



Madera Adult School

Student Handbook 2020-2021



Mission Statement

The mission of Madera Adult School is to provide students with lifelong learning skills to achieve their educational, career, and personal goals by developing respect, responsibility, and accountability, thus empowering the students to transition into the workforce and become contributing citizens of a global community.

Vision Statement

Madera Adult School will be recognized as an innovative and progressive learning institution where students are inspired and supported by staff to be successful in the twenty-first century.



Principal's Message:

Hello and Welcome to Madera Adult School!

On behalf of the Madera Adult School Team, it is my pleasure to extend a heartfelt welcome as we begin the 2020 – 2021 school year. While we are one of the largest adult learning centers in the State Center Adult Education Consortium (SCAEC), our dedicated staff works diligently to meet the individual needs of all our students.

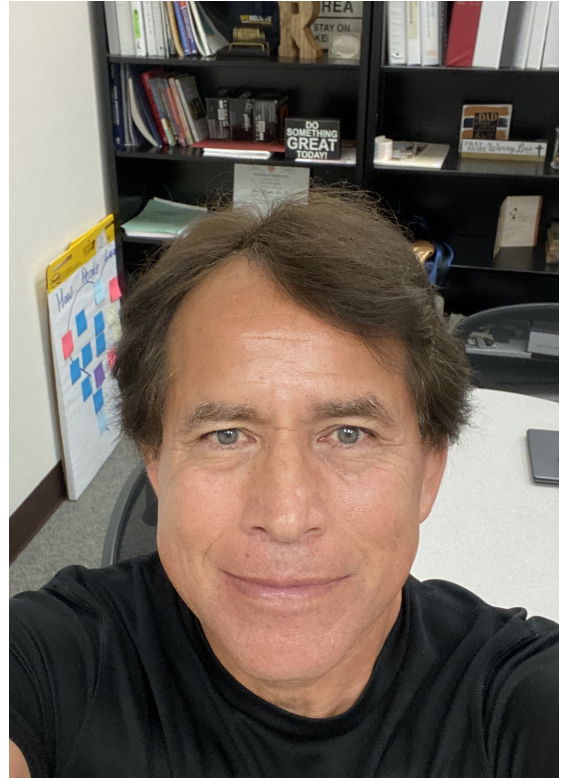
We invite you to become an active participant at our school by volunteering or attending school events. Our hope is that through student and community involvement, Madera Adult School will encourage a love and passion for learning while providing a safe and stimulating environment where education is the gateway to our students' future. We believe that we can deliver an educational experience with a "Laser Like Focus" that is intentful and purposeful.

Together, we will continue to make the Madera Adult School a model for adult education schools to aspire to. **"WE BELIEVE"** in providing our students and community with a "Five Star Service".

I wish you a great learning experience where you are motivated and inspired to reach your goals and beyond!

Respectfully,

David Raygoza,
Principal
Madera Adult School



Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

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WEEKLY ASSIGNMENTS

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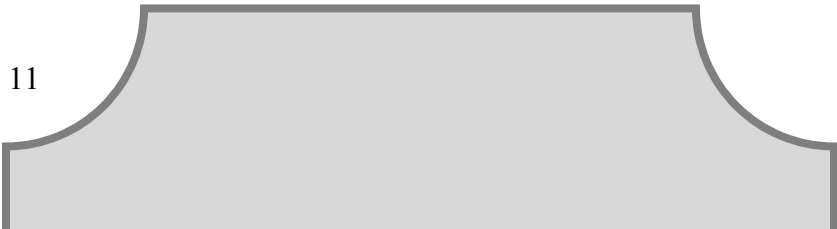
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NOTES

Lined area for writing.



Graduate Profile

OUR GRADUATES WILL:

Think

critically and creatively to solve problems

Adapt

to new challenges by reflecting and growing

Collaborate

with others to achieve more together

Communicate

effectively in multiple mediums, languages, and settings

Produce

quality work, through initiative, self-direction, and perseverance

Contribute

to the success of the community and world

MAS Students are encouraged to attend and participate in School Leadership Meetings in support of their peers.



Care of Textbooks and School Property

Students are expected to properly care for school property and the belongings of others. Students should realize that vandalism to school property is costly to repair. Students who cause damage to school property shall be subject to disciplinary measures and shall be assessed the replacement costs for lost, damaged, or destroyed school equipment, apparatus, textbooks, and school buildings.

Fines and replacement costs for other types of printed materials, including library books, are determined by school personnel.

Event Promotion

Advertising, selling tickets or merchandise, for any non-school activity is prohibited, except: with advance written permission of the Principal.

Any poster pertaining to either a school-sponsored activity or non-school function must be approved by the Principal's designee before being posted.

All posters are to be removed by the person posting them as soon as the date of the advertised event has passed.

Consent to Broadcast and/or Publish

On some occasions, students may be involved in a program or activity which may warrant media coverage. If the student is **not** 18, parents/guardians will be asked to sign a parental consent.

OFFICE HOURS

Mon. – Thurs. 8:30 am to 11:30 am
Wed. & Thurs. 5:00 pm to 7:00 pm
Closed on Friday

NON-SCHOOL DAYS

Labor Day	Sept. 7
Veteran's Day	Nov. 11
Thanksgiving Break	Nov. 23 - Nov. 27
Winter Break	Dec. 21 - Jan. 8
MLK Day	Jan. 18
Lincoln's Day	Feb. 8
Washington's Day	Feb. 15
Spring Break	Mar. 29 - Apr. 5
Memorial Day	May 31

SCHOOL HOLIDAYS

Madera Adult School observes the following holidays:

Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Observance, Lincoln's Day, Washington's Day (President's Day), Good Friday, Memorial Day, and Independence Day.

COUNSELING SERVICES

Academic, career, and personal counseling services are available. Students should contact their program instructor or Adult School Administrator to initiate a request. A variety of resource materials and references can be made available through the Madera Adult School.

- Enrolling in the High School Diploma Program
- Enrolling in a HiSET Test Preparation Class
- Enrolling for a HiSET Test
- Adding/dropping a class in any of the diploma programs

Please bring official high school transcripts when registering or enrolling in the High School Diploma Program.

For more information call (559) 675-4425.

REGISTRATION INFORMATION

- Enrollment is on a *"First Come, First Served"* basis and is limited in some classes due to room size or type of instructional program.

Photo identification is required to register.

(All students entering the building must sign in at the main reception desk prior to MAS registration.)

- The following priorities are used if more students are interested in enrolling than can be accommodated:
 1. Priority will be given to continuing students.
 2. New students are required to complete a placement/assessment test and attend a scheduled orientation (CTE) prior to the first class meeting.
- Madera Adult School now offers online registration. Please visit: maderaas.asapconnected.com and follow the prompts.
Need assistance? Call Madera Adult School at 559-675-4425 or visit the school office at 2037 W. Cleveland Ave.
- Class fees and materials can be paid for by Cash, Money Order, Cashier Check, or Visa/MasterCard. ***Personal checks are no longer accepted.***

Core Academics



High School Diploma Program

For more information 559-675-4425 press 0

Madera Adult School is an accredited high school designed to assist adults in the completion of graduation requirements. An adult may receive a Madera Adult School Diploma upon completion of one hundred eighty (180) credits in the subjects listed below.

