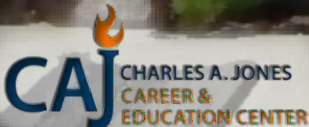


2024-2025

# Student Handbook

SCUSD Adult Education



[www.caj.scusd.edu](http://www.caj.scusd.edu)



5451 Lemon Hill Ave • Sacramento • CA 95824 • (916) 395-5800 •

Last revision: May 31, 2024. Prices subject to change without notice.

## ...NOTICE...

### PROGRAM RECEIPT ↓

**Retain your program receipt. You may be required to present it to your instructor as verification of completing the registration process. See REFUND POLICY for additional information.**

## Charles A. Jones Career and Education Center

Welcome to Charles A. Jones Career and Education Center! This handbook includes information that will help you as you participate in our professional learning community. It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue your career.

Charles A. Jones Career and Education Center (CAJ) is a public adult school operated by the Sacramento City Unified School District (SCUSD). CAJ is located on Lemon Hill Avenue, just west of Stockton Boulevard. The facility is a five (5) building complex on seven (7) acres. There is a Children's Center located on the premises, however the childcare services operate through SCUSD - Child Development. Parking is available on campus for all students and Regional Transit (RT) is just east on Stockton Boulevard.

We are proud that we can provide you with a low-cost, high quality education that will enrich your life. CAJ offers career and technical programs designed to provide the skills needed to become productively employed in the local workforce, as well as academic preparation classes, including prep for the High School Equivalency Test (HiSet), and Adult Basic Education (ABE), English as a Second Language (ESL), and Citizenship classes.

CAJ has been designated by the California Department of Education (CDE), as a Program of Excellence, and is fully accredited by the Commission of the Council on Occupational Education (COE), the Western Association of Schools and Colleges (WASC), and recognized by the State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and the American Society of Health-System Pharmacists (ASHP).

**In order to maintain a safe environment conducive to learning, the policies contained in this handbook apply to all CAJ Adult Education students. Violation of campus policies could result in dismissal from the Adult Education program. The decision of the site administration is final. Be sure to read all information contained in this handbook.**

**Reminder: Your student ID should be worn at all times while on campus. Once issued, no office transactions can be completed without your CAJ student ID.**

# TABLE OF CONTENTS

MISSION STATEMENT .....	3
COVID-19 SAFETY POLICIES (SCUSD - CAJ) .....	3 & 10 & 11
OFFICE HOURS .....	3
HOLIDAYS AND BREAKS .....	3
INFORMATION and WORKSHOPS .....	4
REFUND POLICY .....	4
COSTS, FEES AND CHARGES .....	5
ACCREDITATION .....	6
EXPECTED SCHOOL-WIDE LEARNING OUTCOMES .....	6
ORIENTATION & REGISTRATION .....	6
EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) .....	6
FINANCIAL AID .....	7
SATISFACTORY ACADEMIC PROGRESS (SAP) STUDENTS .....	7-8
TRANSFERS OF CREDIT POLICY .....	8
GRADING .....	8
STUDENT ID CARDS .....	8
DRESS CODE .....	8-9
PART-TIME STUDENTS .....	9
BOOKS/MATERIALS/UNIFORMS .....	9 & 10
AUTOMOBILES/MOTORCYCLES/BICYCLES .....	10
COVID-19 SAFETY PROTOCOLS FOR STUDENTS WHILE ON CAMPUS .....	10 & 11
SCUSD APPENDIX B: ILLNESS AND SYMPTOM REQUIREMENTS FOR STAFF & STUDENTS .....	11
ATTENDANCE/DROP/LEAVE OF ABSENCE .....	11
LOITERING .....	12
VISITORS RULES .....	13
PETS .....	13
BEHAVIOR/HONESTY .....	13
TOBACCO/SUBSTANCE FREE ZONE .....	13
FOOD/BEVERAGES .....	14
LITTERING .....	14
CELL PHONES/PAGERS/RADIOS/PERSONAL LISTENING DEVICES .....	14
EQUIPMENT .....	14
LOCKERS .....	14
PRIVACY/INFORMATION/SEARCHES .....	15
STUDENT USE OF TECHNOLOGY .....	15
COPYRIGHT POLICIES .....	16
GROUNDS FOR DISMISSAL .....	16
ADA ACCOMMODATIONS .....	16
QUIET ROOM .....	17
FIELD TRIPS .....	17
EMERGENCIES .....	17
ACCIDENTS, INJURIES, AND INCIDENTS .....	17
INSURANCE .....	17
CERTIFICATE OF COMPLETION .....	17
GRADUATION CEREMONY .....	18
EMPLOYMENT PLACEMENT ASSISTANCE .....	18
STUDENT RIGHTS AND RESPONSIBILITIES .....	18
UNIFORM COMPLAINT PROCEDURES .....	19-24
ACCREDITATION CONTACTS .....	25
DRUG POLICY .....	25 & 26
DRUG AND ALCOHOL ABUSE PREVENTION AND RESOURCES .....	26 & 27 & 28
ROSTER OF STAFF .....	29
RESOURCES .....	30

## MISSION STATEMENT

The Mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a positive and innovative learning environment for academic and career technical training, empowering them to become employed, productive members of their communities.

## SCUSD and CAJ - COVID-19

SCUSD and CAJ will continue to implement any and all measures recommended by public health leaders to protect the health and safety of our students, our staff, and our community throughout this public health emergency. SCUSD works in close consultation with Sacramento County Public Health (CDPH) and the Sacramento County Office of Education (SCOE), and follows guidance from California Governor, Gavin Newsom and the CDPH. COVID-19 is a public health emergency and is a fluid situation; facts and circumstances may change quickly, and we will regularly post updates to our website.

## OFFICE HOURS

### Main Office

Office phone: (916) 395-5800 / Fax: (916) 433-2640

Monday – Thursday: 8:30 a.m. – 3:30 p.m.

Friday: Closed

**Financial Aid Office (Room 120)** No appointments necessary.

Monday - Thursday: 10:30 A.m. – 3:30 p.m.

Friday: Closed

**America's Job Center of California (AJCC) – Lemon Hill (Room 106)**

Phone: (916) 395-5802

Monday – Thursday: 8:30 a.m. – 4:00 p.m.

Friday: 8:00 a.m. – 10:00 a.m.

## HOLIDAYS AND BREAKS

### CAJ Calendar

Summer Recess 2024 .....	Monday, July 1, 2024 – Friday, July 12, 2024
Fourth of July Holiday .....	Thursday, July 4, 2024
First Day of Instruction .....	Monday, July 15, 2024
Teacher Professional Development **No Classes** .....	August 14, 15 & 16, 2024
Labor Day .....	Monday, September 2, 2024
Veteran's Day .....	Friday, November 11, 2024
Thanksgiving Break .....	Monday, November 25, 2024 – Friday, November 29, 2024
Winter Break .....	Monday, December 23, 2024 – Friday, January 3, 2025
Martin Luther King, Jr. Day .....	Monday, January 20, 2025
Lincoln's Birthday .....	Monday, February 10, 2025
Presidents' Day .....	Monday, February 17, 2025
Spring Break .....	Monday, April 14, 2025 – Friday, April 18, 2025
Memorial Day .....	Monday, May 26, 2025
Last Day of Instruction .....	Friday, June 27, 2025
Summer Recess 2025 .....	Monday, June 30, 2025 – Friday, July 11, 2025

# INFORMATION and WORKSHOPS

Financial Aid .....(School Code: **009509**)

## WIOA Workshops

America's Job Center (call for dates and info)..... (916) 826-0967

## Job Search Workshops

America's Job Center (call for dates and info)..... (916) 826-0967

## Additional Information

Frequently Asked Questions (FAQs) Online ..... [www.caj.scusd.edu](http://www.caj.scusd.edu)

# REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when, due, are made within 45 days from the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student for classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

% of Attendance	% of Tuition Refund
Cancelled by <b>CAJ</b>	100%
Up to 10%	90%
Over 10% - Up to 25%	50%
Over 25% - Up to 50%	25%
Over 50%	No refund

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
6. No refund on HSE testing fees (HiSET)
7. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (see pages 21 and 22 in program catalog)

## COSTS, FEES AND CHARGES

Program fees do **NOT** include associated material or additional requirements costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding 2 assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are **NOT** obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. **Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.**

For students paying tuition with student loans, 10% of the total program/course fee is due at the time of registration for all programs except Vocational Nursing program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- **IS** subject to prior approval
- **IS** subject to availability
- is **NOT** covered by student funding assistance without approval from funding source
- is **NOT** available for all programs
- does **NOT** include the cost of books, materials or any additional fees associated with the class requirements (i.e., fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is **NOT** prorated unless there is approved medical leave

**Program fees and material costs are subject to change without notice.**

**Student is responsible for increases prior to purchase.**

**All fees must be paid in full to graduate.**

## ACCREDITATION

The Charles A. Jones Career and Education Center is accredited by the Commission of the Council on Occupational Education (COE) and Western Association of Schools and Colleges (WASC). To receive a copy for review of the school's accreditation, licensure, or approval you may contact the following:

### ACCREDITATION CONTACTS:

#### Council on Occupational Education:

7840 Roswell Rd. Building 300 Suite 325, Atlanta, GA 30350..... (770) 396-3898  
Toll Free Number ..... (800) 917-2081  
Fax: ..... (770) 396-3790  
Website ..... www.council.org

#### WASC (Western Association of Schools & Colleges):

Northern California Office  
533 Airport Blvd, Suite #200, Burlingame, CA 94010..... (650) 696-1060

## EXPECTED SCHOOL-WIDE LEARNING OUT COMES

- Demonstrate positive work habits
- Communicate effectively in English
- Demonstrate critical-thinking skills
- Use job search strategies effectively
- Participate actively in the school

## ORIENTATION & REGISTRATION

**Attend an Orientation/Assessment Testing:** This is the first step to your new career! At the CAJ Orientation, you will learn about the exciting career training programs available. Perspective students **must be 18 years or older** to enroll into our Adult Education Programs.

**When:** In person Every Wednesday. Orientation starts at 8:30 AM – Doors close at 8:45 AM. (Except holidays and break periods)

**Where:** 5451 Lemon Hill Avenue, Sacramento, CA. 95824

**No appointment needed:** For more information, you may call at Lemon Hill Job Center at (916) 395-5802 or email to: [lemonhill5451@gmail.com](mailto:lemonhill5451@gmail.com), Monday-Thursday 8:30 a.m. to 4:00 p.m.

Students may begin classes throughout the year on a scheduled basis as space is available. All career education programs require excellent attendance. Assessment testing is held on Wednesdays, after Orientation. Perspective students must show ID. For in-person testing, masks are required. Orientation and assessment testing are required before enrollment. CAJ reserves the right to cancel program start dates due to low enrollment.

### Pay Registration Fee to Reserve Enrollment for Next Open

#### Class:

Pay registration during open front office hours.

## EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

The school is an approved site for those seeking training or re-training under EDD's Educational Training Benefits (ETB) Program. Please contact an EDD Job Counselor to determine whether you can take advantage of the ETB program before collecting your 16th week of Unemployment Insurance (UI) benefits

6| FY 23-24

Visit us at [www.caj.scusd.edu](http://www.caj.scusd.edu) for the most updated version

## FINANCIAL AID

**Financial Aid is Available:** Financial Aid (Pell Grant) is available for those students who meet federal guidelines. Start your Free Application online at StudentAid.gov. **Use CAJ financial aid school code 009509.** As for a financial aid procedures brochure for steps to apply.

CAJ Financial Aid Office hours: Monday – Thursday, 10:30 AM – 3:30 PM. No appointment necessary. Closed on Fridays.

The first step is to complete an online FAFSA form. Students may visit the Financial Aid office located in room #120 on the west side of the Administration Building. Financial Aid is by appointment only. **Please note** that financial aid eligibility is determined by the federal government, and not the school. The financial aid office has up-to-date eligibility requirements. Further information for additional funding options can be found by following the financial aid link on the school website: [www.caj.scusd.edu](http://www.caj.scusd.edu). All copies of documents turned in to the financial aid office will not be returned to the student and become the property of the school.

The Charles A. Jones Career and Education Center offers vocational training programs approved by the Department of Veteran's Affairs for Veteran's Education Benefits and offers services to partner agencies including DHA, SETA, Veteran's Administration, EDD, America's Job Center Lemon Hill, and the National Visiting Teacher's Association.

## Satisfactory Academic Progress (SAP) Students

The U.S. Department of Education, Federal Student Aid mandates financial aid students to meet and maintain qualitative and quantitative academic progress standards as they progress through their educational program. These standards apply to all coursework taken whether or not financial aid was received in the past.

All students who receive federal or state financial aid must maintain satisfactory academic progress (SAP) towards the completion of an eligible program of study. Financial aid eligibility is determined in compliance with federal and state regulations as well as institutional policies and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, or other legally protected basis. If a student wishes to file a grievance, then they should follow the directions outlined in the college catalog

At the end of each block, students are evaluated based on the following standards

### What is Satisfactory Academic Progress (SAP)?

- Satisfactory Academic Progress standards are broken down into two standards: Qualitative and Quantitative. The Qualitative Standard is a Grade Point Average (GPA) requirement, while the Quantitative Standards are a Completion Rate requirement.

### GPA: Maintain a Cumulative GPA of 2.0 or Higher

- Once grades post at the end of the semester, the overall GPA is used calculated. A, B, C, D, and F grades will be used in the calculation.

### Completion Rate: Complete 67% of All Attempted Units

- A, B, C, D, F, P, NP, I (Incomplete), or MW (Military Withdrawal) grades will be used to calculate completion rate. Transfer coursework officially submitted and evaluated by Admission and Records will also be included in the calculation

- Formula: Total Clock Hours Earned ÷ All Clock Hours Attempted = Completion Rate

### Quantitative Measurement

- Clock-hour programs as measured by the cumulative number of clock-hours the student is required to complete, expressed in calendar time
- process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools
- All SAP measurements must be cumulative
- Formal SAP evaluations correspond to the end of a payment period
- Frequency of SAP evaluation



- Must include evaluation at the end of each payment period for programs of one year or less
- 7) For all other programs, at least an annual review to correspond with the end of a payment period
- Notifying students of results of any SAP review that impacts student Title IV eligibility
- Regardless of appeal process, school must always describe how a student who has lost Title IV aid due to failing SAP can reestablish eligibility for Title IV aid
- Remedial coursework must be factored into a qualitative measurement but is not required to be included in the quantitative measurement

### **Qualitative – Minimum Grade Point Average (GPA)**

Student must maintain a minimum, cumulative grade point average of 2.0. The most recent grade for a renewal courses is used code GPA. All grades for academic renewal course are used to determine GPA.

## **TRANSFERS OF CREDIT POLICY**

In house evaluation of prior education is done on a case by case basis. CAJ does issue credits. CAJ career education programs are based on clock hours.

Any new student enrolling in a Career Technical Education (CTE) program at Charles A. Jones Career & Education Center-(CAJ) and wishing to transfer credits for courses completed at a different school must meet the institution's credit transfer requirements:

- The course was taken at an accredited school.
- The student received a "C" grade or higher.
- The course is approved or meets state licensure requirements (if applicable).

