

San Juan  
Unified School District

# San Juan School for Adults

Where Learning Never Ends...



## SPRING 2019 Catalog of Classes

[www.sanjuan.edu/sunrisetc](http://www.sanjuan.edu/sunrisetc)

# 3 Ways to Register for Community Ed Classes

**Walk-in** to the Sunrise Tech Center Front Office. Credit/debit cards accepted on-site.

**Online** <https://register.asapconnected.com/default.aspx?org=4793>  
(Credit Card)

**Mail-in** the form below with payment (Check/Money Order made out to SJUSD) to  
7322 Sunrise Blvd, Citrus Heights, CA 95610

**Note: Please select your classes carefully, as there are no refunds.**  
This form is for Community Education classes only.  
For all non-Community Education classes, you must enroll in person

## Adult Education Registration & Enrollment

ALL INFORMATION REQUIRED TO ENROLL

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_

Birth date: \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ CA Zip Code: \_\_\_\_\_

Course #: \_\_\_\_\_ Name of class: \_\_\_\_\_

Course #: \_\_\_\_\_ Name of class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Cash \_\_\_\_\_ Check/Money Order # \_\_\_\_\_

**Make checks payable to SJUSD, Mail in registration confirmation sent to email address provided.**



**San Juan Unified  
School District**  
3738 Walnut Ave.  
Carmichael, CA 95608

### BOARD OF EDUCATION

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- Saul Hernandez**, Vice President
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- **Lynn Bartlett**, Principal, Adult Education
- **Angela Rodriguez**, Vice Principal, Adult Education

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## Office Location:

Sunrise Tech Center  
7322 Sunrise Blvd.  
Citrus Heights, CA 95610  
Telephone: (916) 971-7654  
Fax: (916) 971-7695

## Front Office Hours

Monday.....9:30am – 4:00pm  
Tuesday.....9:00am – 6:00pm  
Wednesday.....9:00am – 6:00pm  
Thursday.....9:00am – 6:00pm  
Friday.....9:00am – 4:00pm

## School not in session:

January 1 - 4 ..... Winter Recess  
January 21..... Martin Luther King Jr. Day  
February 18-22 ..... Presidents' Week  
March 22..... No School  
April 15-19 ..... Spring Break  
May 27..... Memorial Day

## Important dates:

January 8 ..... Classes Begin  
June 12..... Classes End  
March 11 - 27 ..... Art Show at Mesa Verde Gallery  
March 27..... Art Show Reception  
April 3 ..... Heritage Day (Creekside)  
April 11 ..... Heritage Day (Sunrise)  
June 13..... Commencement Ceremony  
July 8 - August 1 ..... Summer School

## Student Support Services

are available at Creekside Adult Center and Sunrise Tech Center. In addition to Job Fair events, school organized visits to American River College, and Job Center tours at the local Sac Works office on Hillsdale Blvd., students from all of our programs can make an appointment with our Career Transition Specialist for job search assistance, resume writing workshops, and job application help. For more info contact [mrichmond@sanjuan.edu](mailto:mrichmond@sanjuan.edu).

## GED, High School and ESL Summer School Classes

GED, high school, and ESL classes will be available during the four week summer session. Sessions will meet Monday-Thursday mornings.



Check out our website at  
[www.sanjuan.edu/sunrisetc](http://www.sanjuan.edu/sunrisetc)

# Academic

## ENGLISH AS A SECOND LANGUAGE

### Spring 2019 ESL Classes Start January 8, 2019

#### English as a Second Language

(ESL) classes are offered from beginning to advanced levels on a continuous basis. These classes focus on communication for work, home, school, and the community, and help develop and improve communication skills in listening, speaking, reading, and writing. Students improve their English grammar, gain important life, academic and technology skills, and learn more about American culture.

Classes are currently available, depending on student level and site, 2 to 4 days per week in the mornings, afternoons, or evenings and are typically 4-8 hours per week.

