and/or outlined will be interpreted as a desire on the student's part not to participate in the FCUSD Adult Education Program as expected. This choice will be respected; however, because this is incompatible with the program's purpose and goals, students will be subject to disciplinary actions which may include: verbal and/or written warnings, the student being sent home until able to comply, referral to school counselor, advisor, or Principal, suspension for a predetermined length of time and/or expulsion from the program.



PLAN To REACH Your GOALS!

Flexible Schedules
Advising Services

Job Training Center on Campus







Become a United States Citizen

- FREE class!
- Prepare for the USCIS oral interview
- Study US history and government
- Improve your English reading, writing and speaking skills

Learn English

Beginning to advanced classes available

Prep and test for high school equivalency

Get your high school diploma

Seat classes and independent study options available.

Prepare for a career path Training and certification programs

- Phlebotomy
- Pre-apprenticeship Electrical
- Office Technologies
 Microsoft Office Specialist
- Para Educator training
- · Computer skills
- OuickBooks

Register online or in person!