Students wishing to receive transfer of credit for course complete at a different school may only be made upon approval of the CAJ Site Administrator and the CTE program chair of the program of interest.

The Transfer of Credit Policy is published in each program's Student Orientation Packet.

## **GRADING**

CAJ uses an industry standard grading system. In courses where an alpha grade is issued; 90%-100% is an A, 80%-89% is a B, 70%-79% is a C, 60%-69% is a D, 59% and below is an F. In courses not using an alpha grade, a pass (P) or No Pass (NP) mark is given.

## **STUDENT ID CARDS**

Within the first 2 weeks of a program's start, each instructor will make arrangements with the front office for students beginning the program to have their picture taken for a student ID card. Once issued, no office transactions can be completed without your CAJ student ID and it should be worn at all times while on campus. If lost, replacement badges can be issued in the front office at a cost of \$2.50.

## **DRESS CODE**

When students are on campus or attending CAJ classes virtually, clothing must be appropriate for a professional environment. Our objective in establishing a dress code is to allow our staff and students to work and learn comfortably in a professional setting as they prepare for a new career. Many programs have established uniforms; this dress code will be for those programs that do not require uniforms.

In general, students are expected to wear appropriate clothing, which is clean and not distracting. For safety, shoes must be worn at all times. Clothing that reveals too much cleavage, back, chest,

**8| FY 24-25** underwear is not appropriate for an adult school, virtual classroom environment, or place of business. Clothing must cover the torso; baggy clothing and sagging pants are unacceptable, and not permitted. Clothing that shows words, terms, or pictures that may be offensive is unacceptable. Items worn or carried by students, including buttons and backpacks, may not denigrate any group, promote violation of school rules, depict drugs, violence, weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive. **Please wear your student ID at all times on campus. Once issued, no office transactions can be completed without your CAJ student ID.**

Students are expected to come to school in the appropriate “casual work” attire for the program they are entering. Business casual dress is the standard. Because all casual clothing is not suitable for school or work, these guidelines will help determine appropriate dress. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at an adult school or at work.

If clothing fails to meet these standards the student will be asked to leave campus, or leave the virtual classroom environment to obtain appropriate clothing and to review the dress code as not to avoid inappropriate clothing in the future. Students that continue to fail to follow the dress code policy, as determined by staff and administration, may face disciplinary actions.

### Slacks, Pants, and Suit Pants

- **Appropriate:** Slacks similar to Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and dress synthetic pants.
- **Inappropriate:** Sweatpants, exercise pants, shorts of any kind (i.e., Bermuda shorts, short shorts, etc.), bib overalls, leggings, yoga and any spandex or other form-fitting pants such as people wear for biking or sports.

### Skirts, Dresses, and Skirted Suits

- **Appropriate:** Casual dresses and skirts should be at a length at which a person can sit comfortably in public.
- **Inappropriate:** Short, tight skirts that ride halfway up the thigh. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses.

### Shirts, Tops, Blouses and Jackets

- **Appropriate:** Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks. Most suit jackets or sport jackets are appropriate.
- **Inappropriate:** Tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops with bare shoulders.

### Shoes and Footwear

- **Appropriate:** Shoes must be clean. Shoes such as walking shoes, loafers, clogs, sneakers, boots, flats, dress heels and leather shoes.
- **Inappropriate:** Athletic shoes not typically worn in a work setting, thongs, flip-flops, slippers.

## PART-TIME STUDENTS

Our school welcomes part-time students in designated programs only. CAJ academic and English Language programs are offered on a part-time schedule. Classes are held Monday through Friday, three hours per day. Part-time students are under the same rules and policies that govern all students. The Pell Grant is not available for part-time students.

## BOOKS/MATERIALS/UNIFORMS

Students are responsible for acquiring all books and materials prior to program start date. For those students with funding assistance, books and materials are included **only if specifically noted**. All uniforms, books, and materials available from CAJ may be obtained from the front office. Payment is due at time of issue and is non-refundable. The costs include taxes and vary depending upon program of enrollment. Changes in prices may occur without notice due to vendor's cost. Students are responsible for increases prior to purchase.

Students are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Books may be purchased through any online vendor. However, you must use the same edition as those being furnished by CAJ. Previous editions are unacceptable. Textbooks may be purchased used, **but workbooks and study guides must be NEW without markings of any kind.**

## AUTOMOBILES/MOTORCYCLES/BICYCLES

Students are welcome to use cars, motorcycles, and bicycles on school grounds. The school and the district are not responsible for damage or theft of students' possessions or vehicles. Additional parking is available on the street, at the owner's risk. However, our surveillance cameras do not cover that area. Usage is subject to the following regulations:

1. A parking permit is required and may be purchased in the main office for a non-refundable fee of \$5.00. Students must display the parking permit in an area where it may be clearly seen. Having a parking permit and not displaying it may result in a citation.
2. Vehicles may be driven on roadways only and may not park on lawns or dirt areas. They may be brought into buildings and shop areas only with written permission from staff. All vehicles on the grounds or in shops must provide vehicle registration and proof of insurance, and must conform to all laws of the city, county, and state.
3. Vehicles may not exceed the 5 mile per hour speed limit.
4. Student vehicles must be parked in the designated areas; not over a line taking more than one space or in areas marked for staff or reserved parking. "No Parking" and "Handicapped Parking" signs must be observed. Handicapped spaces are restricted to vehicles with the appropriate sticker/license visibly displayed. Vehicles blocking gates or fire lanes, double parked, or parked in loading zones (used for immediate loading and unloading only) will be towed at owner's expense.
5. Overnight parking of vehicles on school grounds is prohibited.

Violations will result in a citation, which may be paid in the main office.

## COVID-19 Safety Protocols for Students While on campus

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites
- Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- If you feel sick, if you have a fever or other symptom remain home per the Stay-at-Home Requirements (Appendix B). Report symptoms of illness to your instructor. Contact your school office or instructor if there are any questions about the Health Precaution guidelines.
- If you become ill during the school day go immediately let your instructor know, report symptoms of your illness to your instructor and immediately go home. If you must wait on campus for a ride home, ask to wait in the designated school "sick waiting room".
- Notify your instructor if you're going to be out ill. Report symptoms of illness to your instructor.

- Call the school office or you instructor if anyone in your household has been diagnosed with COVID-19 or has had close personal contact with someone with COVID-19.
- While on school site follow all Individual Health Precautions for Students and Staff.
- When in public, practice Individual Health Precautions.
- Be kind and understanding with others. Use “please” and “thank you” when talking about or being reminded about public health.
- Let others make their own choices. Do not tease or bully people who look, behave, or believe differently than you.

## SCUSD Appendix B: Illness and Symptom Requirements for Staff and Students

Any student or staff member who tests positive for COVID-19 or who is exposed to someone with COVID-19 must contact their supervisor or principal for instructions. Supervisors must report immediately to SCUSD Health Services for contact tracing.

### Students should stay home if they have any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell Sore throat
- Congestion or runny nose Nausea or vomiting
- Diarrhea
- Nausea or vomiting

### You may return to school after

- **10 Days and 24 hour fever free** and symptoms improved

Or

- Presenting a negative COVID-19 test result and 24 hours fever free and symptoms improved

Or

- Presenting a note from health care provider confirming symptoms are the result of another diagnosis and 24 hours fever free and symptoms improved.

Students with documented non-infectious chronic conditions can return to school when symptoms have improved. A doctor may diagnose an illness other than COVID-19 and provide a note for return to school earlier than 10 days. Students with unmanaged COVID-like symptoms (such as congestion, coughing, runny nose) may be sent home until symptoms have improved. If there are questions about individual cases, contact your school administrator.