#### **New!** Basic Computers

In the Basic Computers class, students will learn simple tasks involving use of computers including Google applications, creation and usage of a Gmail account, and use of web browsers and search engines. Additionally, students can practice their keyboarding and work on resume writing. This is an open computer lab at Creekside Adult Center that will be available to students registered for classes.

#### Communication Skills Class

This class will help you develop your conversational skills to increase your fluency in spoken English. You will learn to use appropriate vocabulary in order to communicate clearly, and practice pronunciation, sound discrimination, stress and intonation

#### Become a United States Citizen

The citizenship preparation class offers adults interested in becoming a US citizen, the opportunity to learn more about the history and the government of the United States. Students are preparing for the USCIS Oral Interview, as they study to improve their English reading, writing, and speaking skills.



New U.S. Citizens With Their Teachers

### ORIENTATION, ASSESSMENT, AND REGISTRATION:

|  |  |   |
|--|--|---|
| <p><b>Sunrise Tech Center</b><br/> <b>Room 9</b><br/>           7322 Sunrise Blvd,<br/>           Citrus Heights, CA 95610</p> | <p><b>Days/Times:</b><br/>           Every other Tuesday at 5:30 pm<br/>           Every other Wednesday at 1:00 pm<br/> <i>Start/End Jan 9 - May 15</i></p> | <p><u>Early Registration</u><br/>           12/4: 5:30pm<br/>           12/12: 1:00pm</p> |
| <p><b>Encina High School</b><br/> <b>Room SN-#1</b><br/>           1400 Bell St.,<br/>           Sacramento, CA 95825</p>      | <p><b>Days/Times:</b><br/>           Every Monday at 1:15 pm<br/> <i>Start/End Jan 14 - May 15</i></p>   | <p><u>Early Registration</u><br/>           12/3: 1:15pm<br/>           12/10: 1:15pm</p> |
| <p><b>Creekside Adult Center</b><br/> <b>Room 11</b><br/>           2641 Kent Dr.<br/>           Sacramento, CA 95821</p>      | <p><b>Days/Times:</b><br/>           Every Wednesday at 5:30pm<br/> <i>Start/End Jan 9 - May 15</i></p>  | <p><u>Early Registration</u><br/>           12/5: 5:30pm<br/>           12/12: 5:30pm</p> |

Please allow one to two hours to complete the orientation, testing, and registration process. Remember children are not allowed at registration. For a complete schedule of registration dates, visit our web site at <https://www.sanjuan.edu/domain/889> and go to the English Language Learners section.

# Academic

## ASE/HS CLASSES

(Adult Secondary Education and High School diploma)

San Juan School for Adults offers high school credit classes that count toward the completion of a high school diploma. Students work at their own pace under the direction of credentialed teachers. Classes are open entry, which means you can start throughout the semester. A high school diploma is earned after successful completion of the requirements, 220 credits in specified subject areas.

Enrollment in High School Classes require an on-site meeting with our counselor at the Sunrise Tech Center location. Please call (916) 979-8047 Tuesdays between 4:30pm - 7:00pm to speak with our counselor.

### Independent Study Classes

Students work from home and meet with a teacher once a week. Appointments are available throughout the week: morning, afternoon, and evening. Please attend a registration session Monday at 2:30 pm, to see if you qualify for this unique program. \$60 refundable book deposit is required.

### Seat-Based High School Classes

Adult students work at their own pace in multi-subject rooms with teacher assistance as needed.

### Reading and Writing for College and Career Readiness

Sharpen your critical reading and writing skills to prepare you for job advancement or college entry. Improve your vocabulary through engaging topics concentrated on in-class work with very little homework. There is no cost for this class. Eligibility is based on CASAS reading score or teacher recommendation.

