



Student Handbook 2014-2015

Hemet Adult School
831 East Devonshire Street
Hemet, CA 92543

(951) 765-5190
FAX: (951) 925-7478

www.hemetadulthood.org



Office Hours:

Monday through Thursday 11:00 am to 7:00 pm
Friday 8:00 am to 12:00 pm

Student Hours: (see page 19 for school open/closed dates)

Monday through Thursday 1:30pm to 8:00pm
Friday Closed

School Administration:

Tara O'Malley Principal

Support Staff:

LuRece Springer	Office Manager
Olga Astorga	Registrar
Vacant	Instructional Aide
Jim Basic	Campus Supervisor
Henry Estavillo	Evening Custodian
Ester Farley	Clerk
Avis Pope	Clerk

Superintendent of Schools

Dr. Barry Kayrell

Hemet Unified School Board Members

Marilyn Forst	Board President
Paul Bakkom	Board Vice President
Lisa DeForest	Board Member
Vic Scavarda	Board Member
Jim Smith	Board Member
Ross Valenzuela	Board Member
Joe Wojcik	Board Member

Classes offered at the Hemet Adult School

High School Diploma
Mon-Thu 1:30-8:00 PM

GED® preparation
Computer Skills & Online Preparation: Mon & Wed 3:30—6:30 PM
Teacher Instruction: Tue & Thu 3:00-8:00 PM

English as a Second Language (ESL)
Mon-Thu 5:00-7:00 PM
GAIN ESL: Mon-Thu 3:00—8:00 PM

High School Diploma

CORE CLASSES

English 1, 2, 3, 4
General Math
Earth Science
World History
Economics

Algebra 1
Life Science
US History
Government
Fine Arts

ELECTIVES

Career Explorations
Art Appreciation
Geography

Criminal Justice
Core Electives
Health

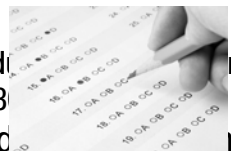
All students must also pass the California High School Exit Exam in order to earn their high school diploma.

Credit Requirements

English	40 credits
Algebra	10 credits
General Math	15 credits
Life Science	10 credits
Physical/Earth Science	10 credits
US History	10 credits
World History	10 credits
Government	5 credits
Economics	5 credits
Fine Arts	10 credits
Electives	55 credits

Additional elective credits can be applied from college work, work experience or professional training.

Grad...18
Guid...sel-
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High School Diploma Continued

The Hemet Adult School offers three options for working toward a high school diploma.

Classroom Setting

Students work in a classroom on selected high school subjects.



Students complete required work at their own pace. No work or materials are permitted to leave the classroom.

The fee for this program is \$25.00 per semester.

Classes are available Monday-Thursday from 1:30-8:00 PM

Independent Study

Students work at home on high school subjects under the supervi-



sion of credentialed teachers. Each student signs an Independent Study Contract that allows for work to be done at

home and is used for attendance recording. Students are required to meet once a week through scheduled appointments with their supervising teacher.

There is an additional fee of \$170.00 per semester for this option.

Online

Students are enrolled in online classes and complete their high



school subjects online using a computer that is connected to the internet. A high-speed internet connection is required

(DSL or Cable).

Online classes are available on a first come first served basis. Students must have a valid e-mail address to register.

There is a fee of \$25 per class taken online. Students will have approximately 5 weeks to complete each course.

**The Hemet Adult School also accepts high school students who need credit recovery. High school students must be at least a Junior and 16 years old to attend and need a contract from their counselor. Attendance is privilege, not a right. See page 10 for more information on policies and rules.*

GED Program

Prove yourself and get your GED!
The Hemet Adult School offers the following GED services:

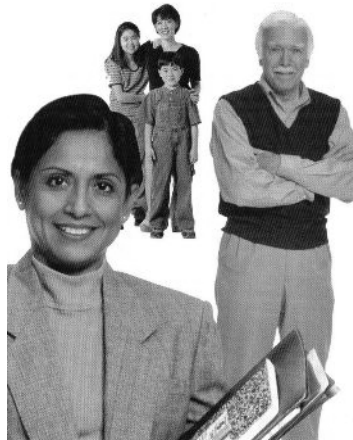
- GED Pretesting
- GED preparation
- GED study materials
- GED Official Testing

GED Preparation Class

GED preparation classes are available:

- Teacher Instruction: Tuesday & Thursday from 3:00 -8:00 PM
- Computer Skills: Monday & Wednesday from 3:30—6:30 PM

Prove yourself
Take the GED Tests



There is a \$100.00 class fee to cover materials.