### Sources:

[https://returntogether.scusd.edu/sites/main/files/file-attachments/hs\\_appx\\_b.pdf?1629829028](https://returntogether.scusd.edu/sites/main/files/file-attachments/hs_appx_b.pdf?1629829028)

Appendix B

## ATTENDANCE/DROP/LEAVE OF ABSENCE

**Our courses are competency-based and all course requirements must be met here at school (We do not offer independent study).**

The courses offered at CAJ are designed to prepare you for gainful employment upon program completion. Our hands-on instructional strategies are designed to engage all students in their own learning, and are only effective when students attend class regularly. Regular attendance is a critical factor of successful employment. Therefore, it is expected that all students will maintain 100% attendance. Enrollment in a program or class can be terminated because of excessive tardiness and/or absences. **There are no excused absences in Adult Education.** Students who exceed maximum allowable absences will be dropped. Absences due to verified COVID-19 quarantine will be accommodated within the program with virtual learning, where possible. Students who cannot be accommodated due to program limitations dictated by state board requirements may have to defer their program to a time when they can attend and meet all requirements.

An administrator may drop a student without prior warning if the student violated any of the Zero Tolerance policies stated in the **GROUNDS FOR DISMISSAL**.

A teacher may request from administration to drop a student for poor attendance, unacceptable behavior, or poor classroom performance. Whenever possible, a **“Warning of Intent to Drop”** notice will be issued prior to the drop. The first time a student is dropped they may request re-entry into their program at the beginning of the next appropriate start date. The second time, the student is eligible for re-entry after two (2) complete blocks (12 weeks) and **only** with administrative approval. A re-registration fee may apply upon re-entry after a student withdraws or is dropped from a program or class.

Students will be placed on attendance probation upon re-entry and be required to maintain a 95% attendance rate for the next two (2) blocks (**Note:** A full block is six (6) weeks in length). Students who fail to meet the 95% attendance requirement may result in permanent dismissal from the program.

Students are required to do the following:

1. Maintain a minimum of 95% attendance. Students may jeopardize their eligibility for financial aid and may be dropped from class if attendance falls below 90% (**VA minimum attendance is 95%, and C grade or better during each 6-week interval – VA students will be dropped for failing to meet these standards**). Teachers may issue an **“Intent to Drop”** warning to students whose attendance falls below the minimum standard.
2. Contact their instructor each day when absent from class. Students will be dropped under the following conditions:
  - a. Three (3) consecutive absences without contacting the school or instructor.
  - b. Three (3) days absence during the first week of class.
3. All public funded recipients (Pell, Stafford Loan, VA, etc.) are required to submit a Leave of Absence form with the front office prior to any leave longer than 3 days and cannot exceed 180 days. Re-registration fees will not apply for a leave of absence **IF** the appropriate form is on file, and was submitted **PRIOR** to the start of the leave. **All re-entry students must receive approval from the school’s Financial Aid Administrator PRIOR to re-entry.**

## LOITERING

In order to provide a safe learning environment, CAJ does not allow any person to loiter on school grounds. Visitors may wait in the hallway next to the main office. When not attending class, students without valid school business must leave the campus. Non-students found loitering on school grounds may be reported to law enforcement. No sitting or blocking of stairways is

permitted. This rule applies to both the interior and exterior of the school. **PLEASE BE GOOD NEIGHBORS!!** Do not loiter on the streets surrounding the school. Neighbors may call the police to have you removed if they don't call us first. You should be in class during school hours.

## VISITORS RULES

For the safety and welfare of our students, only authorized visitors are allowed on campus. People providing rides for students may wait on the street or in appropriate parking spaces. Visitors must check in at the front office for a temporary pass; to be returned at departure.

**Children** are not permitted on campus. Students are not permitted to bring children to school. **There are no exceptions.** There is a Children's Center located on campus; however, this facility is not administered through this school site. If you would like information about the Children's Center, please call (916) 395-5883.

## PETS

Only official service animals are permitted on school grounds. **No pets allowed.**

## BEHAVIOR/HONESTY

This school is an Adult Professional Learning Community. Students are expected to display behavior conducive to a maximum learning environment. Suspension or dismissal may result for a student who engages in activities related to gambling or any of the behaviors stated in **GROUND FOR DISMISSAL.**

The disruption of school activity or the willful defiance of the valid authority of supervisors, instructors, administrators, school officials, or other school personnel engaged in the performance of their duties will be considered a serious violation of the rules of conduct and may result in dismissal.

Students perceived by their instructor to be cheating on exams or research papers will be referred to the Site Administrator, and will receive no credit for the exam or project. Standard exam policy for all classes requires no talking or communication once any test or exam has begun. Cheating will result in suspension or expulsion.

A suspension stipulates that a student will not be able to attend class for a specified period of time.

A dismissal or expulsion indicates that the student will leave the school permanently. The final decision regarding a suspension or expulsion will be made by the administration. Reconsideration of expulsion may be requested after a period of one year.

## TOBACCO/SUBSTANCE FREE ZONE

Any type of alcohol, tobacco, or controlled substance usage on any school campus is prohibited. Consumption, possession, or being under the influence of alcoholic beverages or drugs on school grounds is a violation of state law. Students who have the odor or appearance of alcohol/controlled substance on their person will be considered under the influence and will be asked to leave campus. Offenders will be dropped. Students will be removed from the program and may not return. It is unlawful to possess, distribute, or use controlled substance on any school campus. Most violations are felonies and may result in arrest. Violators of this policy shall be expelled.

Tobacco use is strictly prohibited by the Board of Education anywhere on any school campus. Smoking is strongly discouraged, as it is hazardous to the health of students, staff, and the general public; and presents a negative image of our school. However, students who must smoke must be on the public sidewalk **AWAY from the front of the school and the Children's Center.**

## FOOD/BEVERAGES

Food and beverages are to be consumed only in designated areas and are **NOT TO BE CONSUMED IN ANY OF THE CLASSROOMS.**

## LITTERING/COLLECTING RECYCLABLES

Please keep our campus clean! The appearance and cleanliness of the campus is a responsibility shared by all staff and students. Students littering the grounds will be subject to suspension. Also, please keep the student microwave ovens clean at all times, when in use. **Remember:** cigarette butts are considered litter and are prohibited on any school campus. Students are not to go through the garbage cans and collect items to recycle.

## CELL PHONES/PAGERS/RADIOS/PERSONAL LISTENING DEVICES

In respect to other students and staff members at our site, pagers, phones, Walkman, MP3s, iPods, or other listening device uses must be silenced or deactivated during class unless approved by an administrator for verified medical emergencies. In the event of an emergency, students who need to use cell phones or pagers must exit the classroom. Radios and other recreational personal listening devices are not permitted in the classrooms, business offices, or hallways without the approval of the classroom teacher and administration. Failure to comply with this policy may result in student classroom attendance being docked.

## EQUIPMENT

**Lost or Broken:** Students are responsible for equipment that is checked out to them during the course of their training. Students will be required to pay for any replacement of the equipment, if not returned, or replaced if broken. Replacement of any lost or broken equipment must occur before issuance of a Certificate of Completion.

**Abandoned:** Equipment, including, but not limited to, appliances, furniture and automobiles, will be considered abandoned and will be disposed of without prior notice under the following conditions: 1) Equipment left on the school property more than 20 school days; or one calendar month. 2) Equipment remaining beyond the period of a student's enrollment. 3) Equipment not removed at the time a student is dropped. 4) Equipment left on school property during holiday. Any towing and/or removal fees will be the financial responsibility of the student. Automobiles left on campus without school permission will be towed.

## LOCKERS

A limited number of lockers are available for student use. Students may choose their own lockers and must provide their own locks. Come to the front office for bicycle lockers. They may be used one day at a time for bicycles only. Both lock and bicycle must be removed at the end of the day or the lock will be cut.