***Please bring your
official transcripts
when registering for
the High School
Diploma Program.***

All courses have been State and MUSD Board approved. Students are required to complete a MUSD Honor Code Contract.

English	30	American Government	5	U.S. History	10
General Mathematics	10	Economics	5	World History	10
Algebra	10	Physical/Earth Science	10	Fine Arts/Foreign Language	10
Biology/Life Science	10	Career Development	5		
Computer Literacy	5	Electives	60		

Effective January 2016, the CAHSEE California High School Exit Exam is no longer a requirement for graduation.

High School Diploma Course Descriptions

English I/II/III:

The freshman English course engages students in literary analysis and inferential evaluation of great texts both classic and contemporary. The sophomore English course reinforces literary analysis and 21st-century skills with superb pieces of literature and literary nonfiction, application e-resources, and educational interactives. The junior English course invites students to delve into American literature from early American Indian voices through contemporary works.

General Mathematics:

This course reviews key algebra readiness skills. Students revisit concepts in number and operations, expressions and equations, ratios and proportions, and basic functions. By the end of the course, students are ready to begin a more formal high school Algebra 1 study.

Algebra:

The five critical areas of focus in this course are: relationships between quantities and reasoning with equations, linear and exponential relationships, descriptive statistics, expressions and equations, and quadratic functions and modeling. Students will interpret, analyze, compare, and contrast functions that are represented numerically, tabularly, graphically, and algebraically.

Biology:

This compelling course engages students in the study of life and living organisms and examines biology and biochemistry in the real world. The components include biochemistry, cell biology, cell processes, heredity and reproduction, the evolution of life, taxonomy, human body systems, and ecology.

Life Science:

Examining a broad spectrum of the biological sciences, this course builds on basic principles of Life Science and translates those skills to more complex overarching biological themes. The course includes units that help students understand the definitions, forms, and classifications of living organisms and learn to analyze the diversity of each unique group of living organisms.

Computer Literacy:

In this Computer Applications course, students are introduced to the features and functionality of the most widely used productivity software in the world: Microsoft Office. Through video instruction, interactive skill demonstrations, and hands-on practice assignments, students learn to develop, edit and share documents for both personal and professional use. Students will develop basic proficiency in Word, Excel, PowerPoint, and Outlook. *A qualifying ROP/CTE (career pathway course) may fulfill the credit requirement in place of the Computer Applications course. The approved career pathway courses are set by MUSD.

American Government:

This course provides students with a practical understanding of the principles and procedures of government and establishing the origins and founding principles of American government. After a rigorous review of the Constitution and its Amendments, students investigate the development and extension of civil rights and liberties. Throughout the course, students examine primary and secondary sources, including political cartoons, essays, and judicial opinions.

Economics:

This course invites students to broaden their understanding of how economic concepts apply to their everyday lives – including microeconomic and macroeconomic theory and the characteristics of mixed-market economies, the role of government in a free enterprise system and the global economy, and personal finance strategies.

Physical Science:

This course focuses on basic concepts in chemistry and physics and encourages exploration of new discoveries in the field of physical science. The course includes scientific principles and procedures and has students examine the chemical building blocks of our physical world and the composition of matter. Students explore the properties that affect motion, forces, and energy on Earth, and the properties of electricity and magnetism and the effects of these phenomena.

Earth Science:

Students enrolled in this dynamic course explore the scope of Earth sciences, covering everything from basic structure and rock formation to the incredible and volatile forces that have shaped and changed our planet. As climate change and energy conservation become increasingly prevalent in the national discourse, it will be important for students to understand the concepts and causes of our changing Earth.

Career Development:

The Career Explorations course prepares students to make informed decisions about their future academic and occupational goals. Through direct instruction, interactive skill demonstrations, and practice assignments, students learn how to assess their own skills and interests, explore industry clusters and pathways, and develop plans for career and academic development. Student work portfolio and mock interview are required to complete the course.

U.S. History:

The U.S. History and Geography course presents a cohesive and comprehensive overview of the major events and turning points of U.S. History from the establishment of government through the modern age. The course leads students toward a clearer understanding of the patterns, processes, and people that have shaped U.S. History. As students progress through each era of modern U.S. history, they will study the impact of dynamic leadership and economic and political change on the United States' rise to global prominence, the influence of social and political movements on societal change, and the importance of modern cultural and political developments.

World History:

This World History, Culture, and Geography course examines the major events and turning points of world history from ancient times to the present. Students investigate the development of classical civilizations in the Middle East, Africa, Europe, and Asia, and they explore the economic, political, and social revolutions that have transformed human history.

Fine Arts/Foreign Language:

Art History 1 and Introduction to Art are courses that introduce art within historical, social, geographical, political, and religious contexts for understanding art and architecture through the ages. Students in this course will cover topics including early Medieval and Romanesque art; art in the 12th, 13th, and 14th centuries; 15th-century art in Europe; 16th-century art in Italy; the master artists; high Renaissance and Baroque art; world art; 18th and 19th-century art in Europe and the Americas; and modern art in Europe and the Americas.

Electives:

Contemporary Health: Various health topics are examined and analyzed in this course. It places alcohol use, drug use, physical fitness, healthy relationships, disease prevention, and mental health in the context of the importance of creating a healthy lifestyle. Students examine the consequences they can face if they do not follow safe health practices, and also examine and analyze harassment and bullying laws.

Foundations of Personal Wellness: Exploring a combination of health and fitness concepts, this

comprehensive and cohesive course explores all aspects of wellness. In this course students explore fitness and physical health and are encouraged to learn about the nature of social interactions and how to plan a healthy lifestyle.

Health Science Concepts: This course introduces students to the fundamental concepts of anatomy and physiology- including the organization of the body, cellular functions, and the chemistry of life. As they progress through each unit, students will learn about the major body systems, common diseases and disorders, and the career specialties associated with each system. Students will investigate basic medical terminology as well as human reproduction and development.

Information and Communication Technology: Students are introduced to the essential technical and professional skills required in the field of Information Technology (IT). Through hands-on projects and written assignments, students gain an understanding of the operation of computers, computer networks, Internet fundamentals, programming, and computer support. Throughout the course, instructional activities emphasize safety, professionalism, accountability, and efficiency for workers within the field of IT.

Introduction to Coding: This elective covers a basic introduction to the principles of programming, including algorithms and logic. Students engage in hands-on programming tasks in the Python programming language as they write and test their own code using the approaches real programmers use in the field.

Medical Terminology: This course introduces students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, plus medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to healthcare settings, medical procedures, pharmacology, human anatomy and physiology, and pathology.

Online Learning and Digital Citizenship: This course provides students with a comprehensive introduction to online learning, including how to work independently, stay safe, and develop effective study habits in virtual learning environments. By the end of the course, students will understand what it takes to be successful online learners and responsible digital citizens.

Personal Finance: This elective engages students in budgeting, planning, and being a smart consumer. Students learn about the relationship between education, employment, income, and net worth. Students then broaden their study to include banking, spending, investing, and other money management concepts before exploring credit and debt. Students also study microeconomics and entrepreneurship with an overview of economic systems, supply and demand, consumer behavior and incentives, and profit principles.