#### Sunrise Tech Center 12:00 - 3:30pm

Session 1— 1/7 - 2/25

Session 2— 3/4 - 4/8

Session 3— 4/22 - 6/3

#### Creekside Adult Center 12:00 - 3:30pm

English — 1/7 - 6/11

Math — 1/7 - 6/11

### REGISTRATION:

|   |  |
|---|--|
| <b>Sunrise Tech Center Room 10 (GED)<br/>Room 17 (High School)</b><br>7322 Sunrise Blvd, Citrus Heights, CA 95610 | <b>Days/Times:</b><br>Every Monday at 2:30PM         |
| <b>Encina High School Room SN-#1 (GED Only)</b><br>1400 Bell St., Sacramento, CA 95825                            | <b>Days/Times:</b><br>Most Tuesdays at 12:30pm       |
| <b>Creekside Adult Center Room 12<br/>(High School and HiSET)</b><br>2641 Kent Dr. Sacramento, CA 95821           | <b>Days/Times:</b><br>Every Monday from 9:00-11:00am |

Please remember children are not allowed at registration.

## ABE CLASSES (Adult Basic Education)

Adult Education has many classes to equip you to meet your goals. Now is the time! Classes to prepare for the GED®, and to improve basic skills are offered morning, afternoon, and evenings to meet your individual needs. All students interested in preparation classes must attend a registration session to determine level for appropriate course placement.

Classes are currently available, depending on student academic goals and location, 2 to 4 days per week in the mornings, afternoons, or evenings.

## HIGH SCHOOL EQUIVALENCY AND TESTING

### GED®/HiSET Test Preparation Classes

GED® preparation classes will help you develop the skills and confidence you need to pass the General Education Development (GED®) exam. Offered at Sunrise Tech Center and Encina High School.

Please be aware all GED® registration, payment, and test scores are exclusively accessed through GED® testing service at [www.ged.com](http://www.ged.com)

### GED® Test Testing

**Sunrise Tech Center is a Pearson VUE- Authorized Test Center.**

Please go to [www.ged.com](http://www.ged.com) for more information about the tests. You will need to create an account with GED® Testing Service to allow you to schedule a test.

# Career Technical Education

## BUSINESS AND FINANCE PATHWAYS

### **New!** Get Started with Google

It's all about the Google Suite. Learn about the collection of online services that include Google Drive, Sheets, Slides, Forms and Calendar. Learn how to collaborate with others, how to organize your work in Google Drive. Students will create their own Goggle Account and explore on line possibilities.

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$100  
**Instruction hours:** 24 hours/8 classes

| Day  | Time         | Dates    | Course |
|------|--------------|----------|--------|
| T/Th | 12:30-3:30pm | 1/8-1/31 | 50000  |
| T/Th | 12:30-3:30pm | 3/12-4/4 | 50000  |

### Computer And Work Skills 1

Learn the new Windows 10 Start menu, explore program controls, and the taskbar. Learn cut, copy, and paste. Create, edit, print, and save documents. You will create an Office Online account, work with apps, use email, and the internet. Students will learn how to save files and create folders both on the local PC and in the cloud. Outlook Online, Word Online, and OneDrive will be introduced.

Upon completion, students will be well prepared to enter the Office Assistant Certificate program. Students must attend and complete both portions of the course in order to move to the next series of courses in this pathway.

This course is recommended for students new to the U.S. workforce or who have been out of the workforce for some time.

**Prerequisite:** None.  
**Textbook and Flash Drive included (a \$55 value).**  
**ISBN #:** 1-59136-791-3

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$150  
**Instruction hours:** 24 hours/8 classes

| Day  | Time         | Dates    | Course   |
|------|--------------|----------|----------|
| T/Th | 9am-12:00pm  | 1/8-1/31 | 40060.03 |
| T/Th | 12:30-3:30pm | 4/9-5/9  | 40060.04 |



Microsoft Office student Sue Erickson

### Computer And Work Skills 2

This project based business oriented class prepares students for work. Projects covered are resumes, cover letters, flyers, and tables. Students construct simple formulas and depict data using column and pie charts using spreadsheet software. Other topics include creating a new presentation, working with layouts and design themes, creating animations, and transitions using presentation software.