GED Pre-testing

GED pre-tests are offered on Tuesdays and Thursdays starting at 5:00 PM. This is included in the \$100.00 GED Prep fees.

GED Testing

Beginning January, 2014 the GED is administered online. Sign up at www.ged.com.

Online 8 Week GED program

This course costs \$75.00.

The purpose of the guidance and counseling program is to help each student grow emotionally, and socially. The program includes:

- Helping new students to adjust to a new school setting.
- Individual conferences whenever a student, teacher, or administrator deem it necessary.
- A testing program designed to help the student learn as much as possible about his/her capabilities. (Pre-GED, CASAS and TABE)

To meet with a guidance counselor, please contact the adult school office to schedule an appointment. Please make sure to bring all required paperwork with you the day of your appointment.

Do not be late for your appointment. If you cannot make your appointment time, please call to reschedule. 951-765-5190

THIS IS A "TOBACCO FREE" SCHOOL NO SMOKING - NO CHEWING



School Rules:

- All students must have an Adult School ID card present with them at all times, the card is \$5.00 and must be purchased in the office before starting classes.
- Students are to be in class on time and are not to loiter on campus.
- Students must return promptly after breaks.
- Students must continue to show progress in class.
- No Visiting. Work quietly and do not disturb others.
- No Profanity.
- Students are to leave campus as soon as possible after their last class.
- Students are not to take books or materials home. All work **MUST** be done in the classroom.
- Students are responsible for maintaining their own folder for verifying their records.
- **Assignments are to be turned in daily, as completed.**
- Students must sign in and out on the time sheets. Failure, or forgetting to do so voids credit for time spent in class that day.
- Telephone: used for extreme emergency only. No personal telephone calls
- Foods and beverages must be consumed outside the classroom.
- If a concurrent student is dropped for non-attendance or no-progress, they may not re-enroll until the next semester.
- Skateboards, roller skates, and bicycles are not to be ridden on campus.

Aprenda ingles Learn English

Las clases de ingles como segundo lenguaje se ofrecen de lunes a jueves de 5 pm a 8 pm.

El objetivo es que el alumno tenga una instrucción básica de ingles. Aprenderá vocabulario, conversación, lectura y como escribir en ingles. Tenemos cuatro niveles que serán disponibles para los alumnos de acuerdo a su previo conocimiento del lenguaje, designados después de un examen de evaluación.

Una vez por semana cada clase participa en una clase de computadoras, donde usan el programa 'Rosetta Stone'

El costo por estas clases es solo \$25 por ano, mas \$45 por los libros y materiales.

ESL classes are offered Monday through Thursday 5 to 8 P.M.

The object for the student is to receive basic instruction in the English Language. Students will learn vocabulary, conversation, reading and writing in English. We offer 4 levels of placement that will be determined after the student receives an evaluation test of his/her pre-knowledge of the English language.

Once a week each class visits our computer lab for instruction in the program 'Rosetta Stone'

There is \$45.00 fee for required books and materials.



online Courses

Don't have the time? Take a class online. The Hemet Adult School, in partnership with ed2go® and Gatlin Education Group, offer over 300 online courses and certification programs. Courses start at \$89.00 and are a minimum of 6 weeks long.

Courses are offered online and are instructor facilitated.

Course categories include:

- Career & Professional
- Writing & Publishing
- Computers & Technology
- Personal Development
- Healthcare & Fitness
- Business & Professional
- IT & Software Development
- Management & Corporate
- Media & Design
- Hospitality & Gaming
- Skilled Trades & Industrial
- Sustainable Energy & Going Green Technology



Check us out online at
www.hemetadultschool.org
Click on Online Courses



Learn More

MATH LAB PROCEDURES

It is our goal to provide you with what is necessary to help further your educational experience. To assist you, we have developed the following guidelines which should maximize your time here.

1. Please enter the lab quietly and sign in as soon as you enter.
2. Please set your cell phone to silent.
3. Pick a computer, log in and begin your work. Please remember that the computer you use daily may not be the same. If the computer is not functioning properly, please inform the lab instructor right away.
4. If you are having trouble, please do not hesitate to ask the instructor for assistance.
5. If you have locked assignments, please notify the instructor. You may be asked to repeat the lessons.
6. Please do not hesitate to call to the instructor if you need assistance. You are welcome to approach the desk at any time he/she is available.
7. You may leave the room to take a break. If you are leaving for the evening, please make sure to sign out.
8. Only students are allowed on campus.
9. Please limit breaks to no more than 10 minutes to avoid a loss of credit hours.
10. Food and beverages are not allowed in the lab. This includes bottled water and small snacks.
11. Computer use is restricted to school work only.
12. Concurrent students are to follow all the same behavior rules at their home schools.
13. Attendance at the adult school is a privilege and not a right

Failure to follow these guidelines may result in permanent removal from the Hemet Adult School.