Psychology: Students are introduced to the study of psychology and helps them master fundamental concepts in research, theory, and human behavior. Students analyze human growth, learning, personality, and behavior from the perspective of major theories within psychology. Course components include an introduction to the history, perspectives, and research of psychology; an understanding of topics such as the biological aspects of psychology, the stages of human development, and the classification and treatment of psychological disorders.

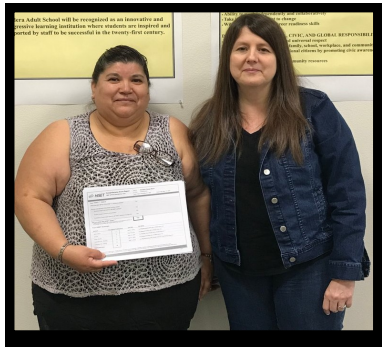
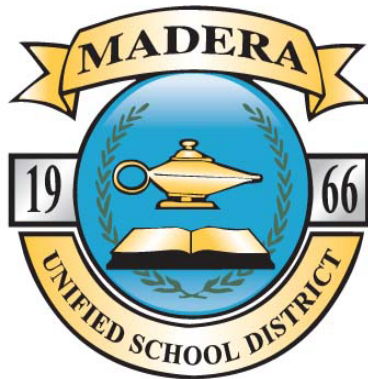
Sociology: This course covers the fundamental concepts of sociology, cultural diversity and conformity, basic structures of society, individuals and socialization, stages of human development, deviance from social norms, social stratification, racial and ethnic interactions, gender roles, family structure, the economic and political aspects of sociology, the sociology of public institutions, and

collective human behavior, both historically and in modern times.

Strategies for Academic Success: This course encourages students to take control of their learning by exploring varying strategies for success. It includes important study skills, such as taking high quality notes, memorization techniques, test-taking strategies, benefits of visual aids, and reading techniques.

Elective courses are subject to change.

ONLINE COURSES for High School Diploma: Register for online courses at the Madera Adult School Administration office or online at maderaas.asapconnected.com. It is mandatory that online coursework be completed at the Madera Adult School site on the scheduled class dates. Madera Adult School does not offer an independent study program. Forms of study are subject to temporary change, depending on COVID-19 policies and regulations.



**HiSET Test Preparation and
HiSET Testing Center**

The HiSET® exam can help you achieve the important state-issued high school equivalency (HSE) certificate. The HiSET certificate is a way for someone who has not completed high school to show that he or she has the equivalent knowledge of someone who has. Most colleges, universities, employers, and the U.S. Armed Forces accept HiSET test score reports in place of high school transcripts. In order to receive federal financial aid, a student must have completed high school, or a high school equivalency. The HiSET program provides the support and preparation tools you need to succeed.

Create a test taker account to register for testing, have access to free practice tests, view test appointments and scores, update your profile, and more.

Create A Test Taker Account:

1. Log into: http://hiset.ets.org/test_takers/ Español: <https://hiset.ets.org/es/test-takers>
2. Click on: Sign In / Create Account
3. Click on: Create Account
4. Enter Personal information: Make sure to follow all directions, write down your username and password.
5. Print Personal Information Profile: Personal information must include ETS ID#.

To Register for Testing at the Madera Adult School:

- Submit HiSET® Test Taker Account Profile Printout.
- Submit Proof of Address
- Submit Proof of Age (18 years or Older)
- Pay Test Fees
- Schedule Test Dates

Computer Lab instruction is available to prepare for the HiSET exams. Students work at their own pace. Enroll any time during the school year and complete the course when objectives are reached. An instructor is available during the class.

There are five core areas that make up the five HiSET subtests:

- Language Arts-Reading
- Language Arts-Writing
- Mathematics
- Science
- Social Studies

The Three HiSET Passing Criteria are:

- Scored at least 8 out of 20 on each subtest
- Scored at least 2 out of 6 on the essay portion of the writing test
- Achieved a total scaled score on all five HiSET subtests of at least 45 out of 100

(Each of the five subtests in the HiSET battery is scored on a scale of 1-20. In order to pass you must meet all three of the above criteria)

Is there a fee to take the test?

Full HiSET Test, (includes all five subtests): \$175.00. Other fees may apply. Please contact the Madera Adult School Office for additional information at 559-675-4425. Fees are subject to change.

HiSET TESTING SCHEDULE: Please call 559-675-4425 for information.

Graduation Application Process: Classroom teacher initiates student application for graduation upon student completion of final coursework. Students will complete the form with the teacher and take the CASAS post-test. Teacher will submit the application to administration. The Registrar will notify the student when final clearance of completed coursework and any student fines are completed.

After completing the Diploma Program (180 units) or passing the official HiSET Test, the graduate is invited to participate in Madera Adult School's graduation ceremony. Graduation caps and gowns will be available to purchase from an approved vendor.

Graduates who need official copies of their high school transcripts may obtain a form for requesting a duplicate copy by contacting the Madera Adult School Registrar or the school's registration office.



Adult Basic Education (ABE)

Adult Basic Education classes are designed to improve reading, writing, and math skills. This course serves as skill building classes to assist in obtaining a high school diploma or HiSET certificate and is a preparation course and basic skill improvement for some Career and Technical Education careers. (Students are enrolled in ABE if their placement/assessment scores are below 236 in reading and below 232 in math.)



Career Technical Education (CTE)

Information regarding course requirements and material fees (including textbook costs) are available in the Administration office. Course requirements, materials, and textbook costs are subject to change.

Important Information:

- Certificate Programs require that you have one of the following: High School Diploma, or a High School Equivalency Certificate. (Madera Adult School offers HiSET test preparation classes and is an official HiSET testing center.)
- Certificate Programs require a valid government issued I.D.
- A mandatory orientation will be scheduled at the beginning of each program.
- Classes require an assessment test in reading and math. (Reading and Math scores must be at a 9th grade level.)
- Students enrolled in the Medical Programs may be required to wear scrubs on campus.

Career Development



The Career Explorations course provides a comprehensive survey of today's industries and occupations, empowering students to make informed choices about their academic goals and plans. Through direct instruction, interactive tasks, and engaging assignments, students will assess their skills and interests, explore industry clusters and pathways, and develop a solid understanding of workplace environments, tasks, and job requirements.

Computer Literacy

This is an introductory course designed to provide students with a fundamental understanding of computers. Students will learn terminology, the use of computers, and corresponding accessories; how to use a mouse, monitor, keyboard, modem, and screen icons. Students will also navigate through operating systems, such as Microsoft Windows and learn to connect to the Internet. Upon completion of this program, students will be prepared to take the certification exams.

TYPING TEST CERTIFICATION

Do you need a typing test to verify speed and accuracy for a current or prospective employer?

FEE: \$15

Microsoft Office Specialist

MS Word: This class will provide the Word processing tools needed to easily create professional looking documents and share information in print or on the web. Students will learn how to create, edit, and print documents. This class includes: opening and saving files, cutting and pasting, creating, formatting and editing text, bullet and number lists, spelling and grammar checking, and more.



MS Excel: Microsoft Excel enables users the spreadsheet capabilities to analyze and find solutions. Learn how to: create simple worksheets, format text and numbers, use formulas and functions, create simple charts, and more.

MS PowerPoint: Create, rearrange, delete and format slides, including WordArt, pictures, and ClipArt. Develop tables, charts, and diagrams. Modify templates and themes, transitions and timings for a slide show. Explore basic presentation and printing options.

