

Cougars

2022 - 2023

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CORCORAN
A d u l t S c h o o l

Brian Brazier
Prinipal

Office Hours

Monday - Friday
7:30 AM - 4:00 PM

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August 10, 2022	First Day of School / Fall Semester Begins
September 5, 2022	Labor Day – No School
November 11, 2022	Veterans Day - No School
November 21-25, 2022	Thanksgiving Holiday - No School
December 16, 2022	End of Fall Semester
December 19, 2022 - January 6, 2023	Winter Break - No School
January 9, 2023	Spring Semester Begins
January 16, 2023	Martin Luther King Day - No School
February 13, 2023	Lincoln’s Birthday - No School
February 20, 2023	Washington’s Birthday - No School
April 3, 2023 - April 10, 2023	Spring Break - No School
May 29, 2023	Memorial Day - No School
June 1, 2023	Last Day of School / End of Spring Semester

General Information

Admission

Our classes are open to adults 18 years and older who are residents of Corcoran and surrounding areas. *18-year-olds must have completed their senior year at a comprehensive high school.*

How to Enroll

Students wanting to enroll in High School Diploma, Adult Basic Education, and English as A Second Language may do so by attending the class. Attendance is crucial. Please come to class prepared and ready to learn.

Attendance and Tardies

Adults are totally responsible for making their own decisions. **There are no excused absences.** Following state guidelines, your attendance will dictate how many credits you may earn each quarter. Students enrolled in day classes are eligible for one unit of credit for every fifteen (15) hours attended in a class. However, the letter grade you earn must be a “D” or better to receive credit. To ensure you receive all the units you will earn, it would be wise for you to:

1. Be on time and prepared to learn.
2. Make sure that you sign the sign-in sheet for each hour of class.
3. Keep a record of your daily attendance which indicates the classes you attended and how many hours you were in class.
4. Anyone not returning or returning late from their break more than three times will result in termination of enrollment.
5. **IF YOU HAVE SYMPTOMS OF COVID/FLU (FEVER, COUGH, DIFFICULTY BREATHING), STAY HOME TO AVOID CONTACT WITH OTHER PEOPLE.**
6. Three missed classes can/may result in termination from class.

We are eager for you to be successful and promise

Transcript Policy

Students must bring an official sealed transcript from the last school they attended before they can be given an evaluation and assigned to classes. High School Transcripts are required prior to registering.

Discontinuance of Classes

The administration reserves the right to close any class for which minimum participation drops below the level required for efficient and economical operation of the school.

Enrollment Priority

Priority is given to adults in all educational programs, courses, or classes.

Visitors/Guests

All visitors and guests must report to the office for permission to remain on campus longer than to drop off or pick up a student. Children may not attend classes unless the child is eligible to enroll in Adult School. If the presence of any visitor or guest is deemed disruptive or poses a danger, visitor or guest privilege will be suspended and the visitor will be required to leave site.

General Information

Continuous Enrollment

Student may continue to enroll into most classes after the semester begins. This may be an exception if there are space limitations. Please call the main office for assistance.

Student Parking

Students are not allowed to park in the front of the school. These parking spaces are marked "Staff." The school is not responsible for the safety of your vehicle or any contents within. Make sure to lock your vehicle. Smoking in or around the parking lot is prohibited. You must be 100 feet away from school property.

Tobacco, Alcohol, and Drugs

Tobacco, alcohol, and drugs are strictly prohibited. Any student who unlawfully possesses, uses, sells, or otherwise furnishes, or is under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind, on or about school campus, is subject to immediate suspensions or expulsion and all existing laws that apply.

Cell Phones/Electronic Devices

Students may carry cell phones or other electronic devices on campus as long as these devices are not seen, heard or cause a disruption during instructional time. Students are not to leave class to take or make a call. This can be done at break or after school.

Dress Code Policy

Students at Kings Lake Education Center are expected to dress in such a way that they will not endanger their health or safety, or that of others around them. Neither should a student's clothes or appearance be such that it disrupts the learning process. The following standards are required of all students.

Dress Code Policy

1. **Clothing colors for shirts and pants are SOLID black, white, gray or tan. Solid blue jeans may be worn.** All outer clothing including sweaters, jackets, etc. must be **solid** white, black, gray or tan. No blue or red items "other than blue jeans") of clothing can be worn. No sweatpants, and No articles of clothing shall have Old English writing.
2. Shoes must be worn at all times. **No red or blue shoes, shoelaces or belts. Slippers are not allowed.**
3. Clothing and jewelry shall be free of writing, pictures, sports logos, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, religious prejudice, gang activities, or the use of drugs or alcohol. Clothing apparel that could be used as a weapon, including steel-toed boots, chains, wallet chains, spikes or studs on jewelry, are prohibited.
4. **Hat, caps, beanies and bandanas are never to be worn or brought to campus. Sunglasses are prohibited on campus and in classrooms.** Students who need protection from the sun can obtain information for appropriate sun protection in the main office.
5. No facial piercing is allowed. Retainers must be put in their place during school and school activities.
6. Any apparel, hair styles, hair color (no unnatural shades) or cosmetics, even if not specifically mentioned above, which creates a safety concern, draws undue attention to the wearer, tends to detract from the educational process or causes a disturbance among other students shall not be worn at school or at school activities.
7. All clothing shall sufficiently conceal undergarments including bra straps, at all times. See-through or fishnet fabrics, tube tops, men's tank undershirts, muscle shirts, jerseys with no undershirts, sagging pants/shorts, pajamas and clothing deemed immodest by school personnel are prohibited.
8. Tops with "spaghetti straps," halter-tops, tank tops, or shirts that show any part of the midriff (belly) are not allowed. Midriffs must be covered at all times with no skin showing. Low-cut necks/scooping necks are also prohibited.
9. All shorts, skirts and dresses cannot be shorter than (4) inches above the top of the knee.
10. General appearance of all students shall be neat, clean, and safe. The administration reserves the right to limit excessive jewelry, or any other apparel that is unsafe or distractive for student learning.
11. All articles of clothing that are determined by the administration on the advice of law enforcement to be gang related are not allowed on campus.

Policies / Procedures

Uniform Complaint Procedures

The Board of Education recognizes that the district has primary responsibility for insuring that it all complies with applicable state and federal laws and regulations governing educational programs. The district is to investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation as determined by the superintendent or designee on a case-by-case basis.

The superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the superintendent or designee.

Harassment

Sexual Harassment-Board Policy 5145.7

Sexual Harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. (See Regulations)

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age appropriate ways and shall ensure them that they need not endure any form of sexual harassment.

The board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary actions.

The board encourages students or staff to immediately report incidents of sexual harassment to the principal or designee. The superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

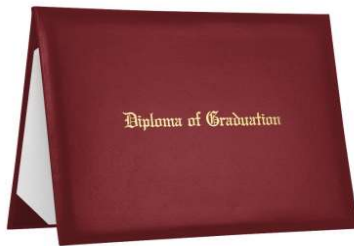
Policies / Procedures

Discrimination

STATEMENT OF NON-DISCRIMINATION

The Corcoran Unified School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational program and activities. All vocational opportunities will be offered without regard to race, color, national origin, sex or handicap. Limited English language skills will not be a barrier to admission and participation in vocational education programs. For further information and/or grievance procedures, contact:

Affirmative Action/Equal Opportunities Coordinator
Corcoran Unified School District
1520 Patterson Ave.
Corcoran, CA 93212
Telephone: (559) 992-8888



Graduation Requirements

Upon enrollment at Corcoran Adult School, an administrator will evaluate the student's previous educational experiences to determine the number of credits the student will need in order to graduate. Total credits required to graduate are 175. This year's Graduation Ceremony is tentatively scheduled for June, time and location to be announced.



Subjects Required	Units
English	40
Math	10
Algebra	10
World History	10
US History	10
Government/Civics	5
Economics	5
Biology/Life Science	10
Physical/Earth Science	10
Fine Art/Foreign Lang	10
Electives	55
TOTAL	175

High School Diploma Program

The Diploma Program is available to all individuals 18 years or older who have not completed their high school graduation requirements. All required courses are available to ensure students meet the necessary requirements to graduate. There are several pathways for students to take in order to meet these requirements, including direct teacher instruction or independent study for students meeting specific requirements.

Transcripts are required from the last school attended before classes can be assigned. Graduates must complete 175 credits in the required areas in order to be eligible for a diploma. (Please see Page 7 for the specific requirements.)

Students transferring from another school that needs fewer than 10 credits to fulfill the graduation requirement, must still take a total of 10 credits from Corcoran Adult School in order to obtain a diploma.

Class Schedule – Teacher Delivery

Ms. Melanee Johnson Room 5

9:00 AM - 12:10 PM

Monday – Friday

GED – General Education Development Preparation

The G.E.D. (General Education Development_ Test battery is a national examination developed by the GED Testing Service, the American Council on Education, and Pearson VUE. The certificate earned for passing the test is widely recognized by colleges, training schools and employers as equivalent to a high school diploma. The GED is aligned with the Common Core Class.

The GED preparation program helps you prepare for, and successfully complete the GED examination. This program is for students who do not have a high school diploma and are interested in attending college, post-secondary training, and/or find a new job.

Class Schedule – Teacher Delivery

Days and Times to be announced

Independent Study

Independent Study is an alternative delivery system for instruction that is available to adult students pursuing their high school diploma. Student must attend one hour of class a week and complete a minimum of 15 hours of assigned coursework per week on their own time. Students must be working full-time to qualify. If this program fits your needs and you meet specific requirements, contact the School Administrator for placement.

Class Schedule – Independent Study

Currently Unavailable

English as a Second Language

Students will learn to speak, read, and write the English Language. Students may enroll in English as a Second Language (ESL) classes at any time if space is available. There are three different classes in ESL.

Multi-Level ESL

Multi-level course is designed for ESL students in Beginning literacy, Beginning Low, and Beginning High Levels. The purpose is to introduce English Language literacy skills and language learning strategies within the context of broad life skills and parenting/tutorial strategies. Students with varying abilities are grouped together in this level.

Beginning/Intermediate ESL

The beginning course for ESL is designed to integrate life skill topics, functions, and grammar. Student may move up to intermediate levels and expand their English in reading, listening, writing and grammar, skills. Topics vary from general, to academic, and job-related areas.

Advanced ESL

The advanced course is intensive instruction in reading, listening, writing, and grammar used to meet most routine social and work-related demands with confidence. Students use English to function independently in most familiar situations.

Class Schedule

MULTI-LEVEL

Days and Times to be announced

BEGINNING/INTERMEDIATE ESL

Currently Unavailable

ADVANCED ESL

Currently Unavailable



Community Based English Tutoring

C.B.E.T. provides free English Language Instruction to parents or other members of the community who pledge to provide personal English Language Tutoring to California school children that are Limited-English Proficient. Corcoran Adult School supports the academic achievement of school age children by:

1. Providing ESL instructions for Adults.
2. Providing checkout materials to Adults, such as books, to take home and read to their children or for personal enjoyment.
3. Providing literacy strategies for Adults to share with school age students.

Class Schedule

Currently Unavailable

Citizenship Classes

This class provides information necessary for legal residents to begin and complete the process of becoming naturalized citizens of the United States. The role of citizen in a democratic society is also explained. Help is given in understanding and correctly answering the 100 sample questions in the INS question book.

To qualify for the class:

Students must have been a legal resident for the past 5 years or the last 3 years if married to a citizen.

Students must be able to read, write, and speak Basic English.

Class Schedule

Days and Times to be announced