Need a Typing Test?



The Hemet Adult School offers official typing tests for employment requirements. Tests are scheduled by appointment only. The fee for a typing test is \$20.00.

Results are kept on file for 6 months from original test date.

951-765-5190



Hemet Adult School
&
Hemet Unified School District
Policies & Procedures

2014—2015

- All drivers are to observe the speed limit of FIVE(5) miles per hour on campus.
- Loud playing of vehicle radios is prohibited on campus.
- District dress code will be enforced.
- Smoking is not permitted by anyone on school property, in front of the school or in the neighborhood around the school.

Attendance at the adult school is a privilege and not a right. A student may be asked to leave or removed permanently for any violations of, to include, but not limited to, the rules above.



Hemet Unified School District Policies:

The following acts may also lead to removal from adult school classes.

- Cause, attempt to cause or threaten to cause physical injury to another person.
- Possess, sell or otherwise furnish any firearm, knife, explosive or other dangerous objects.
- Possess, use, or sell any controlled substance, drug paraphernalia, alcoholic beverage or an intoxicant of any kind.
- Commit robbery or extortion.
- Cause or attempt to cause damage to school property or private property.
- Steal or attempt to steal school property or private property.
- Commit an obscene act or engage in habitual profanity or vulgarity.
- Disrupt school activities or other wise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in performance of their duties.
- Knowingly receive stolen school or private property.
- Possess or use of Tobacco on or around campus; that includes the parking lot, cars, and the neighborhood.
- Sexual Harassment

General Policies and Procedures

Accidents/Injuries

If students are injured while at school or engaged in school activities, it must be reported immediately to the teacher in charge, no matter how minor the injury. Written reports may be completed by the administration or staff.

Bicycles/Skateboards/Skates

Bicycles are to be walked on campus and stored in the bicycle racks near the basketball courts. Skateboards and skates are not allowed on the campus.

Change of Address/Phone

Phone and address records should be kept current in the event of an emergency.

Clean Campus

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. We waited a long time to move into our current facility and we are proud of it. Students, who destroy, vandalize or litter school property will be required to pay for losses, damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, report it to a teacher or the office immediately.

Closed Campus

Hemet Adult School is a closed campus only currently enrolled students are allowed on campus.

Drug and Alcohol Abuse

Drugs and alcohol hinder the learning process and will not be tolerated. Students suspected of being under the influence will be evaluated by the principal or evening assistant and dealt with according to the law and school board policies. Being "under the influence" by Education Code standards means having any drugs or alcohol in the system. Consuming drugs or alcohol the night before, or morning before school could be considered as being under the influence.

Dress Code

For the safety of all students, gang related apparel is not acceptable. The District will collaborate with law enforcement agencies to update changes in gang-related apparel as necessary. Any clothing, apparel or "colors" that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Additionally, clothing shall be free of writing, pictures or any other insignia which identifies a professional sports team or any group advocating or participating in disruptive behaviors. The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Possible dress code violations include:

- Examples of current symbols identified as gang-related are professional sports team logos.
- Examples of symbols advocating prejudice are the Iron Cross.

These symbols are not allowed on the school campus.

Unsafe Objects:

- Spiked projections from rings, belts, belt buckles, hats, pants, or other attire.

Immodest Clothing/Apparel:

- Revealing clothing, such as:
- Perforated clothing without undergarments
- Revealing shorts
- Ripped tops and pants without appropriate undergarments
- Tube tops
- Tank tops
- Reference to drugs or alcohol on clothing

Vulgar/Obscene:

- Pictures, images, words, or sayings that are offensive by traditional standards shall not be visible.

Hats:

- Hats shall not be altered. Hats shall be removed in the classroom or inside buildings.

Bandannas:

- Bandannas on the head or visible from pockets for the purpose of group identification will not be permitted. Headbands/sweatbands and hair nets are not allowed.

Alterations:

- Customizing of apparel to designate affiliation with a gang or similar outside organization is not allowed.

Electronic Devices

Electronic communication and listening devices such as radios, MP3 players are **not permitted** on the campus. Laser Pens are also not allowed on the Adult Ed campus. Cell phones and pagers must be turned off during class time.



Fire and Earthquake Drills

Fire and earthquake drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in the case of fire.
2. **Walk. Don't run!** Move quickly and quietly to the designated area. Roll will be taken by the classroom teacher. Stay in the area assigned by your teacher.

Gang Activities

Gang activities are a threat to campus safety and a disruption of the learning environment. Any student engaged in activities that are determined by the administration to be gang related (clothing, hand signs, tagging, graffiti, mad dogging) may result in disciplinary actions.