MS Outlook: Become proficient and efficient in this personal information management tool. Create and edit professional email messages, maintain calendars across time zones, schedule appointments and tasks for a variety of purposes and situations. Learn to: coordinate building resources, send messages for marketing campaigns, plan staff meetings, and assign meeting action items.

MS Access: Design your own database or use templates to create databases. Learn the basics of database design principles and demonstrate the correct application of the principle features of Access. Students will be able to create and maintain database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries.

MS Word Expert: This course is for those who want to learn advanced Word skills, particularly in the areas of Word settings and working with longer documents. This course specifically addresses document options and settings, advanced documents, advanced references, and custom Word elements. This course is great for anyone looking to gain an employability edge for jobs requiring advanced Word skills.

MS Excel Expert: This course specializes in managing Excel and data analysis, two important skills for one's employability for any job requiring taking large amount of data and summarizing the data in a tidy fashion. The course will take you through the major exam domains: Managing Workbooks and Settings, Applying Custom Data Formats and Layouts, Creating Advanced Formulas, and Creating Advanced Charts and Tables.

Intuit QuickBooks

The QuickBooks Certified User training program provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. This course prepares you to sit for the QuickBooks Certified User Certification exam. —

Medical Careers

Emergency Medical Technician (EMT):

This is a training course designed to provide students with the knowledge and skills necessary to pass the National Certification Test and become certified as an EMT. Emergency Medical Technicians (EMTs) are skilled medical workers who respond to medical emergencies for the injured and ill. They are sent to emergencies by specially trained dispatchers who maintain radio contact or patch them through to medical professionals for ongoing instructions. Following instructions, they examine victims to determine the nature and extent of injury or illness and administer first aid and emergency basic life support (BLS), such as giving oxygen and doing cardiopulmonary resuscitation (CPR). They continue basic life support treatment during transport to hospitals. They help the emergency room staff do pre-admittance treatment and obtain medical histories. EMTs are trained on ambulance operations and procedures. They drive emergency vehicles with special communication and medical equipment, check vehicles daily, and keep them stocked with medical supplies.

Certified Nursing Assistant (CNA):

This training course is designed to provide the knowledge and skills necessary to pass the State Certification Test and become employed as a Certified Nursing Assistant. The CNA course is an approved pre-certification training program where students learn to provide safe, effective care for long term residents. The course consists of at least 50 classroom hours of training in basic nursing skills and 100 hours of supervised clinical practice in a long term setting. Theory and clinical shall be conducted concurrently.

- A High School Diploma or a High School Equivalency Diploma is required for participation in the EMT and CNA Certificate Programs.
- Classes to obtain your High School Diploma, or High School Equivalency (HiSET) are available at Madera Adult School.
- All Certificate Programs have a student material fee and require a valid government issued I.D.
- EMT and CNA Certificate Programs require attendance at a mandatory orientation held the beginning of each course.

English as a Second Language (ESL)

English as a Second Language

The purpose of the program is to teach English language acquisition to students who speak another language. This program is offered in four general areas of the English language: grammar, writing, reading, and conversation. In addition to the extensive training of the English language, one hour of computer lab training will be assigned weekly to practice the theory learned in the classroom. Day and evening classes are offered at Madera Adult School and at several elementary schools in the community.

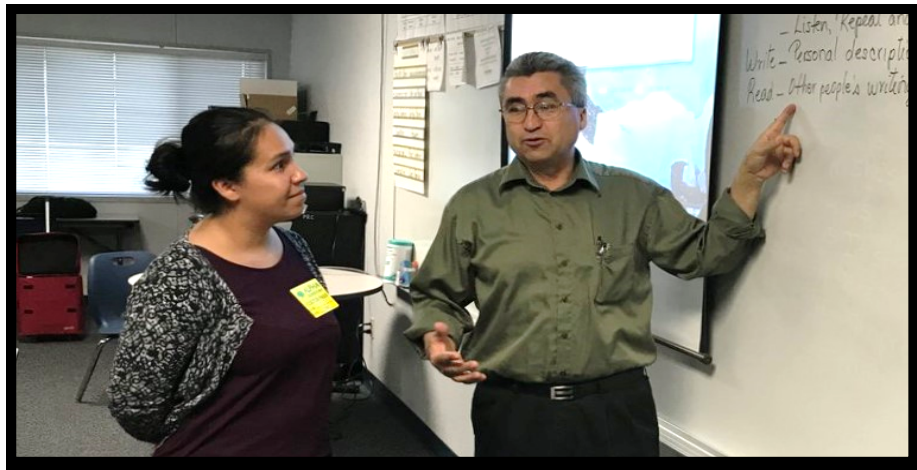
IET ESL/Computer Literacy

This is an Integrated Education and Training (IET) introductory course with a focus on English as a Second Language (ESL). It is designed to provide students with a fundamental understanding of computers. Students will learn terminology, the use of computers, and corresponding accessories; how to use a mouse, monitor, keyboard, modem and screen icons. Students will also navigate through operating systems, such as Microsoft Windows and learn to connect to the internet. Upon completion of this program, students will be prepared to take the certification exams. (Exam fee required.)

U.S. Citizenship Preparation

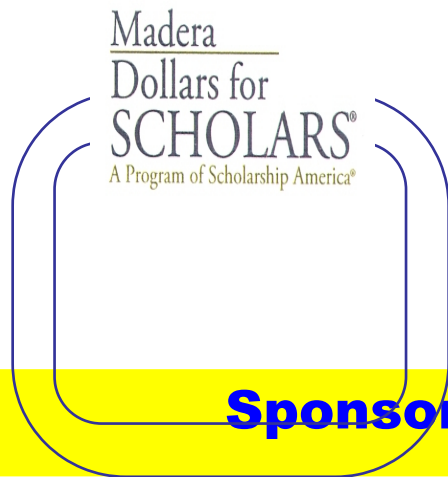
This course will prepare foreign-born adults to take the citizenship oral and written tests to become a naturalized U.S. citizen. A brief summary of U.S. History and an explanation of the U.S. system of government will be presented. All citizenship testing is done by the United States Citizenship and Immigration Services; www.uscis.gov.

ESL classes offered by Madera Community College Center (MCCC) previously held at Madera Adult School, will now be offered online until further notice. Students develop reading, writing, and oral skills in English that will make their college experience more successful. Please contact MCCC at (559) 675-4800 for more information.



Financial Aid Resources

Scholarships



All graduates from any Madera Unified School District Alternative Education program are eligible to apply as first time applicants. In addition, alumni from MUSD Alternative Education who are attending post-secondary educational programs, such as California Community College, UC, CSU and any WASC accredited vocational school are eligible. A minimum GPA of 2.5 from work completed in alternative education or work completed in college is required. All awards are available to be used only for post-secondary educational expenses. Alumni scholarships will be awarded based on availability of funds.

Sponsorships

The following agencies and organizations may be able to sponsor eligible students to help pay for CTE class fees and/or exam fees. Please contact them for more information.