Upon completion, students will be well prepared to enter the Office Assistant Certificate program. Students must attend and complete both portions of the course in order to move to the next series of courses in this pathway.

**Prerequisite:** Computer and Work Skills 1.  
**Textbook and Flash Drive included (a \$55 value).**  
**ISBN #:** 1-59136-659-3

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$150  
**Instruction hours:** 28 hours/8 classes

| Day  | Time         | Dates    | Course   |
|------|--------------|----------|----------|
| T/Th | 9am-12:00pm  | 2/5-3/7  | 43201.03 |
| T/Th | 12:30-3:30pm | 5/14-6/6 | 43201.04 |



Capital  
**Adult Education**  
 Regional Consortium

Member of the **Capital Adult Education Regional Consortium (CAERC)** which is comprised of education members and partners located in the Los Rios Community College District geographical boundary. The consortium is charged with the challenge to rethink, redesign and improve an adult education system and provide cohesive services to adult students seeking education and careers. Visit the new website <http://www.capitaladulthood.org/>

# Career Technical Education

## OFFICE ASSISTANT CERTIFICATE PROGRAM

The following classes are designed to help you become a professional Office Assistant or to help you brush up on your office skills in order to stay current in the ever-changing workplace.

The Office Assistant Certificate program's step-by-step classes give students knowledge and skills for computer application programs including Windows, word processing, and Excel spreadsheets. Achieving a proficiency of touch-type keyboarding speed of 40 net wpm is required. These classes provide training for essential skills required for Office Assistant responsibilities.

Students may enroll in classes individually and earn a class certificate. Or students may register for a series of courses to earn an Office Assistant certificate.

### Required classes:

1. Office 2013, Building a Foundation
2. Word 2013, Comprehensive
  - 40 net wpm Keyboarding/Data Entry (built into Office and Word classes)
3. Excel 2013, Comprehensive

### Optional Additional Certification:

4. Quickbooks 2013, Comprehensive

### Office 2013, Building a Foundation

Introduction to Word, Excel and PowerPoint. Students will develop practical skills they can apply immediately to the office environment in this step-by-step, skills-based learning class. Keyboarding is built into this class. **Prerequisite: Computer And Work Skills 1 and 2, or test in through teacher skill assessment. "Building a Foundation with Microsoft Office 2013" textbook and flash drive included (a \$145 value).**

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$195  
**Instruction hours:** 24 hours/8 classes

| Day  | Time     | Dates    | Course   |
|------|----------|----------|----------|
| T/Th | 9am-12pm | 3/12-4/4 | 40050.07 |

### Word 2013, Comprehensive

Get ready for the workplace with this class. Learn how to create and edit business letters, reports, newsletters, employee manuals and much more. Work with Mail Merge, proofreading tools, text formatting, fonts, themes, paragraph alignment, clip art, picture styles, building blocks, and more. Keyboarding is built into this class. **Prerequisite: Computer And Work Skills 1 and 2, or test in through teacher skill assessment. "Microsoft Word 2013, Comprehensive" textbook and flash drive included (a \$120 value).**

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$185  
**Instruction hours:** 24 hours/8 classes

| Day  | Time     | Dates   | Course   |
|------|----------|---------|----------|
| T/Th | 9am-12pm | 4/9-5/9 | 41050.07 |

### Excel 2013, Comprehensive

Learn all about Excel in this hands-on class designed for the beginner to the intermediate student. You will learn how to create worksheets, build formulas, charts, and multiple worksheets and workbooks. **Prerequisite: Computer And Work Skills 1 and 2, or test in through teacher skill assessment. "Microsoft Excel 2013: Comprehensive" textbook and flash drive included (a \$120 value).**

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$185  
**Instruction hours:** 24 hours/8 classes

| Day  | Time     | Dates    | Course   |
|------|----------|----------|----------|
| T/Th | 9am-12pm | 5/14-6/6 | 40080.07 |