## PRIVACY/INFORMATION/SEARCHES

To protect confidentiality, access to student coursework, testing, and records is limited to authorized personnel only. School records and information regarding adult education students is confidential by law and by school policy. **No information about a student will be released to anyone for any reason** without the student's written permission and a witnessed signature, or without an official subpoena by a court of law. Please note, that this policy includes family members. The Federal Right to Privacy Act does not allow school staff to send messages to enrolled students.

However, when a student accepts a training allowance from a public agency based on school attendance, an exception will be made. The allowed acceptance will be considered by CAJ as authorization to release appropriate information to the funding agency. Copies of documents turned into the school for school records will not be returned to the student and become the property of the school.

To ensure the health, safety, and welfare of students, school authorities and law enforcement may conduct searches as allowed by law. Students and visitors may be required to show ID at any time.

## STUDENT USE OF TECHNOLOGY

Students shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their education. Such use is a privilege that may be revoked at any time. Students should be aware that computer files and communications over electronic networks, including e-mail, are not private. To ensure proper use, the Superintendent or designee may monitor the district's technological resources, including e-mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the teacher so that he/she may have system access when the student is absent. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

1. The student in whose name on on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account number.
2. Commercial, political, and/or personal use of the system is strictly prohibited, including computer games, personal e-mail/banking, and personal on-line activities. The district reserves the right to monitor any on-line communications for improper use.
3. Students shall not use the system to promote unethical practices or any activity prohibited by law or district policy.
4. Students shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
5. Students shall not download pictures, images, music files or videos, or host for uploading copyrighted files.
6. Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own use only and only in accordance with copyright laws.
7. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials, or the data of any other user.
8. Students are encouraged to keep messages brief.
9. Students shall report any security problem or misuse of the network to the Superintendent or designee.



## COPYRIGHT POLICIES

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

All students will be held responsible for penalties of unauthorized peer-to-peer file sharing and engagement in illegal or unauthorized distribution of copyrighted materials using the school's information technology system under the Sacramento City Unified School District policies.

## GROUNDS FOR DISMISSAL

Due to the potential seriousness of the following offenses and the requirements of the California Education Code any infraction of these rules will result in dismissal. No program refunds.

1. Caused, attempted to cause, or threatened to cause **PHYSICAL INJURY** to another person. Committed or attempted to commit a sexual assault or committed a sexual battery.
2. Possessed, sold, or otherwise furnished any **FIREARM** or any **IMITATION FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT**.
3. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any **CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, or an INTOXICANT of any kind**. Has unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any **DRUG PARAPHERNALIA** (see #1 of the *SCHOOL-SITE POLICIES* for further information).
4. Committed an **OBSCENE ACT** or engaged in **HABITUAL PROFANITY OR VULGARITY**.
5. Knowingly **RECEIVED STOLEN** school property or private property.
6. Caused or attempted to cause **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY**.
7. **HARASSED, THREATENED, OR INTIMIDATED** a staff member or student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that person for being a witness or both.
8. Committed **SEXUAL HARASSMENT** as defined in Section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.
9. Caused, attempted to cause, threatened to cause, or participated in an act of **HATE VIOLENCE** as defined in subdivision (E) of Section 33032.5.
10. **VIOLATION** of campus policies.

## ADA ACCOMMODATIONS

The Sacramento City Unified School District and the school will not discriminate against a qualified individual with a disability. Any student requesting special accommodation related to his/her disability must provide written verification to the school administration.

All buildings and facilities are in compliance with the state and federal regulations governing accessibility of facilities to students with disabilities. Designated parking spaces are reserved for the exclusive use of disabled students with appropriate stickers/licenses.

## QUIET ROOM

CAJ provides space for a Quiet Room on the second floor the main building. The room is available by reservation during school hours to students who need a quiet space for a short, quiet break, free from distraction. Please come to the front office to make a reservation. Quiet Room rules: Masks required. Physical distancing required. No talking, No cell phone, No studying, No eating, No sleeping. Please be respectful.

## FIELD TRIPS

Off-campus field trips are an integral component of many programs. Unless specifically advised, the school does not provide transportation to any offsite location. Students are responsible for arranging transportation to and from the field trip location. The school assumes no responsibility or liability of any kind for students participating in an off-campus field trip.

## EMERGENCIES

In the event of a school emergency, students are required to follow the instructions of teachers and other staff members. All buildings should be evacuated quickly, and streets kept clear for emergency vehicles and equipment. Emergency evacuation routes are posted in all classrooms, labs, and offices.

## ACCIDENTS/INJURIES/INCIDENTS

All injuries, no matter how slight, are to be reported to the instructor. Student must also submit a district **Report of Incident or Student Accident** form (RSK-F103A) obtained in the front office. Your instructor will complete an accident report for the school and the school district. Students must be under the direct supervision of their instructor, since the school and the school district do not carry health, accident, or workers compensation on students. The school assumes no responsibility or liability of any kind when students participate in school-wide activities.

## INSURANCE

The school and the District do not carry health, accident, or workers compensation insurance on students, and assumes no responsibility or liability of any kind when students participate in school-wide activities. Students enrolled in specific programs are eligible for **limited** insurance coverage, which is collected as a part of their program fee. Students enrolled in programs involving externships are responsible for securing their own liability insurance prior to beginning their externship. Those without verifiable coverage will not be allowed to participate in externships until coverage is confirmed.

## CERTIFICATE OF COMPLETION & GRADUATION REQUIREMENTS

A check-out sheet must be submitted to the front office at the end of the program. This process will ensure issuance of a Certificate of Completion and notification of the graduation ceremony. Every student successfully completing a vocational training program at this school will receive a Certificate of Completion. The certificate will be available for pickup in the front office 15 working days after the program completion date. Any student who fails to follow this procedure, or who has not returned books, tools, or materials not purchased, or covered the cost of lost items not purchased will not receive a Certificate of Completion or their final Pell check.

## GRADUATION CEREMONY

A graduation ceremony is held once a year. Details will be forwarded to each student based on the contact information provided on the check-out sheet. It is the student's responsibility to keep the school updated of any changes in contact information.

## EMPLOYMENT PLACEMENT ASSISTANCE

Employment placement assistance is available in America's Job Center Lemon Hill, (located right next door) to help with resumes, job search, interview techniques, and other tools necessary for our students to move toward the goal of obtaining gainful employment upon graduation. However, employment is not guaranteed.

## STUDENT RIGHTS AND RESPONSIBILITIES

**California State Education Code 488908. *All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.***

Students have rights, as do all citizens, under the Constitution as well as state law and district policy. Their rights include:

1. **The right to** be heard. Students are encouraged to voice **constructive** criticism through appropriate channels such as teachers, counselors, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school.
2. **The right to** an education in a safe, clean environment.
3. **The right to** full use of the class time for receiving instruction and learning.
4. **The right to** fair, consistent, and respectful treatment by staff members and other students.
5. **The right to** seek redress of grievances through the district uniform complaint procedure.