Madera County Workforce Investment Corporation (MCWIC)	Department of Social Services (DSS)	Central Valley Opportunity Center (CVOC)	Central Valley Opportunity Center (CVOC Main Office)
2037 W. Cleveland Ave. Madera, CA 93637 559-662-4500	1620 Sunrise Ave. Madera, CA 93638 559-675-2300	1930 Howard Rd. Ste. 125 Madera, CA 93637 559-662-0100	6838 Bridge Court / P.O. Box 1389 Winton, CA 95388 209-357-0062 Ext. 135
SER-Jobs for Progress	Proteus INC.	Merced County Office of Education (MCOE) Migrant Education Region III	Mariposa County Library Mariposa Safe Families Program
255 N. Fulton St. Ste. 106 Fresno, CA 93701 559-452-0881	110 N. Miller Park Court Visalia, CA 93291 559-471-4550	632 W. 13 th Street Merced, CA 95341 209-631-7865	4978 10 th St. / P.O. Box 106 Mariposa, CA 95338 209-966-2240

Federal Student Aid (FAFSA)

Need help paying for college? The Madera Community College Center can help. The

Financial aid process, from application to disbursement, can be broken down into four steps:

1. Complete the FAFSA. The FAFSA is a required application for nearly every type of federal or state financial aid program. The FAFSA is available online at **www.fafsa.gov**. If you are an undocumented student, you should complete the DREAM Act Application instead.
2. Receive notification of your application status. After submitting the FAFSA online, you will receive an email confirmation from the federal Central Processing System (CPS) within 1-3 business days. In approximately 1-2 weeks, our office receives the results of your FAFSA from CPS. We will then send you a Status Notification Letter (SNL) by email. The SNL will be your official acknowledgement that we have received your FAFSA and will also inform you of any additional documents that are required to complete your financial aid file. It is extremely important that you receive this email, so be sure to activate your State Center Community College District (SCCCD) Student Email account.
3. Submit required documents to the Financial Aid Office (FAO). Documents can be submitted in person, by mail, or by fax. Once all required documents are received by our office, a Financial Aid Assistant will review the documents and process the file. Once your file is complete, you will receive notification of your eligibility status by email. Students who are eligible for some form of financial assistance will receive an official Award Notification which will provide you with information regarding specific financial aid awards, award amounts and disbursement dates, if applicable.
4. Wait for the disbursement! Reedley College, and Madera and Oakhurst Community College Centers, disburse financial aid based on a predetermined disbursement schedule. The disbursement schedule is available on the Reedley College Financial Aid website at **www.reedleycollege.edu/financialaid**. Students can receive their financial aid payments by one of two methods: 1) a paper check by mail or 2) by Direct Deposit into a bank account. All students will receive a disbursement confirmation email approximately 3-5 business days prior to the disbursement date. This email will confirm the payment type, amount, and date.

Financial Aid Contact Information

Campus	Address	Phone	Fax	Website
Madera Center	30277 Avenue 12 Madera, CA 93638	559-675-4800	559-675-4820	www.maderacenter.com
Oakhurst Center	40241 Highway 41 Bldg. Site "G" Oakhurst, CA 93644	559-683-3940	559-683-4193	www.oakhurstcenter.com
Reedley College	995 North Reed Ave. Reedley, CA 93654	559-638-0300	559-637-2515	www.reedleycollege.edu

District Policies

SCHOOL PROPERTY: School property must be respected. Offenders will be required to make restitution and appropriate disciplinary action will be taken.

CONDUCT: Proper behavior is expected of all students attending Adult School classes. Rude or disruptive conduct will not be tolerated under any circumstances. Behavior not considered proper by the administration will result in disciplinary action up to and including expulsion from the program.

Madera Adult School Statements for Harassment: The District has adopted a strict policy containing rules and procedures for reporting harassment and pursuing remedies. Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, counselor, administrator, or principal of the school.

If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the District Title IX Coordinator at 675-4500.

Sexual Harassment by any employee or any student shall not be allowed. Sexual harassment is prohibited by the Madera Unified School District and may result in disciplinary action to the offending employee or student.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone under any of the conditions delineated in Ed Code 212.5.

Parking: Free parking is available on site. Please observe all traffic signs in the school parking lot, be considerate of others, and

Non-Discrimination Policy: District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disabilities.

Uniform Complaint Procedure: In accordance with State guidelines, the District has adopted Uniform Complaint Procedures. Contact the Madera Unified School District Office or Madera Adult School for a copy of the policy.

NO SMOKING ON ANY MADERA UNIFIED SCHOOL DISTRICT PROPERTY: The Madera Unified School District Policy prohibits smoking on all District campuses and in District vehicles. **Students and employees are not allowed to smoke on school grounds, parking lots, or in parked vehicles.**

Bullying: Bullying behavior by any student in the Madera Unified Public School is strictly prohibited. "Bullying" means any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, which acts are repeated against the same student over time. Students should report bullying incidents to teachers, to the counselor, or to the school administrators. Any report of

Notification to Students:

The information in this handbook is provided by Madera Adult School. A more comprehensive informational handbook is provided by the Madera Unified School District covering all MUSD Policies and Procedures.

Go to: www.madera.k12.ca.us

- Click on Students/Parents
- Select Student Resources
- Click on Student Handbook

MAS Campus Policies

Students enrolled at Madera Adult School are required to fulfill the following expectations.

- Arrive for class on time, attend assigned classes the full duration, and leave campus after class.
NO LOITERING!
- Satisfy the expectations required by your instructor and demonstrate cooperation and respect for teachers, administrators, personnel, and other students.
- Each student should assume their responsibility to keeping the campus clean by using the waste receptacles provided.

The principal of Madera Adult School, the principal's designee, or an instructor may suspend a student for cause. Cause for suspension, expulsion, or other discipline includes, but is not limited to the following:

- If a student enrolled in the high school diploma program is dropped for poor attendance or tardiness, they may not enroll until the following quarter.
- If a student enrolled in any other program is dropped for poor attendance or tardiness, they may not re-enroll until the next quarter.
- Recording, sending, sharing, possessing or knowingly viewing pictures, text messages, emails, or other material of a sexual nature in electronic or hard copy form is grounds for suspension and/or expulsion. Students should be aware that any pictures, text messages, emails, or images suspected to violate criminal laws will be referred to law enforcement authorities.
- Students are not permitted to use abusive, vulgar, profane, or obscene language. This includes, racial, ethnic, or sexual slurs while on school property or attending any school sponsored event.
- Inappropriate public displays of affection are prohibited.
- Vandalism and defacing or destruction of public property, such as writing on walls, or in restrooms, will be dealt with accordingly.
- Willful misconduct which results in defacing or other injury to any real or personal property owned by the school District, school personnel, or other students.
- Any conduct or activity in violation of any federal, state or local law, regulation, or board policy.
- Continued disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority, or abuse of a student or school personnel.
- School Personnel reserves the right to determine what is considered inappropriate and/or disruptive to the educational process.
- The following items are not to be brought to school and will be confiscated:
 - Recreational toys: such as; Frisbees, yo-yo's and whistles, etc.
 - Water guns, paintball guns, toy guns, and anything that could be interpreted as a gun.
 - Firecrackers and/or any noise-making devices.
 - Heelys, roller skates, skateboards, and scooters are prohibited on school property and at school events.
 - Laser pointers, playing cards, dice, lighters, matches, tapes, video games, and cameras are not permitted at school with the exception of items approved by the teacher and/or principal.
 - CD players, headphones, tape players, portable radios, iPods, and other items of a similar nature are to be turned off upon entering the classrooms.

FIRES AND EMERGENCIES: Fire exits are posted in every classroom. Please observe location of the closest exit, and in the case of an emergency, evacuate the building as quickly as possible in an orderly fashion. Once outside, please report to your teacher so that your safe exit can be confirmed.

VISITORS: No visitors, including children, are allowed in the classroom or on campus.

DRINKS/SNACKS: The only drink allowed in the classroom is water. Students can drink their coffee and sodas in the Student Center. Food is not allowed in the classrooms. A light snack is ok.

ACCOMMODATIONS: If you are a person with a disability who requires an accommodation in order to participate, please contact administration at 559-675-4425.

Drugs, Alcohol & Smoking Policies

Use, sale, possession, or being under the influence of any controlled substance as defined in Section 48900 of the California Health and Safety Code will be cause for suspension, expulsion, or other disciplinary action.

The possession of drug paraphernalia and/or usage of drugs, inhalants (including vaping), and/or alcohol are not permitted in any school building, on school grounds, or at school-sponsored activities. Students in violation of this rule, regardless of age, will be reported to legal authorities and face the possibility of arrest. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment and with a notation of same in the student's personal file.

In addition, the following disciplinary actions will be taken for all students found to be in possession of drug paraphernalia and/or usage of drugs, inhalants, and/or alcohol.

If adults are in violation of this policy – they will be asked to leave for the day, multiple offenses will result in the student being dropped from classes.

NO SMOKING ON ANY MADERA UNIFIED SCHOOL DISTRICT PROPERTY: The Madera Unified School District Policy prohibits smoking tobacco products or marijuana on all District campuses and in District vehicles. Students and employees are not allowed to smoke on school grounds, parking lots, or in parked vehicles. **Smoking or using tobacco products is not allowed within 1000 feet of campus.** Possessing, using, distributing, purchasing, or selling tobacco, marijuana, or nicotine-containing products of any kind or in any form is prohibited.

Lying, Cheating & Stealing

- False Reporting: Students falsely reporting a 911 emergency, reporting a bomb threat, or pulling a fire alarm will face suspension and/or expulsion and will also be reported to local law

enforcement authorities.

- Cheating and plagiarism are prohibited and will be dealt with accordingly. Plagiarism is the act of taking another person's writing, conversation, song or even idea and passing it off as your own. This includes information from the Internet.
- Stealing is prohibited and will be dealt with accordingly.

Fighting & Bullying Policy

Fighting: Assault, battery, or any threat of force or violence upon a student or school personnel is not permitted in any school building, on school grounds, or at school-sponsored activities.

If adults are in violation of this policy – they will be asked to leave for the day, multiple offenses will result in the student being dropped from classes. Law enforcement will be contacted if deemed necessary.

Bullying: May result in suspension or expulsion.

This behavior applies when a student is on school grounds immediately before or after class, during school hours, at a school sponsored activity/function (either on or off school grounds), and/or traveling to or from a school activity.

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or cause physical or emotional harm to the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or other similar behavior is prohibited.

Students (or their parents) who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Campus Telephone & Cell Phone Policy

**NO CELL PHONE USE
IN CLASSROOMS!**



Personal cellular phones are permitted on school grounds, but may not be used during class. Messages of an emergency nature will be taken by the Adult School staff and presented to the student at the earliest convenience. Please remember use of personal phone, pager, and electronic devices are not permitted in the classroom.

Electronic devices and cellular phones are to remain out of sight, not utilized, and in silent mode during class periods.

Penalties for violation of the electronic device rules will be as follow:

1. **First Offense:** Student will be issued a verbal warning.
2. **Second Offense:** Student will be issued a written warning.
3. **Subsequent Violations:** Will result in student being dropped from the program.

Rules Of Conduct

At Madera Adult School, students are required to conduct themselves in an appropriate and mature manner at all times. Students are expected to comply with all reasonable requests by all staff members. A request will be held reasonable unless it is immoral, illegal, or personally degrading. Students who disobey a reasonable request from any teacher, school employee, office staff member, security officer, or custodian may be suspended.

Off-Site Classes

Students enrolled in the off-site classes must adhere to the rules of the school site in which the classes are being held. Your instructor will explain what those rules are. As in any class, appropriate behavior is expected:

1. Students must conduct themselves in a friendly and courteous manner at all times.
2. Disruptive behavior or insubordination will not be tolerated.
3. All assigned work will be completed by the student in the assigned time.
4. Classroom area will be left clean.

Dress Code

Madera Adult School encourages students to dress for success...

In an effort to provide a quality learning environment, Madera Adult School sets forth the following dress code. This dress code applies to all sexes and unless otherwise specified, will be enforced at school sites, school functions, and school activities. Students enrolled at Madera Adult School are required to meet the dress code expectations listed on the following 2 pages. A referral to the office will be completed for each dress code violation. Penalties for violation of the dress code are as follows:

First Violation: Student will be asked to correct inappropriate appearance.
If the inappropriate dress cannot be easily corrected, student will be asked to go home and correct the dress code violation.

Second Violation: Student may be asked to leave for the remainder of the day or be dropped from class(es).

Appropriate Dress

- Students must dress appropriately for educational activities in which they participate so as not to endanger health, safety, or welfare of themselves or others.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Articles that advocate or depict racial, ethnic, religious, prejudice, other unlawful acts, or tobacco, drugs or alcohol are prohibited.
- Clothing straps must be fastened at all times. All shoulder straps must be of sufficient width to cover undergarment straps.
- Pants must be worn with the waistband around the wearer's waist (**NO SAGGING PANTS**). Pants must be able to stay at the wearer's waist without a belt.
- Clothes must be sufficient to conceal undergarments at all times. Underwear type, sleeveless shirts or blouses, biker shorts, see-through or fishnet fabrics, which expose the body in a sexually suggestive manner are not acceptable. Bare midriffs, tube tops, halter-tops, and/or spaghetti straps are prohibited, including tops or blouses that show the midriff when the arms are raised above the head.
- Clothing depicting college or professional sport logos and mascots is prohibited.
- Clothing must be worn as its design was traditionally intended. Pajamas are not traditionally worn in an educational setting so they are not appropriate attire.
- Dresses, skirts, and shorts must be at least mid-thigh length.
- Shoes must be worn at all times. Bedroom slippers are inappropriate in an educational setting.

Classroom Attire

- Medical Certificate Program students may be required to wear scrubs on campus.
- Hats, caps, and other head coverings shall not be worn in the classroom or administrative offices.

Hair Styles

- Hair shall be clean and neatly groomed. No unusual designs, colors, symbols, razor cuts, etc. Hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable (i.e., unusual designs, colors, symbols, razor cuts, etc.) Writing in the hair is not permitted.

Accessories

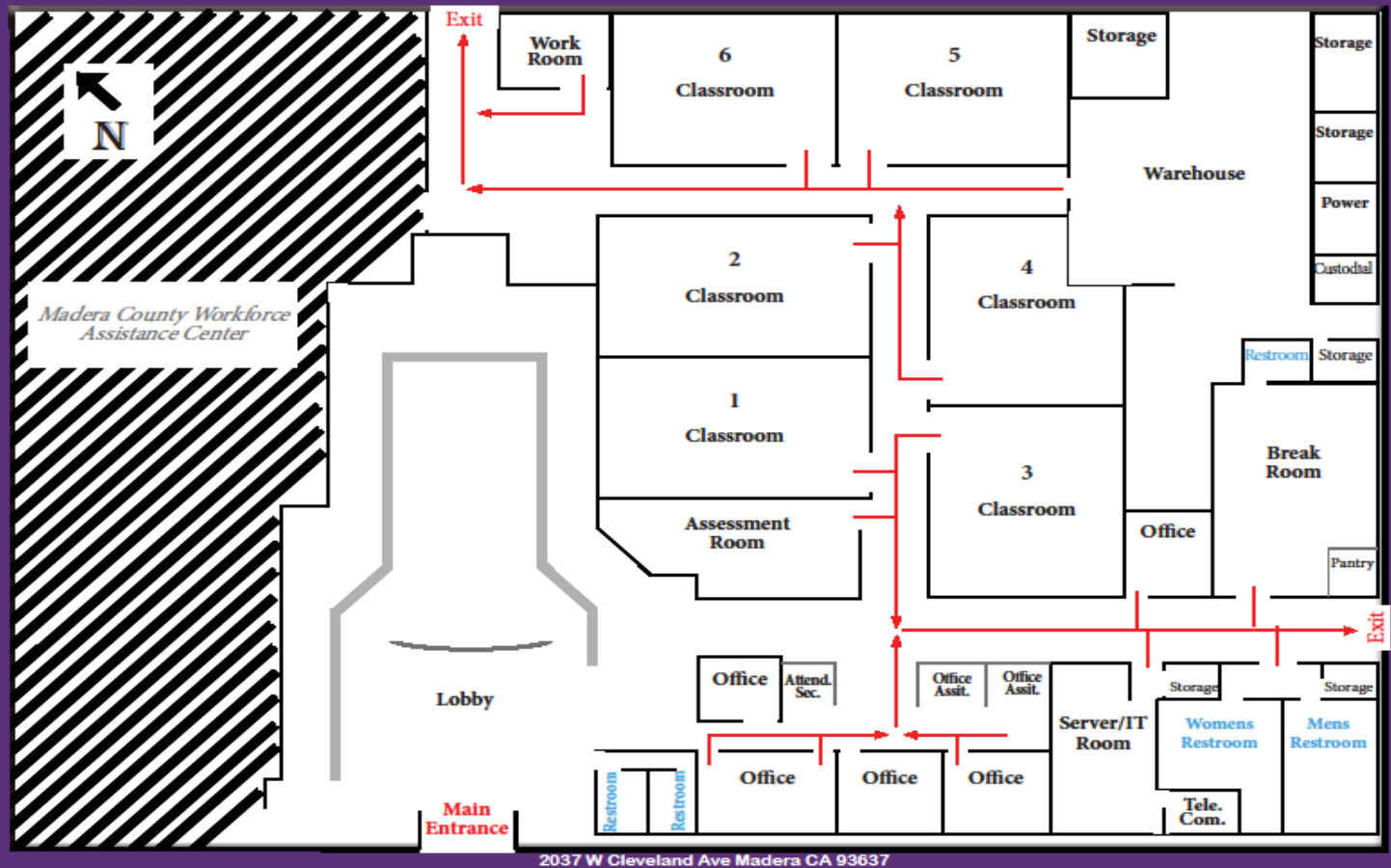
- Students shall not display any material or paraphernalia which incites a disruption of the school process or fosters the commission of unlawful acts on school premises or the violation of District or school site policies or rules.
- Attire that may be used as a weapon may not be worn (steel-toed boots, chains, etc.).
- Dark glasses shall not be worn inside the classroom or administrative offices unless a documented health problem exists.
- Bandanas and lanyards hanging from pockets are not allowed.

Gang-Related Apparel

- Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, wording, or other attribute, denotes membership in or affiliation with gangs.
- This rule also prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, in combination with other conditions or circumstances, denotes membership in or affiliation with gangs. For example, the wearing of a blue or red shirt, in and itself, may or may not be indicative that the shirt is gang related. However, when a blue or red shirt is worn in the company of other persons who are wearing blue or red shirts and who are flashing gang signs or are speaking in a manner suggestive of gang affiliation, then it may legitimately be concluded that the blue or red shirt worn in such conditions and circumstances is gang-related apparel.
- There is a tendency for youth to use brand name clothing and apparel as a means of signifying gang membership and/or affiliation. Therefore, on a case-by-case basis, administrators may prohibit students from wearing clothing/apparel which bears certain brand names, whenever it is reasonably determined that the student is using the brand name as a means of proclaiming his/her gang membership or affiliation.
- In case of doubt as to whether an item is gang-related, the principal or designee will consult with local law enforcement or with other persons, with expertise in gangs.

Limited exceptions to this policy may be made by the principal for special days, special events, or other unusual circumstances, such as the need to accommodate health or religious concerns.

Madera Adult School



Health and Wellness Policy

The Wellness Policy was developed by the District's Wellness Committee consisting of parents, local health professionals, MUSD trustees, teachers, and administrators. The policy focuses on nutrition education, physical activity, and overall students/staff wellness.

Madera Unified School District seeks to provide the best possible learning environment for our students. We strive to support healthy habits in the daily lives of all children to promote academic achievement.



**Madera USD | 3000 | E 3260 Business and Non-inst
FEES AND CHARGES**

This information is provided by the District under Board Pol 3260 for purposes of ensuring compliance with California law and charges, solicitation of donations, and fundraising by the District. The District's intent is to ensure our families and the Madera community can best support the programs in which their children participate. District sources as they pertain to fees, donations and fundraising template forms and letters are included in the manual for use.

sites, coaches, and teachers, to assist in developing letters and flyers to use for your school site, classroom, activity, program, or sport. Any written communication on this subject must be approved by your school site principal prior to distribution.

If you have any questions regarding student fees, charges, deposits, donations, or fundraising, or any other issues related to that covered herein, please contact your school site principal or the District's Associate Superintendent of Educational Services.

The Free School Guarantee

The California Supreme Court has held that the free school guarantee under the California Constitution prohibits charging students any fee, charge or deposit for curricular, extracurricular, credit, or non-credit activities that are part of the District's or a school site's educational program. (Cal. Const., art. IX, § 5; *Hartzell v. Connell* (1984) 35 Cal.3d 899, 905, 911.)

In *Hartzell*, the California Supreme Court considered for the first time the issue of the free school guarantee in the context of whether a school district could charge students fees for participating in educational activities that the district considered extracurricular. There, the district adopted a plan to maintain its athletic and band programs by charging a fee for each student who wanted to participate in those extracurricular activities. The district also had a policy for financial hardship waivers for those students who could not afford the fees. The Court invalidated the district's student fee structure, concluding that, "the free school guarantee extends to all activities which constitute an 'integral fundamental part of the elementary and secondary education' or which amount to 'necessary elements of any school's activity.'" The Court reasoned that extracurricular offerings, such as sports and band fall within the Constitutional free school guarantee as part of a school district's educational program and offerings, and that a hardship waiver process does save the illegality of fees and charges for such educational offerings.

The California Code of Regulations

In addition to the Constitutional limit to the charging of fees to students, the California Code of Regulations, title 5, section 350 ("title 5, section 350"), entitled "Fees Not Permitted," directs: "A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law." This provision is read to allow for the imposition of a fee or charge to a student only when it is statutorily authorized. There are a number of such statutory authorizations in the Education Code addressed in this manual.