### QuickBooks 2013, Comprehensive

In this very practical, hands-on class you will learn to set up your bookkeeping system, develop customer and vendor information and control inventories. You will learn the basics, then expand to learn how to generate custom reports and financial statements, control inventories, and payroll. **"QuickBooks Pro 2013: Comprehensive" textbook and flash drive included (a \$140 value).**

**Instructor:** Belt  
**Room:** 14 at Sunrise Tech Center  
**Tuition:** \$250  
**Instruction hours:** 35 hours/14 classes

| Day  | Time        | Dates    | Course   |
|------|-------------|----------|----------|
| T/Th | 6:00-8:30pm | 4/9-5/30 | 42050.04 |

# Career Technical Education

## HEALTH SCIENCE & MEDICAL TECH PATHWAYS

### Clinical Medical Assistant (\*Externship included)

Students will receive industry standard clinical/back office training. This comprehensive certificate program covers patient interview skills, patient positioning, vitals, blood pressure, injections, venipuncture, EKG/ECG, etc. This class also covers clinical medical terminology, credits are transferable to American River College. Also included, customer service, scheduling of appointments, and some medical office computer training. Medical Assistant program comes with a **Certificate of Completion** and \*externship placement. **Prerequisite:** proof of high school diploma (must be in English) or GED®. Must have written proof of a current TB test within one (1) month of class start date, scrubs required. CPR certification is done during the program, approx. \$50. Instructor to schedule, and is required. Text books are included in cost of program. A CASAS workplace appraisal in reading and math is administered to all incoming students during a mandatory Clinical Medical Assistant class orientation. Students who score below the required level will be referred to the IET introductory program.

Student must have basic computer skills.

**Instructor:** Whittemore

**Room:** 22 & 15 at Sunrise Tech Center

**Tuition:** \$2,500

**Instruction hours:** 330 hours/59 classes

| Day   | Time                                | Dates     | Course   |
|-------|-------------------------------------|-----------|----------|
| MTWTh | 9:00-3:30PM<br>w/30 minute<br>break | 1/14-4/25 | 44050.04 |

| Day   | Time         | Dates    | Course   |
|-------|--------------|----------|----------|
| MTWTh | 9:00-12:00PM | 4/26-5/9 | 44050.04 |

**\*Students must meet externship qualifications:**

Students are evaluated based on their performance during their course. Medical Assistant passing course work with 90% or better.

1. The student must complete 100% of their course work.
2. The student attendance rate must be 90% of course hours.

The instructor of the medical program will meet with administrator of the Career Technical Education (CTE) department and review the student's progress (listed above), resume, typing certificate, tuberculosis screening, externship application, immunization record, confidentiality agreement /HIPAA certification. \*Please know that some providers will require a confidentiality agreement, criminal background check and/or a drug test.

Sunrise Tech Center hosts optional National or State testing upon completion of the Clinical Medical Assistant program.  
Cost: Approximately \$150

Take your first step into the world of medicine by attending the **FREE Q&A and Facilities Tour** for CTE Medical classes.

- Monday, Dec 17 at 1:00 pm
- Tuesday, Jan 8 at 1:00 pm

Class registrants must attend a mandatory orientation/testing prior to the start of class on 1/8, 1/9, or 1/10.

### \*Introduction to Medical Terminology

Learn the language of medicine by understanding word elements and how they are put together structurally to correlate with the human body's anatomy and physiology. Learn to pronounce, spell, and analyze medical words, read medical reports, records, and prescriptions. Curriculum includes disease processes and treatment. Terminology is predominantly anatomy-based but basic principles in physiology are also introduced. An assessment may be required prior to enrollment

**Instructor:** Whittemore

**Room:** 15 at Sunrise Tech Center

**Tuition:** \$375

**Instruction hours:** 76.5 hours/51 classes

| Day   | Time         | Dates     | Course   |
|-------|--------------|-----------|----------|
| MTWTh | 9:00-10:30AM | 1/14-4/25 | 44500.04 |

\*Eligible for Community College credits through American River College

### Clinical Medical Assistant evening program – Accelerated

**Prior medical experience helpful/preferred.**

Students will learn to perform a variety of functions to assist the physician and care for patients. Skills will be practiced on each other on a daily basis. Curriculum includes disease processes and treatments, the terminology is predominantly anatomy-based but basic principles in physiology are also introduced. Some of the clinical skills will include laboratory tests: urinalysis, hematology, strep testing etc. The student will be trained to administer medications by various routes, perform EKG's, phlebotomy, audiometry, wound care, sterile trays, and assisting with minor surgery. Students will use a medication administration record, and learn EHR/EMR scheduling. Student will also learn adult and infant vital signs, injections, vaccinations, measurements, and accurate documentation. The student will be certified in adult infant and child CPR and basic life support during the program at an additional fee approx. \$50.00.

\*Students must meet externship qualifications: Students are evaluated based on their



# Career Technical Education

performance attendance and attitude during their course and are placed at an externship site at instructor discretion.

1. Medical Assistant passing course work with 90% or better and must complete 100% of their course work.
2. High School Diploma or GED
3. Ability to use all extremities and lift 25 pounds.
4. Computer proficient and type minimum 25 wpm
5. The student attendance rate must be 90% of course hours, some externship sites require 100% attendance and top 2% academic performance during the program.

Approximately 123 hours hands-on in-class instruction, with approximately 121 hours additional at home practical skills and assignments (not including the required homework).

**Instructor:** Whittemore  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$2000

| Day   | Time          | Dates    | Course   |
|-------|---------------|----------|----------|
| M/W/F | 5:30 - 8:30PM | 1/14-6/3 | 44750.01 |

## Medical Terminology and Work Skills

Student will be co-enrolled in Medical Terminology and Work Skills for Medical Professionals. This pathway is designed for students interested in preparing for the Clinical Medical Assistant program but would like practice with the application of Medical Terminology in the 21st century workforce. This pathway provides support for those new to the U.S. workforce or have been out of the workforce for some time. In addition to Medical Terminology, students will learn the essential skills employers demand from the 21st century employee, including: adaptability, empathy, resilience and self awareness. Upon completion, students will earn Medical Terminology Certificate and be prepared for the Medical Assistant program. Students attend and complete both portions of the course to receive the certificate.

**Instructor:** Whittemore/Hall

| Day  | Time            | Dates     | Course   |
|------|-----------------|-----------|----------|
| T/Th | 10:45am-12:45pm | 1/14-4/25 | 44600.02 |

## APPRENTICESHIPS

SJUSD adult education has partnerships with local apprentice programs to provide apprenticeship training to become fire fighters and roofers. The sponsors work with employers to provide training and employment to move the apprentice forward by offering classroom instruction combined with on-the-job training. The approved apprentice training programs meet the requirements of the Division of Apprentice Standards. All apprentices must be registered through DAS to be adult education students.

## VRW-JAC

Valley Roofers and Waterproofer's Joint Apprenticeship Committee. Union roofers apply hot and cold roofing and waterproofing, asphalt, shingles, tile and single-ply roofing materials. Roofers also install hot build-up and single-ply roofing systems on commercial/industrial structures, as well as install moisture-resistant products on below-grade structures and other surfaces to prevent water intrusion into the buildings. <http://sacramentobuilds.com/rooferwaterproofer-apprenticeship-program/>

## CFFJAC

California Fire Fighters Joint Apprenticeship Committee provides apprenticeship training in various aspects of firefighting. Further details can be found at the website [www.cffjac.org](http://www.cffjac.org) or by calling (916) 648-1717.

## PARTNERSHIPS

### Parent Education Opportunities at Creekside Adult Center

The San Juan Unified School District Family and Community Engagement department (FACE) is pleased to announce that it will be offering the following Family Education classes in the Spring. Classes will be held at **Creekside Adult Center**. Cost is \$75 for non-San Juan families or \$25 for San Juan families. You can learn more about these classes at [www.sanjuan.edu/familyed](http://www.sanjuan.edu/familyed), or can contact San Juan Family Education at (916) 971-7929.

**Co- Parenting** is a six week parent skill building program designed for families raising children in more than one household. Mondays at Creekside from 6:00 to 8:00pm.

**2nd Session 2019:** January 28th, February 4th, February 11th, February 25th, March 4th, and March 11th

**3rd Session 2019:** April 1st, April 8th, April 22nd, April 29th, May 6th, and May 13

**Parent Project Senior and Loving Solutions / Parent Project Junior:** is a national program created by parents to provide parenting strategies for parents/guardians dealing with difficult behaviors.

**Parent Project Senior ages 11-17**  
 Wednesdays at Creekside from 5:00 to 8:00pm  
 March 6th, March 13th, March 20th March 27th, April 3rd, April 10th, April 24th, May 1st, May 8th, and May 15th.

# Community Based Education

## ART

### Ceramics

This course will introduce students to basic hand building skills, a variety of surface treatments, and glazing techniques. Using the skills they learn, students will be able to choose their projects within each technique, and their own designs for surface treatments, creating useful and beautiful pieces of pottery. Each session will address one type of hand building, as well as basic wheel throwing.

**Part 1** will begin with pinch building and hollow forms, joining clay together, and glaze choice.

**Part 2** will involve slab building, slump and hump molding, tiles, mugs, and handles.

**Part 3** will focus on coil building, both decorative and as a way to build a large piece. We will also explore the various surface treatments, mishima, sgraffito, and appliqué.

**Instructor:** Dunn

**Room:** 51 at Del Campo

**Tuition:** \$50 per part

**Instruction hours:** 12.5 hours/5 classes each

| Part | Day | Time        | Dates     | Course   |
|------|-----|-------------|-----------|----------|
| 1    | W   | 3:30-6:00pm | 1/16-2/13 | 64101.02 |
| 2    | W   | 3:30-6:00pm | 2/27-3/27 | 64102.02 |
| 3    | W   | 3:30-6:00pm | 4/3-5/8   | 64103.02 |

### Beginning Watercolor

These 6 week courses are for those new to watercolor or wanting a refresher in painting with these fun and fluid paints. There is no prerequisite to enroll in any or all of the sessions offered.

**Part 1:** Learn tips and techniques to create beautiful paintings.

**Part 2:** Incorporate various methods that will help to create depth in your paintings.

**Part 3:** Experiment with different artistic styles to create vivid, beautiful paintings.

**Instructor:** Morrison

**Room:** 16 at Sunrise Tech Center

**Tuition:** \$60 per part

**Instruction hours:** 15 hours/6 classes each

| Part | Day | Time        | Dates    | Course   |
|------|-----|-------------|----------|----------|
| 1    | T   | 3:00-5:30pm | 1/8-2/12 | 60050.04 |
| 2    | T   | 3:00-5:30pm | 2/26-4/2 | 60100.04 |
| 3    | T   | 3:00-5:30pm | 4/9-5/21 | 60150.04 |

### Intermediate Watercolor

This course is for those with prior experience.

Learn a different technique or artistic style in each class and then incorporate these new skills into your own painting.

**Part 1:** Improve your skills by focusing on new ways to paint with watercolors.

**Part 2:** Students are encouraged to develop their own personal style as they learn various painting techniques.

**Part 3:** This class will be centered around incorporating fun artistic methods of painting with watercolors to enhance your work.