Law Enforcement

Law enforcement will be notified whenever laws pertaining to the state of California have been violated, or when requested to assist the administration in the carrying out of their duties. Law enforcement may also be allowed to come on to the campus and interview students as a result of an investigation.

Loitering

No out-of-school persons are allowed to loiter on, or around the school campus, and will be referred to law enforcement. Students should leave the campus immediately following the end of the school day unless they are involved in after school activities, or are waiting for the bus. Students arriving or leaving school are not to congregate or loiter in front of neighborhood residences, or in the school parking lot.

Search and Seizure

The administration retains control over lockers, buildings, parking lots, grounds and all property on the school campus and has the right to search them without warrant. All persons entering this campus may be required to submit to a metal detector scan and a personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, and or arrest.

Sexual Harassment

The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the district strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete Board policy and resolution process is available at schools and the district office.

Tobacco

The Hemet Unified School District is a tobacco-free district. Tobacco is not allowed on or around any campus in the state of California. **NO ONE** is allowed to smoke or chew

in or around the Alessandro campus. Students or adults that smoke or chew must do so before arriving near the school campus. The area surrounding the school will be off limits for students to smoke or chew. Information on smoking cessation classes is available from the school counselor.

Student Rights

- You have the right to learn.
- You have the right to materials you need and which are appropriate to your learning level.
- You have the right to know how you are doing in your work.
- You have the right to be helped with your work without interference.
- You have the right to ask questions without harassment.

Teacher Rights

- They have the right to teach.
- They have the right to help a student individually without disruption from others.
- They have the right to assign appropriate materials.
- They have the right to expect achievement from all students.
- They have the right to teach clear-minded students, i.e., not under the influence of illegal substances.

Students 18 and Older: Federal law prohibits the release of information to anyone other than the adult directly enrolled at the adult school. If you are 18 and older and wish to allow another adult permission to inquire about your status at the adult school, you must sign a waiver giving another person permission to access your information.

It is the philosophy of Hemet Unified School District to secure, at the lowest possible administrative level, equitable responses to complaints directed against employees of the District by parents or guardians.

A note on student behavior:

Students who disrupt the educational process or learning environment will be asked to leave the campus. Administration has the right to deny attendance to any student who chooses not to follow the school rules and policies. This removal can be temporary or permanent.

Complaints may be filed at the Hemet Adult School office or at the Hemet Unified School District office located 1791 W. Acacia Street, Hemet, CA 92545

IMPORTANT DATES

There are no classes on Fridays

First Day of Classes (semester 1)	August 25, 2014
Labor Day Holiday (closed)	September 1, 2014
Veterans Day Holiday (closed)	November 11, 2014
Thanksgiving Holiday (closed)	November 24-28, 2014
End of Semester 1	December 18, 2014
Winter Recess (closed)	Dec. 22, 2014—Jan. 2, 2015
Martin Luther King Holiday (closed)	January 19, 2015
Begin, Semester 2	January 5, 2015
Non Student Days (closed)	February 16-20, 2015
Spring Recess (closed)	March 30—April 3, 2015
Last Day of School	May 14, 2015
Graduation @ Ramona Bowl	May 21, 2015

The 2014-2015 school year will consist of approximately 130 instructional days. There will be no summer sessions offered.

There is a \$25.00 registration fee that must be paid each semester. Other fees, materials & books apply to certain courses. Please see next page.

The Hemet Adult School holds a graduation ceremony each year for its diploma and GED graduates. Graduation is held at the Ramona Bowl in Hemet on May 21, 2015. Cap & gowns are sold for \$40-\$50 each. Check with the office or on our website in April for more information.





**2014-2015 Fees
Adult Students Only
Registration start's August 4th 2014.**

**There is a \$25.00 Registration Fee to Enroll at the Hemet Adult School + books and materials.*

***Price established by outside vendor. Price may change.*

GED:

GED registration fee each semester	\$25.00
*GED M/C pre-test, registration, classes, book & materials	\$100.00
*GED online class only (8 week program)	\$75.00
**GED online pre-test (additional cost per student request)	\$8.00 Per Test
**GED online OFFICIAL test (4 subject tests)	\$35.00 Per Test

ESL:

ESL registration fee each semester	\$25.00
*ESL books and materials	\$45.00

DIPLOMA:

*High School Diploma Independent Study (per semester)	\$150.00
*High School Diploma online (per course)	\$25.00
*High School Diploma classroom (per semester)	\$25.00 book usage and materials on campus

***Fees are non refundable

We accept cash, money orders and the following credit cards:

