



ABC Adult School Student Handbook

2025-2026

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ABC Unified School District

The ABC Unified School District is known throughout the State of California as a leader in educational planning and innovation. The District has received county, state, and national recognition for outstanding programs in counseling, alternative education, staff development, and labor relations.

ABC Adult School's Mission

The mission of the ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

ABC Adult School's Vision

Students will develop confidence and self-reliance as they aspire to reach their full potential in life-long learning. We will cultivate our students' desire for learning, and encourage them to try new and exciting challenges by giving them a solid foundation to build on.

Accreditation

ABC Adult School is fully accredited by the Western Association of Schools and Colleges and by the Council On Occupational Education



ABCUSD Non-Discrimination Statement

The School Board of ABC Unified School District does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. ABC Unified School District

ABC Adult School's Student Learning Outcomes (SLOs)

Self-Directed Lifelong Learners who:

- acquire knowledge and skills appropriate to their stage of life.
- set and achieve career, educational and/or personal goals.
- seek continuing career training and/or educational opportunities.

Effective Communicators who:

- demonstrate appropriate listening, speaking, reading, writing, creative,

and/ or computational skills.

- apply communication skills to professional, technical and other real-life situations.
- enhance and improve their ability to understand and be understood by others.

Critical Thinkers and Problem-Solvers who:

- exercise their powers of judgment, perception, and inference.
- assess and fulfill their own needs by finding appropriate resources.
- apply knowledge to professional, technical and other real-life situations.

Academic Assessment

Each student enrolled in a career certificate program must meet required basic academic skills levels to receive a Certificate of Completion or Career Technical Diploma. A CASAS math exam is used to determine a student's suitability. Students who do not possess a high school diploma or equivalency may take the GED or HiSET exam to receive their high school equivalency.

Admission Policies and Procedures

ABC Adult School is a public adult education program and is open to all persons 18 years of age or older according to the California Education Code 8500. ABC Adult School will enroll students from a schedule posted on the school website and at the campuses. Students may register on the school's website, or in person during the registration windows published in the catalog. After filling out a registration form, potential students will pay any appropriate fees, receive a student ID and print out a class schedule.

In addition, all students wishing to enroll in a program should meet with the Job Development Specialist for an interest assessment and career counseling. Students must have completed any appropriate assessments, finished the application process and paid applicable fees. They will then fill out a Program Declaration Form and be enrolled in that program. Anyone interested in attending ABC Adult School should visit or call for the schedule of academic assessments and the general orientation schedule.

Admission services for students include admissions and registration assistance, career information, aptitude and academic assessment, financial assistance, and job placement information. Students must be at least 18 years of age (unless otherwise specified), possess interest in career education for employment purposes, and have the basic skills necessary to achieve success in the career certificate program or course chosen.

Licensure and certification programs may require drug screenings, physical examinations or fees for liability or other insurance. Applicants are responsible for paying these costs. An applicant of a health science program that requires a clinical experience training component at a hospital, nursing home or other health care facility must submit to a Level I criminal background check and may be required to submit to a Level II criminal background check as well as a drug screening test in some cases, in accordance with requirements set forth by The Joint Commission (TJC) and the Jessica Lunsford Act, the applicant is responsible for paying these costs even though the results may prevent enrollment in the career certificate program.

All of our campuses comply with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 and strictly adhere to the nondiscrimination policy adopted by the School Board of ABC Unified School District. Reasonable accommodations can be made for special needs students.

Applicants having the interest and wanting to benefit from a career training program are accepted on a nondiscriminatory basis. For additional admissions information, contact a counselor or advisor at ABCAS.

Assessment Center

ABC Adult School Assessment Center is an official testing center for Adobe and Microsoft certification. This certification provides an industry recognized standard for measuring the mastery of Microsoft and Adobe applications. Certification is recognized by employers as valuable in the selection process for new employees and for internal promotions.

Certification is a challenge and a personal accomplishment.

\$Proctoring fee for any Certiport exam (MOS, Quickbooks, Adobe) is \$25

\$20 proctoring fee for typing test

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Attendance Policy

Skilled Learners (non-Career Pathway Students)

In order for an adult education class to remain open, sufficient regular student attendance in class is required. Courses with low enrollment will be cancelled. Regular attendance is required for students to complete the course. Students may be dropped from class if they do not attend the first class meeting, and after one week of absence. Please let the teacher know if you will need to be absent for more than 2 days in a row. In order to receive a Certificate of Completion, a student must attend a course for 80% of the published hours and receive a "C" grade, 70% or better.

Attendance Policy Program (Career Pathway) Students

ABCAS expects all students enrolled in programs to attend regularly to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility.

In addition to maintaining satisfactory progress according to the course syllabus it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e- mailing or having phone or in-person conversations with instructors, turning in completed assignments when due and attending any scheduled classroom sessions, if included as part of the program description and when required by the instructor and/or in the class syllabus.

A student is expected to be in attendance at least 90% of scheduled hours for each course in a program per grading period. Attendance requirements in programs that lead to board licensure or industry certification may be stricter, which takes precedence over the district wide attendance policy.

If a student is going to miss more than 3 or more days, they need to fill out a leave of absence form available from the financial aid office or on the website and notify their instructor. Leave of absence's must be approved by the office and are evaluated on a case by case basis. Leave of absence is only for medical reasons and a doctor's note must be submitted.

If a student is absent 3 calendar days or more in a row without a leave of absence, the student will be automatically dropped from the program and a return of financial aid may be required. See the Financial Aid for more details.

Note: A Leave of Absence's should be approved in advance and can guarantee the student will not be dropped from the program or financial aid during the leave. It does not excuse a student from completion of the total required hours and course coursework requirements. CTEC does provide a study hall that a

student can use to make up missed hours and coursework, but for some programs, the student will need to repeat the class. See the CTEC office for details.

The CTE center has the responsibility of preparing students with the skills to enter the workforce. Effective work habits are paramount to student success. This is the minimum level of participation that is expected of all students enrolled in certificate programs. Each certificate program will provide students with a syllabus outlining assignments, due dates, and the comparable number of hours the student would have completed as they relate to the chosen Career Path.

If a student is dropped from non-attendance or voluntarily withdraws from school for other than a documented medical reason or documented emergency, a student may only return to school to re-enroll or restart classes for the same career pathway 1 additional time (for a total of 2 total times enrolled in the same career pathway).

Bookstore Services

Books can be purchased online thru Amazon ([amazon.com](https://www.amazon.com)) or Course Technology web site ([course.com](https://www.course.com)). Students can be shown how to access the book web links and order their books online. The CTEC Lead Instructor can help if a student needs more information.

Campus Facilities

ABC Adult School has two main campuses, our Cuesta Campus and our Cabrillo Lane Campus. Cuesta has 27 classrooms and about 18,900 square feet of instructional space, and Cabrillo Lane has 29 classrooms with about 20,300 square feet of instructional space. Each campus has a variety of classrooms set up for lecture and lab activities.

Our CTE classrooms are provided with computers and monitors for student learning and individual use. Each classroom on both campuses is equipped with a computer and monitor, a printer, and wall and ceiling mounted display devices. This allows each teacher, of any program, to access the internet in order to prepare instructional material and to have the ability to show these materials to the entire class.

Campuses also provide program specific labs for Pharmacy Technician, Medical Assistant, and Medical Office and Billing Specialist as well as 2 computer repair labs, 2 Macintosh Media Design labs and several office skills labs. ABC Adult School has over 350 computers available for student and staff use.

At Cuesta, there is the Assessment Center, which can be used for CASAS testing, and for tests such as the GED, HiSET, (High School Equivalency Examination) and is a Pearson VUE testing center.

Cancellation of Courses

A minimum of 20 registered students is required for most courses.

The ABC Adult school reserves the right to cancel any course in which the enrollment and attendance is not sufficient to warrant continuation, and to change class hours and/or days as necessity demands a week prior to the first meeting. Full refund will be issued within 4 weeks of class cancellation upon student's request. No refund of community education course fees without a student's request and receipt. Community Education classes will be cancelled one week before the start date if pre-registration enrollment is very low. At times, an administrator may allow a class under 20 to take place in an attempt to build enrollment numbers. In such cases, the decision to cancel or continue the course will be made within the first week of instruction.

Career Assessment

Career Assessment is a systematic process of evaluating the career abilities, interests and aptitudes of the student in order to provide assistance in making informed decisions about a career choice. This free service is available to prospective or current students upon request in the Career Center office.

Career Counseling

Counselors and advisors are available to assist with program information and career counseling. Students may receive assistance in the areas of career development, testing, test interpretation, and third-party agency sponsors.

Career Path Diploma

The Career Path Diploma is given to students who complete a Program of Study which is designed to verify to business and industry that the student has acquired the skills required for entry-level positions.

The order of the classes is the suggested sequence. Some classes may be taken concurrently.

To qualify for a course certificate, students must get a passing grade of 70% or better and attend class according to the course syllabus (at least 90% of the scheduled time).

To qualify for a diploma, students must complete the entire number of required hours listed for the program.

Not all classes are offered each nine-week session. Most Career Paths can be completed in 12 months or less by most full-time students. Certain certificates previously awarded over 6 months old may require a basic test to ensure skills are current prior to issuance of Career Technical Diploma.

Students without a high school diploma or a High School Equivalency Examination Certificate will receive a Certificate of Proficiency in lieu of the Career Path Diploma.

Students must meet the requirement of keyboarding at 35-40 words per minute before graduation depending on the Program.

Students must meet certain requirements set forth for each program. These requirements may be found on our website in the program of Study Data Sheet.

CTEC students qualify to sit for State and National Certification in:

- A+ Certification and other IT certifications
- Microsoft Certifications
- Medical Assistant National Certification Exam (CMAA)
- Pharmacy Technician Certification Board (PTCB) and State Certified License
- Medical Insurance Specialist
- Adobe Certifications
- Quickbooks Certification

Call (562) 229-7960, ext. 25175 for more information.

Programs of Study Eligible for a Career Technical Diploma

- Program Courses are offered at least once every school year and typically more often.
- Students must have a high school diploma, GED, or equivalent (High School Equivalency Examination) to earn a CTE Diploma otherwise a Certificate of Completion will be awarded.
- Medical students must have a high school diploma, GED, or equivalent (High School Equivalency Examination) before they begin externship or receive state licensure if available.^{[1][2][3][4][5][6][7][8][9][10]}

CASAS Testing

The testing system used at ABC Adult School for adult Academic and ESL and CTE Program students is called CASAS (Comprehensive Adult Student Assessment Systems). The CASAS does not measure intelligence but specific skill ability. Preliminary placement assessments determine areas of need and appropriate placement. Students entering the high school diploma program take a short reading/math test before enrolling. The results are used to guide students into the best classes to successfully meet their goal of obtaining a high school diploma.

Certificate of Completion

Certificates of Completion will be provided to student by the instructor upon completion of all course requirements.

Change of Status, Address and Telephone

Notify the ABC Adult School office of any change of status, address, telephone, etc.

Class Schedule

The current class schedule may be found at www.abcadultschool.edu or in the front office of either campus.

Crisis Plan/Safety and Security

In the event of an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage, a comprehensive plan of action is in place at each campus to deal with such matters. This will be reviewed during student orientation or by classroom teachers during the first week of class. Should the need arise, notify the instructor or nearest staff member immediately if you are aware of a dangerous situation on campus.

Each campus has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security of individuals and personal belongings. Safety drills will be conducted throughout the year to ensure everyone knows how to conduct themselves during an emergency.

Community Education Courses

These courses are affordable, fun, fast, and convenient. We offer a variety of courses, workshops, and short-term training programs that allow you to develop skills, pursue a personal passion, or learn a new hobby.

With flexible schedules and convenient locations, you can dive into something new while remaining in your current position. ABC Adult School offers a wide range of Community Education courses.

Dress Code

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a health or safety hazard or a distraction, which would interfere with the educational processes. These minimum standards of dress and grooming apply to all students at ABCAS. Some programs have specific dress code requirements.

Eligibility/Priority Enrollment

Persons 18 years of age or older are eligible to enroll in ABC Adult School. Preference is given to continuing students providing they register during the priority pre-registration period. High school students may attend if space is available and all Educational Code requirements are met.

Fees and Tuition - Refunds

Choose classes carefully. NO REFUND without receipt. There is a \$10 processing fee for all refunds and vouchers. There is a \$5 transfer/charge fee. No transfers after 3rd week of new session.

Community-based Education Classes: No REFUNDS or VOUCHERS 1 week prior to class starting.

All other classes: Students may drop a class and request a refund during the pre-registration period (\$10 processing fee per class applies). Students may drop a class before the second class meeting and request a voucher (\$10 processing fee per class applies). No compensation will be given after the start of the second class meeting.

If the class is cancelled by the administrators, students have up to 30 days from the date of the cancellation to receive the refund (receipt is required).

Financial Aid

ABC Adult School, in cooperation with the United States Department of Education offers PELL grants to qualified students.

To Qualify:

1. Must have a high school diploma from an accredited institution or have taken and passed a High School Equivalency Exam (GED, HiSET)
2. Must be 18 years or older
3. Must demonstrate financial need
4. Must be a U.S. citizen or an eligible non-citizen
5. Have a valid Social Security Number
6. Males 18 to 25 years of age must be registered with the Selective Services (Register online at www.sss.gov.)
7. Maintain Satisfactory Academic Progress (SAP) and attendance
8. Must sign and submit a FAFSA and agree to the statement on your application, that you are not in default on a Federal student loan and do not owe money on a federal student grant

Federal PELL grants are available to eligible students.

If you are interested in Financial Aid please apply as soon as possible at www.fafsa.ed.gov. Our school code: 042270.

ABC Adult School offers grants to full-time, part-time and in some cases less than part-time students. Most financial aid resources are intended to supplement, not replace, the financial resource of the family. We have financial aid available to help you with the cost of education, which includes fees, books, supplies, miscellaneous cost, housing, and transportation. Please be aware that because of the rising cost of our fees over recent years most Student Aid may need to pay for fees and leave very little to help out with other related expenses such as books or transportation, etc. If you are interested in an eligible program please apply immediately at www.fafsa.ed.gov.

Financial Aid applications take time to process so begin early. Application must be approved and processed prior to attending class. To get started apply online by visiting the Federal Student Aid website: www.fafsa.ed.gov. Once you have applied you will need to call the financial aid office at (562) 229-7960 to turn in additional documents needed to determine Financial Aid.

Re-Enrollment after a Withdrawal

If a student is dropped from non-attendance or voluntarily withdraws from school for other than a documented medical reason or documented emergency, a student may only return to school to re-enroll or restart classes for the same career pathway 1 additional time (for a total of 2 total times enrolled in the same career pathway).

Receiving Financial Aid for a Second Program

Before receiving financial aid for a second program, students must show that they have completed the first program for which they received financial aid or if they did not finish, properly transfer and show their legal obligations to the previous grant have been fulfilled.

Fire and Earthquake Drills, Lockdown

Periodically, the adult school will have an emergency drill. Students are expected to cooperate and follow teacher and staff directions. Emergency information is posted in each adult school classroom.

Fitness Classes ABC Adult School

For your well-being, ABC Adult School recommends that you see your doctor before enrolling in these fitness classes. Teachers may require medical clearance before enrolling.

Food/Beverage Policy in Class

No food or beverage is allowed in any adult school classroom. Please eat outside or in the Student Study Center.

Grading Policy

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. CTEC courses are graded with A-C as passing (2.0 GPA minimum) and D, F or incomplete is a fail. Each course's competencies and grading expectations are explained in the course syllabus that is shared with students at the beginning of each term. Each career certificate student's grade is calculated each grading period with a skill grade for the course. Attendance and work ethic are also taken into consideration. All other courses are pass/fail. The grading policy will be covered in more detail during the class orientation/introduction. More information can be found in the section "Satisfactory Academic Progress" section of this handbook. Grades may be appealed by submitting a Grade Appeal Form, which can be obtained in the main office at each campus.

Graduation

In May, ABC Adult School celebrates commencement. Adult students who have completed the district requirements for a high school diploma, passed the GED or HiSET examination (High School Equivalency Examination), or completed a Career Technical Education Diploma are encouraged to participate wearing the traditional cap and gown in the presence of family and friends.

High School Students

The enrollment of concurrent high school students in adult education classes is subject to the limitations imposed by Section 52500.1 of the California Education Code. Each of the following conditions must be met:

- 1) There must be a conference involving the student, the high school counselor and the student's parent or guardian.
- 2) There must be written documentation of the conference.
- 3) There must be a statement that the student is voluntarily enrolling in the adult education class and that the enrollment form is to be placed in the student's cumulative file.

Students must bring a completed Concurrent High School Enrollment Form, a copy of their current class schedule and a high school photo I.D. to enroll.

Hours are Monday through Thursday from 8:00 am to 5:00 pm; Wednesday until 8:00 pm and Friday from 8:00 am to 2:00 pm.

The completed enrollment form must bear the signatures of the high school counselor, the parent or guardian, and the student to certify that the above conditions have been met. (Concurrent High School Enrollment Forms are available at each of the District high schools in the counseling offices. Enrollment is contingent upon full-time enrollment at the high school.)

Concurrent high school students may not take any Community Education classes for credit.

Enrollment of high school concurrent students is limited to residents of the ABC Unified School District. Concurrent students living outside of the District are not eligible to enroll in the ABC Adult School.

Holidays

Holidays are listed on the current adult school calendar, available at www.abcadultschool.edu and do not count against the total hours required for program completion.

Identification Cards

Student identification cards are available to students that are enrolled in ABC Adult School. All students must carry their ID card when on campus and present it to appropriate security, administrative and faculty when asked. ID cards should be worn around the neck using the provided lanyard and be visible any time a student is on campus. CTE and Academic students will use the card for attendance using the automated system available in each classroom. Having a student identification card includes many advantages:

- proof of official enrollment
- an official picture I.D
- discount eligibility, e.g. movies, public transportation, bookstores, etc. Replacement of lost or stolen cards are \$15.

Insurance

ABC Adult School does not provide medical insurance coverage for students. Medical insurance is a student responsibility.

Career Center for Students

The ABC Adult School Career Center is located on the Cuesta Campus in room H6 and employs a full time Job Developer to assist students in the following areas:

Career Counseling

- Guidance in career decisions and assessments available to insure the best educational path to success.
- Recommendations for Career Technical Diplomas and Industry Certifications to enhance employment skills.
- Resume building seminars and coaching focused on your particular career choice.

Search for Jobs

- Job Center computers are available to students for job search, resume construction and on-line job applications.
- Job posting and announcement boards inside and outside Career Center. Job leads book in the Career Center.
- Library and reference materials.
- Job search skills covering: resume writing and critique, interviewing, utilizing internet employment databases, etc.

Leave of Absence

A leave of Absence is granted when a student is going to miss 5 or more consecutive days. Up to maximum of 20% of the total published program length hours. Students who miss 20% or more of their program hours will be dropped from their program and will not receive their second PELL disbursement. Leave absences are given only for documented medical or family situations. The school may ask for proof of need. Leave of Absence forms are electronic. Contact the office for web address information.

Lost and Found

Lost and found articles should be promptly reported to the ABCAS office, where they will be placed into a locked cabinet. The school cannot reimburse the cost of any items that are lost by students. It is recommended not to bring any personal items to campus. Cars should be locked at all times. Any valuables that must be left in a car should be in the trunk or out of sight. Each student is responsible for their personal items.

Medical Emergency and Accidents

In cases of medical emergency, the principal is authorized to call an ambulance to remove the student to a hospital. Although the district makes every reasonable effort to prevent student accidents and injuries, accidents do occur. The Superintendent or designee shall develop procedures to ensure that first aid or medical attention is provided as quickly as possible and that parents/guardians or family members are notified of accidents.

Universal precautions shall be observed whenever it is possible that students, employees or others may have contact with blood or bodily fluids as a result of the accident. Mouthpieces, resuscitation bags or other ventilation devices shall be available at each school in the event that resuscitation is necessary. The main adult school office should be informed immediately in case of a medical emergency or accident.

Orientation

ABC Adult School provides a general orientation to the campus and postsecondary education. The orientation provides information regarding detailed curriculum content, student responsibilities for course progress and attendance, costs, financial assistance opportunities, teaching formats and schedules, and career opportunities.

Orientation sessions are held once a month per campus. Sessions are also held quarterly in the evenings. CTE career certificate seeking and adult education students should participate in a campus orientation prior to starting their career path specific courses. Orientation sessions are also held during class time in the prerequisite classes. Contact the CTE Office for details or check the campus website at www.abcadultschool.edu.

Parents of High School Students - Notice

Adult school classes meet in portable facilities that do not meet the new earthquake safety requirements of the Field Act (Rev. 9/89).

Adult education classes may meet at various locations throughout the community. Transportation to and from these classes is the responsibility of the student and/or the parent or guardian.

The ABC Unified School District is not liable for the safety or the transportation of students that attend classes in these facilities.

Parking

Parking at ABC Adult School is free.

Please follow the rules for the safety and convenience of our students and staff:

- Please obey signs, directional arrows and NO PARKING areas, including fire lane markings.
- Parking spaces marked STAFF are for employees only. No students or visitors are to park in these spaces. It is imperative that teachers and staff are able to park and get to their assigned classes on time.
- Visitor parking spaces are available near the Cuesta Adult School office for 20-minute parking. Other parking is available on the street or in the marked lots adjacent to and across from Cuesta Drive.
- Observe the 5 miles per hour speed limit.
- Bicycles must be locked in bike racks and are not permitted in buildings. Do not ride bicycles on campus.
- Head in parking only.
- Parking code violations can result in ticketing and/or towing of your vehicle.

Personal Property Disclaimer

ABC Unified School District is not responsible for the loss or damage of personal property.

Positive School Climate

The Governing Board desires to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. ABC Unified School District programs, activities, and student clubs are available to all persons without regard to actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race, ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.

Pre-requisites

Course pre-requisites are listed in the current class schedule.

Refund Policy

There are 3 types of refunds processed through ABC Adult School:

Non-Program Students - NOT officially enrolled in a CTE program, ESL, Academics and Older Adults

Individual Course Refunds and Community Education

CTE Program Students - Program withdrawal (students officially enrolled in a program)

CTE Program Students - Course withdrawal (students officially enrolled in a program)

NON - PROGRAM STUDENTS

Students who enroll in a non-state funded community education course or do not enroll in a program of study are subject to the following refund policy:

ABC Adult School will refund class and lab fees if a regular class is cancelled by ABC Adult School. Individual requests for refunds must be made at the Adult School office prior to the second class meeting or within two weeks of registration. ABC Adult School reserves the right to cancel any class due to low or declining enrollment.

Students in Community Education classes must decide by the start of the second session whether they wish to continue in the class. NO REFUNDS for Community Education Class will be given after the start of the second session. Student initiated drops and refund requests are subject to a \$10 per class processing fee (or up to \$10 if the class is less than \$10.).

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped, within the refund policy timeline. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. To request a refund, please go to the office before the second class meeting begins, drop the class and fill out the Refund Request Form. The refund request form is also available online at ABCAdultSchool.edu and can be mailed to the Main Office (Cuesta or Cabrillo campus). It must be postmarked by the appropriate deadline. Stated deadlines are not adjusted due to late enrollment.

If a student paid by credit or debit card and the student has their receipt, an electronic refund will be made to their credit or debit card. Any other form of payment will be refunded by check. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the school. All refund checks are made payable to the student.

Community Education and Older Adults, CTE Individual Course Refunds (students not enrolled in a CTEC program): are subject to the following refund policy:

ABC Adult School will refund class and lab fees if a regular class is cancelled by ABC Adult School. Individual requests for refunds must be made at the Adult School office prior to the second class meeting or within two weeks of registration. No refunds will be given after the second class session. ABC Adult School reserves the right to cancel any class due to low or declining enrollment. All student initiated drops and refund requests are subject to a \$10 per class processing fee (or up to \$10 if the class is less than \$10.). A refund will not be processed if academic credit has been awarded for the class.

Refunds are not automatically processed.

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped, within the refund policy timeline stated in the paragraph above. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment. To request a refund, please go to the office before the second session begins, drop the class and fill out the Refund Request Form. The refund request form is also available online at ABCAdultSchool.edu and can be mailed to the Main Office (Cuesta or Cabrillo campus). It must be postmarked by the appropriate deadline as determined by the guidelines in the last paragraph.

Program Refunds - Program Withdrawal (students officially enrolled in a CTE program)

Students may withdraw at any time during a term. Refund amounts will be determined by the formulas listed below whether or not the student is receiving financial aid.

We realize that outside circumstances may sometimes impact a student's ability to complete the program of study. When a student stops attending all of his or her classes, depending on the circumstances, it may be classified as a "withdrawal," or "dismissal" from the institution. For the purpose of charges assessed and financial aid eligibility listed below, a dismissal will be handled the same as a withdrawal from the Institution. Students who do not complete at least 60% of the hours of each pay period listed in the financial aid calendar, must repay the unearned portion of all awarded aid. This unearned portion is based on the total number of hours scheduled to be completed and divided by the total hours in the pay period (Title IV Refund Process below). Students must repay the amount received as an overpayment. Students who owe repayments or overpayments are ineligible for additional Federal and/or State Aid. When learning of an over-award, ABC Adult School ("ABC Adult") will report the overaward to the funding source.

Program Refunds - Course Withdrawal (students officially enrolled in a CTE program)

Students who are withdrawing from an individual course but not the entire program may withdraw at any time during a term. Refund amounts will be determined by the formulas listed below whether or not the student is receiving financial aid. If 60% or more of the course has been completed, there is no refund. If 59% or less of the course has been completed, the refund is based on the total number of hours scheduled to be completed and divided by the total hours in the course.

REFUND PROCESS

I. GENERAL

Federal Law regulations require that schools compute a student withdrawal refund calculation to determine the federal student aid & state aid earned by the student when he or she withdraws from a school either officially, or unofficially.

A. Official Withdrawal after commencement of classes

1. The date the student notifies ABC Adult School of withdrawal or
2. The date of withdrawal, whichever is earlier.

B. Unofficial Withdrawals after commencement of classes

1. The beginning date of any start date, in which a student fails to start classes,
2. The first business day following 10 consecutive class days of absences or
3. The date when the school terminates the student's enrollment.

C. Cancellations - Applicants not accepted by ABC Adult, or who cancel within 3 to 5 business days are entitled to a refund of all monies paid. Minus a \$25 dollar registration fee.

II. INITIATING WITHDRAWAL PROCESS/TIMELINES

Schools are required to withdraw students from school within the guidelines indicated above in section (B) or as soon as the school determines that the student will not be returning. Withdrawal calculations are processed by the Financial Aid Counselor and sent to the Financial Aid office within 7 days of notification or withdrawal.

A. The withdrawal is initiated for any of the following occurrence:

1. Student's failure to maintain satisfactory progress.
2. Student's failure to follow attendance policy guidelines.
3. Student notifies school that they are withdrawing.
4. Student is dismissed from the program.

B. The individual at the campus who is responsible for updating the school's computer system must change the student's status to withdrawn. The following dates must match:

1. The effective date of change on the Student Status Change Form.
2. The date the student signs and dates the Student Status Change Form (if Applicable).
3. The computer system termination or drop date.

4. The date of determination for return of Title IV calculations. (This date must reflect the date the student was not eligible to continue, or the date the student notified the school they would not be returning).

C. The person/department responsible for initiating the drop completes the effective date of change on the Student Status Change Form. Copies of all Student Status Change Forms are given to the Student Accounts and Student Services Office. Both departments continue the paperwork. The office has 7 consecutive days from the date of determining the withdrawal to communicate to Student Services and Student Accounts department by paper.

III. FINANCIAL AID WITHDRAWAL PROCESS

The Financial Aid Counselor is responsible for handling all student status change forms received by the academic department. ABC Adult uses the Department of Education Template R2T4 form "Treatment of Title IV Funds When a Student Withdraws". ABC Adult School certificate programs are measured in clock hours:

- 1) Review - The Financial Aid Counselor reviews the following Data on the Status Change Form for accuracy:
 - a) The number of clock hours the student has completed versus the computer system.
 - b) Verifies the student funding source (Federal, Institutional, etc).
- 2) RT24 Completion – The Financial Aid Counselor completes the Refund Calculation form for all Title IV recipients. The R2T4 form is completed steps 1-10 according to the directions of the form and ensures that the following is completed correctly:
 - a) The net amount of Title IV funds disbursed, and what could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of "unearned" Title IV.
 - b) The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
 - c) The Institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
 - d) If the R2T4 form requires a Title IV refund due by the school under "Step 6" of the RT24 form the Financial Aid Counselor completes award adjustments in the database system and exports the refund to COD.
 - e) Student Accounts, ensures that all refunds due are refunded to G-5 account.
 - f) The Financial Aid Counselor is responsible for providing copies of the R2T4 forms for all Title IV recipients to the Student Accounts department within 7 calendar days from the first day of receiving the status change form.
- 3) Post Withdrawal Disbursements - A Student who withdraws, or otherwise ceases attendance, has lost Federal Student Aid eligibility and generally may not receive further disbursements for the enrollment period. A post-withdrawal disbursement distinguishes payments made after a student loses eligibility, whereas Post- withdrawal disbursements is aid a student has "earned" based solely on the period of enrollment calculated on the Return of Title IV Funds Calculation (RT24) and must be disbursed within 45 days of the date of determination (withdrawal date). If the student is eligible to receive a post-withdrawal disbursement for the period of enrollment for which an R2T4 calculation was determined, the Financial Aid Counselor may only approve a post withdrawal disbursement for amounts indicated in the completed R2T4 calculation. To ensure the correct amounts are approved and disbursed, the Financial Aid Counselor provides copies to student accounts of the R2T4 post-withdrawal disbursement information with the disbursement Batch roster request.

IV. STUDENT ACCOUNTS WITHDRAWAL PROCESS

Institutional Drop Calculation - Student Accounts completes an Institutional drop calculation for all students, regardless of their funding. Identification is made if the student withdrew prior to the 60% point or after the 60% point of the program.

To determine the percentage of the payment period completed, the number of days attended in

the payment period is divided by the total days in the payment period. Days are calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leave of absences are excluded.

The percentage of federal student aid will be returned as “unearned” by the student if the withdrawal is prior to completing over 60% of their program. The portion of Title IV federal student aid earned by the student as of the withdrawal date is calculated on a prorated basis by comparing the total program hours to the total number of hours of class and/or lab time attended, or scheduled to have been attended prior to withdrawal. Federal Regulations state that the amount of the Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

- A. Refunds of Unearned Aid - Student Accounts is responsible to complete all refunds of unearned aid back to the funding source in the following order as specified by law:
 - 1. Pell Grant
 - 2. Other sources
- B. Recording Refunds - Student Accounts Staff is responsible for the completion of the all necessary refunds and record the refunds to the student account ledger indicating the source and the refund amounts.

V. 45 DAY OR LESS TIMEFRAME

It is ABC Adult School's policy that the timeframe from withdrawal date, to receipt of drop calculation at the student accounts department, be no longer than 15 days from the date of determination that the student withdrew. Adherence to this policy ensures refunds are processed in a timely manner. This is critical to the success of the school, as late refunds are the most serious audit finding by the U.S. Department of Education, and can cause serious liabilities for the school. Therefore, drops must be fully processed at the student accounts office by: 15 days from the date of determination that the student withdrew. The 15-day timeframe will allow student accounts to meet the 45-day timeframe policy per the U.S Department of Education. An Institution must return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 45 days after it determines, or should have determined that the student withdrew.

Registration

You must be at least 18 years old to enroll in an adult school. All students must bring their confirmation receipt to the first class meeting. If you need additional information or experience any problems, please call (562) 229-7960 for assistance.

For online registration visit www.abcadultschool.edu. You can also register in person in the main office at our Cuesta or Cabrillo Lane campuses.

No online registration for classes held at the Cerritos Senior Center. Sign-up must be done on site. For more information call (562) 916-8550.

Registration dates are listed on the website and in the current class catalog.

Registration and Payment Policies

We accept VISA, MASTERCARD, Debit Card, and CASH.

Online registration is convenient, easy and no extra charge for all classes. Go to www.abcadultschool.edu. Once you are on the welcome page, simply follow the online prompts. For additional information or assistance call (562) 229-7960.

You must be at least 18 years old to enroll in an adult school.
All students must print and bring their confirmation receipt to the first class meeting.

No online registration for classes held at the Cerritos Senior Center, sign-ups must be done on site. For information call: (562) 916-8550

Registration Outside Agencies and Insurance

ABC Adult School welcomes students sponsored by outside agencies such as the EDD, WIB, and VA. We also welcome students paid for by public and private insurance. Students should make an appointment with our Job Developer who will assess the student and enroll them in a program. Students should have appropriate identification as well as valid authorization from their agency or insurance company. Agency and Insurance students have their valid authorization allow for student's registration at presentation of the valid authorization and continued attendance up to 90 days after ABC Adult School sends an invoice (VA-T&F Invoice) to the agency after receipt of the valid authorization. ABC Adult School will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries or other institutional facilities; or require any validly authorized student to borrow additional funds due to delayed payment from the agency (VA-delayed T&F payment under Chapter 31 VR&E.)

Satisfactory Academic Progress

Federal regulations require that all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible program pathway. SAP helps monitor whether students are moving toward successful completion of a certificate program in a timely manner. In order to be meeting SAP requirements, students must maintain a specified grade point average, Qualitative) (GPA) and attendance marks, Quantitative, and proceed through the program at a pace leading toward completion in a specified time frame. ABC Adult School measures progress in clock hours. Rules are applied uniformly to all students whether or not aid has been previously received. Students' SAP will be monitored at the end of each payment period.

Qualitative Requirement

Students must maintain a cumulative grade point average (GPA) of 2.0 or better on a 4.0 scale in all academic classes. For any program more than two academic years in length, students must have a minimum of a 2.0 GPA at the end of the second academic year. For the purpose of this policy, grades of "A", "B", "C" and are considered making satisfactory academic progress. Grades of "D", "F", and Incomplete "P", are considered not making academic progress. Incomplete classes are considered the equivalent of an "F" when evaluating SAP.

Quantitative Requirement

Students need to maintain a cumulative attendance record of **90%** or higher to finish the program in the maximum time frame. Students must complete 100% of the required hours to complete a program and receive a diploma.

Maximum Time Frame

Students may receive financial aid for up to 125% of the published clock hour length of their declared program. Students must, regardless of whether or not financial aid has been previously received, finish their program within the maximum time frame.

Failure to Meet Any Portion of SAP Policy

Students meeting all expectations and requirements at the designated evaluation point will be considered to have met SAP and be eligible to receive financial aid disbursements (if applicable). Students failing to meet any requirements, either qualitative or quantitative, will be notified in writing by ABC Adult School. The student will then have the ability to appeal the SAP finding within 5 instructional days. If the appeal is approved, the student will be put on Probation Status.

Probation Status

Students failing to meet SAP at any evaluation point will be notified by the Financial Aid office. Students failing to meet SAP will be placed on a Probation status if it is reasonable to believe that the student is able to meet SAP by the next grading period. Students placed on Probation status are not eligible to receive Title IV financial aid until SAP is met. During Probation, the student's academic advisor will develop and monitor an academic plan for the student. At the end of the Probation period, if the student is meeting the minimum requirements, or if they are successfully following a customized academic plan, they will be determined to be making satisfactory progress. If, at the end of the "Probation" period (the next grading period), the student is not meeting minimum requirements, the student will be determined as not making satisfactory academic progress and will be terminated from the program. Students who have been dropped from any program for not meeting SAP may reapply for a following term within 180 days, but they must reapply to the same Program and finish that Program before they try another program. Students may do this one time only. During "Probation", the school may impose conditions for the student's continued eligibility to receive financial aid and to be considered to be maintaining satisfactory progress for the purpose of financial aid.

Course Repetition

If a student repeats a failed or previously passed class, it will replace the grade to recalculate into the new cumulative GPA. The units will still count toward the completion rate and maximum time frame. Students who passed a class and choose to repeat for a higher grade are not eligible to receive financial aid for the repeated class. Students may receive financial aid for a failed class that they repeat until they pass (as long as they are meeting all of the other SAP requirements).

Students may repeat a class as many times as necessary to meet minimal course objective as determined by the course outline. Once the objectives have been achieved, the student may not repeat the course and will be encouraged to progress to the next subject level.

School Property, Destruction

Destruction and abuse of school property can result in a financial obligation and will result in a student's dismissal from school. ABC Unified School District policy determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student dismissal.

Sexual Harassment and Misconduct

The Board of Education is committed to ensuring a learning environment which is free of sexual harassment for all students. The Board urges students or staff to immediately report incidents of sexual harassment of students to the principal, or any other staff member. Complaints can be filed in accordance with the “Uniform Complaint Procedure.” Policy 5145.7

Accusations of serious misconduct will be investigated by an administrator. If the investigation finds that there is evidence that misconduct took place, before a punishment takes place, students may request a hearing where the accused can make their case before a group of school representatives chosen by the principal.

Harassment includes domestic violence, dating violence, and stalking. If an allegation of misconduct is lodged from an incident at an off-campus school related activity, this too will be investigated by an administrator and a hearing will take place at the request of the accused. In hearings, students can never cross examine each other personally. Instead, students will be assigned an advisor who can pose questions for them instead. This does not have to be an attorney. Hearings may also be held via videoconference.

According to California Law, all employees of public schools are Mandatory Reporters. If an employee witnesses or suspects harassment and misconduct they **MUST** promptly submit two reports—one verbal and one written—once they’ve been notified of a suspected incident.

First, the reporter must contact the local police or sheriff’s department, county welfare department, or county juvenile probation department. Typically, information requested will include the reporter’s name, business address, and phone number; victim’s address, and present location; if it involves a child, the names, addresses, and phone numbers of the child’s primary caregivers; a description of what happened; the source of the information that led to the allegation; and the names, addresses, and contact information of the suspected abuser.

Second, the reporter must submit a written report to the same agency using Form SS 8572 within 36 hours. Partially completed forms are acceptable when the reporter does not know all of the information requested. While private citizens may choose to remain anonymous in their reports, mandatory reporters must provide a name and contact information according to PC 11167.

It is a common misperception that simply telling a supervisor, manager, coworker, or administrator is good enough. But in reality, the mandated report must be made to the appropriate agency, as mentioned above.

Student Acceptable Use Policy and Code of Conduct

Acceptable Use Policy

Use of all network services and accounts must be in support of the educational goals and objectives of the ABC Unified School District. Rules for behavior and communication apply when using any electronic information services. Students are expected to abide by the generally accepted rules of network etiquette and follow the rules and regulations as described in this document. These rules include, but are not limited to the following:

- Be polite. Never send or encourage others to send abusive messages and use appropriate language in all communications. Always demonstrate appropriate behavior on social networking and chat room sites.

- Do not share personal account information with others. Do not reveal personal home addresses or phone numbers.
- Use the internet and technology resources to further your educational goals and to prepare for the world of work and life in the twenty-first century.

Student Acceptable Use and Code of Conduct:

Misuse of the District electronic information services are available in many forms, but it is commonly viewed as any message that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, harassment, and other issues described in this agreement. Users should be aware that inappropriate use of electronic information resources may be a violation of local, state, and federal laws and that they can be prosecuted for violating these laws. The following represent some of the inappropriate uses that must not occur.

- Using a network for commercial advertising.
- Use that would cause a disruption of network services for others.
- Using copyrighted material in reports without permission.
- Using a network for political purposes, such as lobbying for votes.
- Using any information service to access, view, or transmit pornography, or obscene, sexist, racist, or other inappropriate language.
- Damaging electronic information services through physical abuse of hardware to placing viruses on the network. Using proxy servers to bypass the district's filtering and monitoring systems.

Sending or receiving electronic messages that are inconsistent with your school's code of conduct including cyber-threats of death, bodily harm, and damage to property.

- Using electronic information services in a manner consistent with, or in violation of, District or school rules and regulations.
- Using personal portable devices to distribute offensive content on school grounds.
- Using the network services to access or provide personal information of others that may be used inappropriately.
- Vandalizing or any malicious intent to alter, harm or destroy equipment or data of another user, any District electronic information service, or any networks connected to the internet.

Student Conduct ABCUSD

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers. The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in activities in accordance with Board policy and administrative regulation. The superintendent or designee shall notify local law enforcement as appropriate.

Students are expected to do their best and do the right thing. They should treat others in a manner which is considerate of their rights and does not interfere with the educational process of the school. Students are expected to be cooperative with all instructors and administrators in the interest of safety and security. Students are expected to comply with any reasonable request by any staff member at any location on campus. Behavior that interferes with the educational process in a negative way will lead to dismissal from school.

Enrollment at ABCAS is voluntary. Once admitted, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The ABC Unified School District Code of Student Conduct applies to all students enrolled in the CTE center and in adult and community education classes. In order to establish reasonable consistency in the schools, a uniform Disciplinary Response Code has been developed and is included in The Code of Student Conduct.

During the orientation process, the Student Code of Conduct is reviewed to familiarize all students with behavior standards and discipline consequences. All students are required to sign a form indicating they are aware of the policies in the ABCAS Student Handbook, Program/Course Orientation, and Campus Orientation and they agree to abide by them. This form is kept in the student's file.

Specific Standards of Conduct:

- Follow teacher directions.
- Keep cell phones on silent mode or turned off while in class. Take calls outside.
- Do not hold loud conversations near the classroom as they can be disruptive.
- High School students should leave campus immediately after they finish class.
- It is expected that students will cooperate and help to keep the school clean. Students need to clean up their tables in the classrooms, throw away trash and keep all areas of the school clean.
- It is expected that students will respect other students in classrooms, in public places and in the parking lots.
- Student Intervention Assistants watch our school carefully to keep our school safe.
- Students should not make or have trouble. They must obey the rules. □

Tobacco Free/Weapon Free/Drug Free

The ABC Unified School District has enacted a tobacco free district and workplace environment policy. California Health and Safety Code, Section 24167, requires that all school districts receiving Tobacco Use Prevention Education Funds adopt a tobacco free policy. Current policy prohibits the use of tobacco on school property owned, leased or rented and within all school vehicles in order to provide a tobacco free environment.

The Governing Board desires students and staff to be free from the fear and danger presented by firearms and other weapons.

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol or other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students.

School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy and administrative regulations.

Transcripts

Agency Requesting Education Verification:

We ask the agency to fax or email the ABC Adult School the signed release from the student. If the graduate completed over 3 years ago we refer them to the District Office/Pupil Records to release transcript from microfilm. Any transcript 3 years and sooner ABC Adult School releases.

Student Requesting a Transcript:

We do not release any transcript or verbal information from a telephone call. We ask the student to come in and fill out an "HSD Transcript Request Form" and bring in a picture ID. The student may also fill out a form on line, found on our website.

Non-Grad Release:

All students that earned credits but never finished their diploma can follow the same procedure as above and state on request that they are a non-grad. All years of non-grad transcripts are held at the ABC Adult School.

Transfers

Transfer from class to class:

Students may transfer from one class to another, if there is room in the new class for another student, until the completion of the third week of the session, and after paying a \$5.00 transfer fee per class. The student must pay any difference of fee. If the new class fee is less, a refund will be made to the student according to the refund policy minus the \$5.00 processing fee.

ESL classes: if the teacher determines that a student has been misplaced, the student may transfer at any time. A Transfer Form must be filled out and the student sent to the office. If the student initiates a transfer request, they must first speak to their current teacher. A \$5.00 fee is charged for student-initiated transfers and they must be approved and signed off by the current teacher. Once this process is completed, a new schedule will be printed for the student, who will present this schedule to the new teacher, as proof that the process has been completed appropriately.

Transfer between CTEC programs:

Students are allowed to transfer between CTEC programs. Students who would like to change their declaration must meet with the Lead Instructor who will map out an alternative plan. Any similar classes taken for the previous program will be applied to the new program at the discretion of the Lead Instructor or Administrator. Fees will be prorated appropriately.

Transfer from another institution:

ABC Adult School does transfer "credits" from other educational institutions. Students who have taken classes similar to those listed for a Career Technical Diploma will be required to participate in a written or practical examination to demonstrate their skills level for the following prerequisite courses in the program: Keyboarding and Data Entry. All other courses in the program must be taken at ABC Adult School to earn a Career Technical Diploma. Student placement into a program will be at the discretion of the lead instructor and administration based on the outcome of the above stated items. Fees will be appropriately prorated.

Prior to the awarding of financial aid for students who attended other colleges and/or postsecondary institutions, submission by the student of all academic transcripts is required regardless if the student received financial aid at their previous college. Credit hours from another institution that are accepted towards the student's education program must count as both attempted and completed hours. Students who have below a cumulative 2.0 grade point average at their last college or technical school are placed on probationary status for their first term of enrollment at ABC Adult School. Students in probationary status are not eligible to receive financial aid unless an SAP appeal is submitted and approved by Financial Aid Counselor. If at the conclusion of that first term of enrollment the transfer student is not meeting the requirements of SAP the student is deemed ineligible for Financial Aid for that term.

Uniform Complaint Procedure

It is the intention of the Board of Education that everyone at ABC Adult School have the right to prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of education programs. Pursuant to California Code of Regulations, Title 5, Section 4600, the district has developed necessary procedures to process a complaint regarding educational services provided by the Adult School. A copy of the "Uniform Complaint Policy" and official forms are available in the front office of both the Cuesta and Cabrillo Lane campuses.

After those avenues have been exhausted, further assistance may be sought for instances pertaining to Career Technical classes or programs from the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 (800) 917-2081. <http://www.council.org>

School or Site Concerns: As stipulated in Board Policy 1312 (Community Relations), specific concerns regarding a school should be discussed in the following order:

- a. Teacher
- b. Principal
- c. Assistant Superintendent or Designee
- d. Superintendent
- e. Board of Education

Uniform Complaint or Community Complaint Procedure: If a citizen is still dissatisfied with the result after following the above protocol, the below procedures should be followed:

1. Complete a Uniform Complaint Procedure or Community Complaint Form (available at sites)

2. Submit form or written complaint to the site principal (Uniform Complaint Procedure) or Superintendent's office.
3. Staff will respond to the concern and a response will be sent to the citizen within two weeks.
4. d. Copies of the complaint will be distributed as follows: Superintendent, Site/Principal, and Students

Vandalism, Theft and Graffiti

The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and may also be prosecuted through other legal means.

Vending machines

Vending machines are located on campus for student convenience. Do not kick or beat machines. If money is lost in a machine, report it to the Adult School Office.

Visitors to Campus

All visitors must first report to the adult school office to obtain a visitor's pass. This pass allows visitors to attend class, but not participate in the classroom activities. The visitor may stay for 30 minutes and must check out in the adult school office when leaving.

No children under 18 are allowed to visit an adult school classroom.

Wait List Policy

Each class has the number of students allowed, depending on the space and the course content. Classes are typically over enrolled in the anticipation of students withdrawing from the class, IF there is room in the class during the first class meeting, students will be added until the maximum number allowed are enrolled. Students may be instructed to check back in the first week to inquire if space is available. There is no new enrollment after the first week with the exception of open entry courses.

Waiver and Release Agreement

Students in the ABC Adult School may be photographed or filmed for campus or District displays and for other publicity and public relations purposes.

Your signature on the registration form or by completing the registration online indicates your agreement for these purposes and you also hereby agree to indemnify and hold harmless the ABC Unified School District, its Board of Trustees, agents, officers, employees, individually and collectively, and the City of Artesia, Cerritos, and Hawaiian Gardens, their Council-members, employees, individually and collectively, from any and against all costs, losses, claims, demands, suits, actions, payments, and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or

during alleged to be caused by ABCUSD, the City of Artesia, Cerritos, Hawaiian Gardens, and/or their employees.

By your signature on the registration form or by clicking on the “terms and conditions” online, you verify that all information is true and have read and agreed to the District Acceptable Use Policy, the terms and conditions of the above-mentioned agreement.