# UNIFORM COMPLAINT PROCEDURES



**HUMAN RESOURCE SERVICES**  
P.O. Box 246870 • Sacramento, CA 95824-6870  
(916) 643-9050 • FAX (916) 399-2016

Jorge A. Aguilar, *Superintendent*  
Cancy McArn, Ed.D., *Chief Human Resources Officer*  
Christina Villegas, *Director II*

## BOARD OF EDUCATION

Christina Pritchett  
President  
Trustee Area 3

Leticia Garcia  
Vice President  
Trustee Area 2

Chinua Rhodes  
2<sup>nd</sup> Vice President  
Trustee Area 5

Lisa Murawski  
Trustee Area 1

Jamee Villa  
Trustee Area 4

Darrel Woo  
Trustee Area 6

Lavinia Grace Phillips  
Trustee Area 7

Liam McGurk  
Student Board Member

## ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) September 1, 2022

HR-02

Dear Parents or Guardians of Students, Students, Employees, School and District Advisory Committees, Appropriate Private School Officials or Representatives, and Other Interested Parties:

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to earn, grow and reach their greatness. Our goal is that all students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

The Sacramento City Unified School District (SCUSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation and/or bullying complaints alleging violation of state or federal laws governing educational programs against any protected group, and all programs and activities that are subject to the Uniform Complaint Procedures (UCP).

SCUSD shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local Board to address unlawful discrimination, harassment, intimidation, and/or bullying regarding or based on, actual or perceived characteristics such as, age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, gender information, mental or physical disability, medical condition, nationality, national origin, race or ethnicity, immigration status, marital status, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Accommodations for Pregnant and Parenting Pupils, Adult Education, After School Education and Safety, Agricultural Career Technical Education, Career Technical Education (federal), Child Care and Developmental Programs, Compensatory Education, Consolidated Education, Course Periods Without Educational Content, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Children of Military families, Every Student Succeeds Act, Local Control and Accountability Plans, Migrant Education, Physical Education Instructional Minutes, Pupil fees, Reasonable Accommodations to a

Lactating Pupil, Regional Occupational Centers and Programs, School Plans for Student Achievement, School Safety Plans, School-site Councils, State Preschool, and State Preschool Health and Safety Issues in districts exempt from Licensing.

And any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Complaints must be filed in writing with the following compliance officer(s):

	<b>Student related:</b>
Cancy McArn Chief Human Resources Officer 5735 47 <sup>th</sup> Avenue Sacramento, CA 95824 Phone: (916) 643-9050 Fax: (916) 399-2016	Stephan Brown Director, Student Hearing & Placement Department 5735 47 <sup>th</sup> Avenue Sacramento, CA 95824 Phone: (916) 643-9425 Fax: (916) 399-2029

Complaints alleging discrimination, harassment, intimidation and/or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation and/or bullying complaint occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and/or bullying, unless the time for filing is extended by the superintendent or his or her designee. Complainants are protected from retaliation.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. SCUSD's person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 Code of Regulations (T5CCR) sections 4680-4687 and in accordance with local procedures adopted under section 4621 (T5CCR).

The District will provide an opportunity for the complainant(s) and/or representatives to present evidence or information. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

If the District refuses to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The complainant has a right to appeal SCUSD's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving SCUSD's decision. The appeal must include a copy of the complaint filed with SCUSD and a copy of SCUSD's decision.

Complainant has a right to pursue civil law remedies; available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of SCUSD's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

**Pupil Fees/LCAP:**

A pupil enrolled in a District school shall not be required to pay a pupil fee for participation in an educational activity. Complaints alleging pupil fees and/or an LCAP shall be filed no later than one year from the date the alleged violation occurred. (5 CCR §4630(c) (2)). A pupil fees complaint may be filed with the principal of a school or the District's superintendent or his or her designee. A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

All of the following requirements apply to the prohibition identified above:

- All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.
- A fee waiver policy shall not make a pupil fee permissible.
- The District shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
- The District shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

UCP complaints regarding state preschool health and safety issues pursuant to HSC Section 1596.7925 shall include the following statements:

- File with the preschool program administrator or his or her designee.
- A state preschool health and safety issues complaint pursuant to HSC Section 1596.7925 about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to the appropriate local educational agency official for resolution.
- A state preschool health and safety issues complaint pursuant to HSC Section 1596.7925 may be filed anonymously. A complainant who identifies himself or herself is entitled to a response if he or she indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is

requested. If Section 48985 of the *EC* is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.

- A complaint form for a state preschool health and safety issue pursuant to HSC Section 1596.7925 shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes.
- The District policies and procedures contain the following statements regarding the Investigation of UCP complaints:
- The preschool program administrator or the designee of the District superintendent shall (1) make all reasonable efforts to investigate any problem within his or her authority. Investigations shall begin within 10 days of the receipt of the complaint and (2) remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint was received and report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of the District superintendent.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to HSC section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the District.

- The notice shall (1) state the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC section 1596.7925.

The District shall not be prohibited from solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, schools, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

This is declarative of existing law and shall not be interpreted to prohibit the imposition of a fee, deposit, or other charge otherwise allowed by law.

A complaint of noncompliance with the requirements of this pupil fee law may be filed with the principal of a school under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

If the District finds merit in a complaint regarding Pupil fees, LCAPs, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Pupils of

Military families, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), the Physical Education Instructional Minutes (grades one through

eight), the District shall provide remedy.

In the case of complaints regarding: Course Periods without Educational Content, Reasonable Accommodations to a Lactating Pupil, and Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Pupils of Military families, the remedy shall go to the affected pupil.

In the case of complaints regarding: Pupil Fees, Physical Education Instructional Minutes and LCAP, the remedy shall go to all affected pupils and parents/guardians.

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

The District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code Section 262.3. (EC §§234.1, 262.3, 49013; 5 CCR §4622)

If the District finds merit in a complaint regarding Pupil Fees, LCAP, or Physical Education Instructional Minutes (grades one through eight), or the California Department of Education finds merit in an appeal, the District shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the District to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

If the District finds merit in a complaint regarding Reasonable Accommodations to a Lactating Pupil; Course Periods without Educational Content (grades nine through twelve); or Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district, and pupils in military families, the District shall provide a remedy to the affected pupil.

- The District will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

The District policies and procedures include the following statements on how to file an appeal regarding State Preschool Health and Safety Issues in District's Exempt from Licensing:



- A complainant not satisfied with the resolution of the preschool program administrator or the designee of the District superintendent has the right to describe the complaint to the governing board of the local educational agency at a regularly scheduled hearing of the governing board or body, as applicable, of the District.
- A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of the District superintendent has the right to file an appeal to the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the report.
- A complainant shall comply with the appeal requirements of 5 CCR Section 4632.
- The SSPI or his or her designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written decision to the State Board of Education describing the basis for the complaint, the District's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the District's remedy.

The District shall report summarized data on the nature and resolution of all state preschool health and safety issues complaints pursuant to HSC Section 1596.7925 on a quarterly basis to the county superintendent of schools and the governing board or body, as applicable, of the District. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the District's governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. Please note that all Uniform Complaints and responses are public records.

Information regarding the requirements of this pupil fee law shall be included in the annual notification distributed to pupils, parents and guardians, employees, and other interested parties pursuant to Section 4622 of Title 5 of the California Code of Regulations.

The District shall establish local policies and procedures to implement the provisions of this law. (cf. Education Code 49011-49013)

The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former Juvenile Court Pupils now enrolled in a school district and Pupils of Military families as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

A copy of SCUSD's UCP policy and complaint procedures shall be available free of charge and via the District website [www.scusd.edu](http://www.scusd.edu).

(Revision 1; 09/10/2022)

## ACCREDITATION CONTACTS

### ACCREDITATION CONTACTS:

Charles A. Jones Career and Education Center is Accredited by the Commission of the **Council on Occupational Education**:

7840 Roswell Rd. Bldg. 300 Suite #325, Atlanta, GA 30350..... (770) 396-3898  
Toll Free Number ..... (800) 917-2081  
Fax ..... (770) 396-3790  
Website ..... www.council.org

### WASC (Western Association of Schools & Colleges):

Northern California Office

533 Airport Blvd, Suite #200, Burlingame, CA 94010..... (650) 696-1060

## DRUG POLICY

### For students enrolled in programs requiring drug testing:

Drug testing is random and there will be no deviation from the established contract laboratory guidelines. A copy of the guidelines will be given to each student. Any student who has not completed the required drug test by the end of the block will have certificate of completion withheld until the instructor receives negative drug test results for the student. If the test result is positive, student will be immediately dropped from the program, with the ability to apply for re-entry after a period of not less than six (6) months. The student can petition to return to school under the following provision: student must submit the result of an approved alternate drug test, not urine, from an independent lab, obtained within one (1) month of the date of petition to re-enter, paid for by student. Student may be required to pay any additional fees prior to re-entry based on the current cost of the program.