Voluntary Donations and Fundraising

In terms of voluntary donations to support District programs, by their very definition such contributions are not mandatory fees, charges or deposits, and therefore do not offend the Constitutional free school guarantee or title 5, section 350. Further the Education Code clearly envisions that voluntary donations to support the District and its programs are lawful.

(Education Code 41032)

(Education Code 41037)

(Education Code 51520)

(Education Code 51521)

The ability to accept and the statutory authority for accepting voluntary donations from students and their families have been reaffirmed by the California Attorney General. (See 81 Ops. Cal. Atty. Gen. 153 (1998).) Consistent with this authority, the District's Board Policies 1321 and 3290 account for the propriety and viability of solicitation and receipt of voluntary donations.

As a result, nothing in the law prohibits voluntary donations, contributions, and fundraising by students and their families to support District and school site programs, so long as monetary donations, contributions, and fundraising activities are not made mandatory for students and their families and there are no conditions placed upon the donation.

Recreational, Non-educational Activities

Charges by private businesses to students for services that are not integral parts of the District or a school site's educational program are permissible, even if facilitated by the District or school site (e.g., school pictures). Additionally, the District and its programs may impose a charge for offerings that are not integral to the District's educational program (e.g., for spectators travel to athletic events, entry fees for school dances, or recreational trips unrelated to the school curriculum such as to amusement parks).

General Fees, Charges, Donations and Fundraising Summary

The following chart is intended for the District's community regarding understanding the laws regarding permissible and impermissible student fees.

General Guidelines

Guidelines	Authority
The free school guarantee under the California Constitution prohibits charging students any fee, charge or deposit for curricular, extracurricular, credit, or noncredit activities that are part of the District's or a school sites' educational program.	California Constitution, article IX, § 5 Hartzell v. Connell (1984) 35 Cal.3d 899 Cal. Code Regs., tit. 5, § 350
Fees and charges are permissible where specifically provided for by the Education Code.	Cal. Code Regs., tit. 5, § 350
Voluntary donations, contributions, and fundraising by students and their families to support District and school site programs are always permissible, so long as donations, contributions, and fundraising activities are not made mandatory for students and their families.	Ed. Code, §§ 41032, 41037 Ed. Code, § 35160 et seq. Ed. Code, §§ 51520, 51521 81 Ops. Cal. Atty. Gen. 153 (1998)
Charges by private businesses to students for services that are not integral parts of the District or school site's educational program are permissible, even if facilitated by the District or school site (e.g., school pictures or sports pictures).	California Constitution, article IX, § 5 Hartzell v. Connell (1984) 35 Cal.3d 899

Permissible Student Fees and Charges

Permissible Fees and Charge	Authority
Fabrication-Purchase Fees	Education Code § 17551 (Students may be charged a fabrication purchase fee for the direct costs in purchasing a project/property fabricated in a class such as a bookcase in woodshop or clothing in a sewing class. The charge is limited to the direct costs for the project. Absent purchase of the project for its direct costs, the school site may keep the project as its own personal property. Distinct from a fabrication/purchase fee for direct costs, up front general fees for supplies are <i>not</i> permissible.)
Charge for damaged school property or failure to return school property on loan to student	Education Code § 48904, subd. (b)(1) ("Any school district . . . whose real or personal property has been <i>willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district</i> . . . authorized to make the demand may, after affording the pupil his or her due process rights, <i>withhold the</i>

	<i>grades, diploma, and transcripts of the pupil responsible for the damage</i> until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).").
Student Fingerprinting Program	Ed. Code, § 32390 (The fee shall be calculated to reimburse the district only for the actual costs of the fingerprinting program).
Fees for Community Service Classes	Ed. Code, § 51815 (The fees may not exceed the cost of maintaining such classes).
Eye Safety Devices	Ed. Code, § 32033 ("eye protective devices may be sold to the pupils and teachers . . . at a price that shall not exceed the actual cost of the eye protective devices to the school or governing board.").
Copies of Public Records	Gov. Code, § 6253 (The charge is limited to the direct costs of duplication).
School Curriculum Prospectus	Ed. Code, § 49091.14 ("When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus at an amount not to exceed the cost of duplication.").
Caps and Gowns	Ed. Code, § 38119
Food Sold at School	Ed. Code, § 38084 (This is limited by and subject to free and reduced price meal program eligibility and other restrictions specified in law).
Childcare and Development Services	Ed. Code, § 8263, subd. (g)(1)
Adult Education Classes, Books, and Materials, as specified in law	Ed. Code, §§ 52612, 60410 (There exist limitations to such fees and charges under Education Code section 52612, which are discussed below under Impermissible Fees.)
Certain Adult Education Instruction for Nonimmigrant Aliens	Ed. Code, § 52613 (If the District offers "classes for adults that issue a Certificate of Eligibility for Nonimmigrant (F-1) Student Status - For Academic and Language Students, Form I-20AB, or completes Form I-20AB for a nonimmigrant alien, for the purposes of enrolling the nonimmigrant alien in a class in English and citizenship for foreigners or a class in an elementary subject, shall charge the nonimmigrant alien a fee to cover the full costs of instruction, but in no case shall the fee exceed the actual cost of the instruction")

Impermissible Fees and Charges

Impermissible Fees and Charges	Authority/Explanation
Instructional Materials	Education Code § 60070 ("No school official shall require any pupil . . . to purchase any instructional material for the pupil's use in the school.").

Necessary School Supplies	Education Code § 38118 (“Writing and drawing paper, pens, inks . . . crayons, lead pencils, and other necessary supplies for the use of the schools, <i>shall be furnished</i> under direction of the governing boards of the school districts.”).
Student body membership fees as a condition for enrollment or participation in curricular or extracurricular activities sponsored by the school	Hartzell v. Connell (1984) 35 Cal.3d 899 Cal. Code Regs., tit. 5, § 350 CDE Fiscal Advisory
Any class or course of instruction, including summer or vacation school, examination fees, late registration or program change fees, a fee for a diploma or certificate, or a lodging fee	Hartzell v. Connell (1984) 35 Cal.3d 899 Cal. Code Regs., tit. 5, § 350 CDE Fiscal Advisory
Tests, passage of which will result in high school credits, even if the class and course work proceeding test are provided for free	California Constitution, article IX, § 5 Hartzell v. Connell (1984) 35 Cal.3d 899 Cal. Code Regs., tit. 5, § 350 CDE Fiscal Advisory
Adults taking classes for high school credit, and who have not obtained a high school diploma	Ed. Code, § 52612 (“No fee charge shall be made for a class designated by the governing board as a class for which high school credit is granted when the class is taken by a person who does not hold a high school diploma”) (This includes adults returning to school after dropping out if they have not obtained a high school diploma and are taking the class for high school credit.)
Adult education classes in English and citizenship for foreigners or a class in an elementary subject	Ed. Code, § 52612 (There is a small exception to this limitation under Education Code section 52613, which is discussed above under Permissible Fees).

Equal Opportunity

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 234.1; 5 CCR 4621) (Board Policy 5145.3)

The coordinator/compliance officer(s) may be contacted at:

Area Assistant Superintendent
1902 Howard Road. Madera, CA 93637
(559) 675-4500 ext. 246