### **9.08.120 Places Where Consumption of Marijuana is Prohibited.**

1. Notwithstanding California Health and Safety Code Section 11362.5 or any preceding provisions of this chapter and Chapter 8.80 of this code, the consumption of marijuana, by or through "smoking," as defined in Section 8.80.030 of this code, is prohibited at any of the following locations to which members of the public have access:
  - a) Upon or within one thousand (1,000) feet of the grounds of any school or park;
  - b) In or within one hundred (100) feet of any building or facility to which members of the public have access, except in a health facility or clinic; or
  - c) Within one hundred (100) feet of any other person, other than a "primary caregiver," as that term is defined in California Health and Safety Code Section 11362.5(e).

2) As used in this section, the following definitions shall apply:

- a) **“School”** means any institution of learning for minors, whether public or private, including any special institution of education, children’s center or any nursery, elementary, middle, junior high, or senior high school.
- b) **“Park”** means and includes all parks, parkways, malls, plazas, greenbelts, gardens, lakes and other property owned by the city and used, operated or maintained for recreational purposes.
- c) **“Health facility”** means a facility, place or building that is organized, maintained, and operated for the diagnosis, care, prevention, and treatment of human illness, physical and mental, including convalescence and rehabilitation, or for any one of those purposes, for one or more persons, to which the persons are admitted for a twenty-four (24) hour stay or longer.
- d) **“Clinic”** means an organized outpatient health facility which provides medical, surgical, dental, optometric, podiatric, or psychological advice, services, or treatment to patients who remain less than twenty-four (24) hours. (Ord. 99-027 § 2; Ord. 99-001 § 1; prior code § 37.04.401)

**If you are seen or reported smoking, you will be dropped from your program/class effective immediately.**

## **DRUG AND ALCOHOL ABUSE PREVENTION AND RESOURCES**

### **Substance Abuse: Policy, Sanctions, & Laws**

In accordance with the Drug Free Schools and Communities Act of 1989, the following information is provided regarding school campus policies prohibiting unlawful possession, use or distribution of drugs or alcohol; school sanctions regarding drug and alcohol violations by students or employees; federal, state, and local laws and penalties for drug and alcohol offenses; health effects of drug and alcohol abuse; and local resources providing assistance for drug and alcohol abuse (counseling, rehabilitation, or re-entry programs).

### **School Policy and Sanctions**

Charles A. Jones Career and Education Center strives to maintain communities and workplaces free from the illegal use, possession, or distribution of alcohol and other drugs. The manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by CAJ students and on school property, at official school functions, or on school business is prohibited except as permitted by law, school policy, and campus regulations. Students violating these policies are subject to disciplinary action, including suspension or dismissal from the school, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

### **Loss of Financial Aid for Conviction Involving Possession/Sale of Illegal Drugs**

A conviction under federal or state law for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)), if the conviction occurs during a period of enrollment for which the student was receiving Title IV HEA program funds.

### **Federal Laws and Sanctions**

Under Federal law, it is a felony offense to sell or intend to sell, manufacture, or distribute Schedule I and II illicit drugs or mixtures containing them (e.g., Cocaine, Methamphetamines, Heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called "Designer Drugs", as well as "counterfeits" purported to be such drugs), or to traffic in Marijuana or Hashish. Depending upon the quantity of drugs involved, penalties for first offenses range from 5 years to life (20 years to life if death or serious injury

involved) and fines up to \$10 million or more, and for second offenses from 10 years to life (life if death or serious injury involved) and fines up to \$20 million. Illegal trafficking in over-the-counter or prescription drugs (including anabolic steroids) have maximum terms of 1 year for first offenses and 4 years for second offenses, and heavy fines. Illegal possession of controlled substances can trigger federal prison sentences and fines of at least \$1,000 for first offenses, more for second offenses. Those convicted of possession or distribution of controlled substances can be barred from receiving benefits of federal programs, including student grants and loans, contracts, and professional and commercial licenses; may be subject to forfeiture of property used in or traceable to illegal controlled substance transactions; and, if non-citizens, subject to deportation.

### **California Laws and Sanctions**

California law prohibits furnishing and selling alcoholic beverages to underage (younger than 21) or obviously intoxicated individuals. Underage persons may not buy alcoholic beverages or possess them on campus, in public, or in places open to public view; the penalties for violations of these laws may include substantial fines and jail. Alcohol may not be sold without a license or permit. State law also prohibits driving a motor vehicle under the influence (a blood alcohol level of .08 percent or higher creates a presumption of intoxication, but can be charged with lower blood alcohol levels); drinking or possessing an open container of alcohol while driving; and operating a bicycle while intoxicated.

Drunk-driving penalties include jail or prison, fines of \$1,000 or more, driver's license suspension or revocation, and required drug/alcohol treatment programs. Refusing to submit to a test for blood alcohol can result in suspension of driver's license for up to 3 years. Sale or possession for sale of controlled substances such as Cocaine, Methamphetamines, Heroin, Ecstasy, GHB, Ketamine, LSD, PCP, Marijuana, and "Designer Drugs" is a felony with terms of 3 years or more; manufacture results in terms of 3 years or more; possession alone is punishable by up to 4 years in prison. Sentences are enhanced for previously convicted felons, for distribution within 1,000 feet of a school or University or within 100 feet of a recreational facility, and for distribution to a pregnant woman or to someone under 18 by one over 18. Property used in drug transactions can be seized.

### **Sacramento City Ordinances**

Sacramento City Ordinances prohibit consumption of alcohol in public, possessing open containers of alcohol in public or at retail off-sale premises, and drinking in parks. Sanctions (probation, jail, fines) are imposed in accordance with California state law.

**The following is information about health risks associated with substance abuse and resources available in the areas of Health & Services, Crisis Shelter and Safety.** Information about Drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally (listed on next page). If you need a referral, please contact the Charles A. Jones Career and Education Center Site Administrator at (916) 395-5800 extension 701011.

### **Health Risks Associated with Substance Abuse**

Substance abuse can cause very serious health and behavioral problems, including short-and long-term effects upon both the body (physiological) and mind (psychological), as well as impairment of learning ability, memory, and performance. Chronic health problems may arise from long-term abuse, and acute, traumatic reactions may arise even from one-time or moderate use. In addition to the toxicity of specific drugs, mixing drugs can compound toxic effects. Illegal, "counterfeit" or "designer" drugs may be toxic, contaminated, or have impurities causing poisoning, and can be lethal. Acute health problems may include heart attack, stroke, and sudden death (even first-time use of Cocaine or GHB). Long-term effects include heart and/or lung damage, high blood pressure, blood vessel leaks in brain, brain cell destruction, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, and cirrhosis of the liver. Substance abuse is correlated with high-risk behavior that might lead to accidents and injury, increased risk of contracting a sexually transmitted infection, or unwanted pregnancy. Drugs and alcohol might also be used to incapacitate victims of sexual assault. Using alcohol or other drugs while pregnant can cause fetal damage, birth defects, miscarriage and infant death. For additional information on health risks of substance abuse, see: <http://www.drugabuse.gov/consequences>.

# DRUG AND ALCOHOL RESOURCES

## Health & Services

**Another Choice Another Chance** (age 12-24): [916.388.9418/info@acacsac.org](mailto:916.388.9418/info@acacsac.org)

**UC Davis CAARE Center:** 916.734.8397

**The Bridge Network:** 916.244.1406

**Children's Access Number:** 916.875.1055

**Sacramento Rescue & Restore Coalition:** <http://sacramentorescueandrestore.net>

**Laverne Adolfo Transitional Housing Program for Former Foster Youth:** 916.879.1784

**Sutter Teen Programs:** 916.887.4031

**Birth and Beyond:** 916.226.2836

**Folsom Cordova Community Partnership:** 916.859.0045

**UC Davis Infant Mental Health Program** – parenting a child ages 0–3: 916.734.8396

**Bridget's Dream** (age 11-25): 916.235.3690

**Community Against Sexual Harm/CASH** (age 18 and up): 916.856.2900

**Grace City App:** Free app in the Apple app store & Samsung; Connects to most Sacramento exploitation/H.T. services

## **Community resources include Sacramento County services and Twelve Step Programs:**

- **Alcoholics Anonymous (AA)** 24 Hour Hotline – 916-454-1100;  
<http://www.aasacramento.org/>; <http://www.aa.org/>
- **Marijuana Anonymous** – 800-766-6779; <https://www.marijuana-anonymous.org/>
- **Cocaine Anonymous** – 916-469-6588; [www.ca.org](http://www.ca.org)
- **Narcotics Anonymous (NA)** – 800-565-2135; <http://www.na.org/>; [www.sacramentona.org](http://www.sacramentona.org)
- **Al-Anon/Alateen** – email: [wso@al-anon.org](mailto:wso@al-anon.org); <http://www.al-anon.org/for-alateen>
- **Sacramento County Department of Health & Human Services Alcohol & Drug**  
[www.dhhs.saccounty.net](http://www.dhhs.saccounty.net)

## Crisis Shelter

**WEAVE:** 916.920.2952

**My Sister's House:** 916.428.3271

**Wind Youth Services Emergency Shelter:** 800.339.7177

## Safety

**Child Abuse 24-Hr. Hotline:** 916.875.KIDS

**F.B.I.:** 916.481.9110

**Sacramento Police:** 911 or 916.264.5151

**Sacramento Police Missing Persons:** 916.264.5471

**Sacramento Sheriff:** 911 or 916.874.5115

**Sacramento Sheriff's Missing Persons Bureau:** 916.874.7630

**National Human Trafficking 24-Hr. Hotline:** 888.373.7888 or text INFO or HELP to 233-733

**Suicide Prevention & Mental Health Crisis Intervention 24-Hr. Hotline:** 916.368.3111 or 916.875.9970

**Safely Surrendered Baby 24-Hr. Info Line:** 877.222.9723

# ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
<b>SITE ADMINISTRATOR:</b>			
Carley, Clifton	California State University at Sacramento	B.S. Admin. Cred Adult Ed. Cred	N / A
<b>CTE INSTRUCTORS:</b>			
Bradshaw, Patricia	California State University at Sacramento	B.S.	Medical Assistant
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training Vocational Nursing
Fong, Lana	California State University at Sacramento	Health Science and Medical Technology	Pharmacy Technician
Frazeo, Todd	Arizona State University	M.Ed.	Manufacturing Pre-Apprenticeship
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training Vocational Nursing
Huynh, Sandra	California State University at Sacramento	B.V.E.	Pharmacy Technician
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training Vocational Nursing
<b>ABE/HSE/ESL</b>			
Apesoa, Ruth	The New School University, New York CSU Sacramento California Commission on Teacher Credentialing	M.A. TESOL B.A. in English TESOL Certificate Designated Subjects Adult Teaching Credential: Full-Time	ESL
Atwood, Marianne	Santa Clara University	B.S.	ESL
Hawes, Victoria	San Francisco State University	M.A.	ESL
Sterling, Margo	Universidad Ibero- Americana	B.A.	ESL/ Citizenship

# RESOURCES

## BACKGROUND CHECK:

Information will be given by the instructor

## CPR/FIRST AID CERTIFICATION:

American Heart Association

Kathryn Stassi, RN..... (916) 481-4277

Ron Lacombe ([ron@safetyquesttraining.com](mailto:ron@safetyquesttraining.com))

[www.safetyquesttraining.com](http://www.safetyquesttraining.com) .....(Office) (530) 350-7687 / (Cell) (530) 409-1824

## DRUG TESTING (Panel-5/Panel-10):

Information will be given by the instructor

## FINANCIAL AID:

Financial Aid Application

<https://studentaid.gov/>.....(School Code: 009509)

## FINGERPRINTING:

Information will be given by the instructor

## HSE RECORDS:

ETS - HSE Records Center

P. O. Box 4005, Concord, CA 94524-4005..... (866) 370-4740

**HSE Online Practice** (*The following sites have been referenced by our students, but are not endorsed by CAJ. They are listed here as a courtesy.*)

[www.testprepreview.com](http://www.testprepreview.com)

[www.hiset.org](http://www.hiset.org)

## IMMUNIZATIONS:

See your personal physician

## INSURANCE:

**Student Professional Liability Insurance Application**

[www.proliability.com](http://www.proliability.com) (*Professional Liability/Students*)..... (800) 503-9230

[www.nso.com](http://www.nso.com) ..... (800) 247-1500

*NOTE: Professional Liability Insurance is a requirement for placement in externship. Externship sites will not accept students without coverage because of liability risks. This coverage is for liability (i.e. in case of a mistake that harms a patient), not personal injury to the student. After enrollment, the student must print the "Memorandum of Insurance" and bring the document to the instructor as proof of liability coverage.*

## EMPLOYMENT PLACEMENT ASSISTANCE:

America's Job Center of CA – Lemon Hill

5451 Lemon Hill Ave, Room #106 ..... (916) 395-5802

Remote ..... (916) 826-0967

## TB TESTING or CHEST X-RAY:

**US Health Works Medical Group**

9261 Folsom Blvd, Suite #200, Sacramento ..... (916) 364-1733

1675 Alhambra Blvd, Suite #B, Sacramento ..... (916) 451-4580

4700 Northgate Blvd, Suite #100, Sacramento ..... (916) 929-6161

Hours: Call office

**Spring Medical Clinic (No X-rays)**

3050 Beacon Blvd, Suite #101, West Sacramento ..... (916) 371-1930

Hours: Mon-Thurs 9:00am-6:00pm / Fri-Sat 8:00am-2:00pm

**Effort Clinic**

1820 J St., Sacramento..... (916) 325-5556

Hours: Mon-Wed & Fri 9:00am-4:00pm (Closed 12:00pm-1:00pm for lunch)



**WE PUT  
SACRAMENTO  
TO WORK!**



**Enroll now**

**With a graduation in June,  
soon you will be crossing the stage  
to celebrate your success!**



**Board of Education**

*Lavinia Grace Phillips, President, (Area 7)*  
*Jasjit Singh, 1st Vice President (Area 2)*  
*Chinua Rhodes, 2nd Vice President (Area 2)*  
*Tara Jeane (Area 1)*  
*Jamee Villa (Area 4)*  
*Christina Pritchett (Area 3)*  
*Taylor Kayatta (Area 6)*  
*Liliana "Gracie" Miller Segura, Student Board Member*

**Executive Members**

*Lisa Allen,*  
*Superintendent*  
*Yvonne Wright,*  
*Chief Academic Officer*  
*Susan Lytle Gilmore, Ph.D.,*  
*Director III, Adult Education*  
*Clifton Carley,*  
*Coordinator III, Adult Education*