**Instructor:** Morrison

**Room:** 16 at Sunrise Tech Center

**Tuition:** Monday Session \$50 per part  
Tuesday Session \$60 per part

**Monday Session:** 12.5 hours/5 classes each

| Part | Day | Time        | Dates     | Course   |
|------|-----|-------------|-----------|----------|
| 1    | M   | 2:30-5:00PM | 1/14-2/25 | 61050.05 |
| 2    | M   | 2:30-5:00PM | 3/4-4/1   | 61101.06 |
| 3    | M   | 2:30-5:00PM | 4/8-5/13  | 61151.06 |

**Tuesday Session:** 16.5 hours/6 classes each

| Part | Day | Time         | Dates    | Course   |
|------|-----|--------------|----------|----------|
| 1    | T   | 12:00-2:45pm | 1/8-2/12 | 61051.06 |
| 2    | T   | 12:00-2:45pm | 2/26-4/2 | 61051.06 |
| 3    | T   | 12:00-2:45pm | 4/9-5/21 | 61051.06 |

### Drawing

These 6 week courses are for anyone who wants to learn to draw with pencils, colored pencils, and/or watercolor pencils and ink. Develop new skills or expand your previous knowledge through the use of the various mediums and techniques that will be taught. Students need to bring the materials listed on the Supply List.

**Part 1:** This class will teach you how to draw different facial elements and then put it all together in different styles of portraits.

**Part 2:** Students will explore numerous ways in which colored pencils may be used, layered and blended in order to draw on black paper. Color theory and psychology will also be covered.

**Part 3:** In this class, you will learn to "paint" your drawings using watercolor pencils. Ink will be added to finalize the finished drawings.

**Instructor:** Morrison

**Room:** 16 at Sunrise Tech Center

**Tuition:** \$60 per part

**Instruction hours:** 16 hours/6 classes each

| Part | Day | Time        | Dates     | Course   |
|------|-----|-------------|-----------|----------|
| 1    | Th  | 3:30-6:00pm | 1/10-2/14 | 62250.04 |
| 2    | Th  | 3:30-6:00pm | 2/28-4/4  | 62300.04 |
| 3    | Th  | 3:30-6:00pm | 4/11-5/23 | 62400.04 |

# Community Based Education

## Mixed Media

Mixed media is the technique of using two or more artistic mediums in a single composition. Let your creativity flow while learning a new art form. Students are to bring the basic materials listed on the class supply list. Additional supplies may be requested of student before each project.

**Part 1:** This class will introduce you to the art of using alcohol inks, markers and stencils. A variety of assignments will assist the students in furthering their artistic skills while allowing for personal style.

**Part 2:** This class introduces students to the artistic uses of paper. Traditionally used as a base to be drawn and painted on, it will now become the star in multi-faceted pieces of art.

**Part 3:** Explore the possibilities of creating 3 Dimensional mixed media pieces. Students will incorporate found and chosen items to enhance their works.

**Instructor:** Morrison

**Room:** 16 at Sunrise Tech Center

**Tuition:** \$50 per part

**Instruction hours:** 12.5 hours/5 classes each

| Part | Day | Time         | Dates     | Course   |
|------|-----|--------------|-----------|----------|
| 1    | M   | 12:00-2:30pm | 1/14-2/25 | 63050.04 |
| 2    | M   | 12:00-2:30pm | 3/4-4/1   | 63100.04 |
| 3    | M   | 12:00-2:30pm | 4/8-5/13  | 63150.04 |

## Asian Fine Art

This is a beginning level art class which introduces students to traditional Asian brush ink painting techniques, composition, and essential skills.

Students will learn how to hold and load the brush with ink and practice brush techniques with unique materials. At the end of the session, students can create beautiful brush paintings with tonality and shading using traditional brush ink.

**Part 1:** Learn how to hold and load brush with traditional ink.

**Part 2:** Practice brush stroke techniques with unique materials.

**Instructor:** Piette

**Room:** 13 at Sunrise Tech Center

**Tuition:** \$50 per part

**Instruction hours:** 12.5 hours/5 classes each

| Part | Day | Time        | Dates    | Course   |
|------|-----|-------------|----------|----------|
| 1    | T   | 3:30-6:00pm | 3/5-4/2  | 64000.02 |
| 2    | T   | 3:30-6:00pm | 4/9-5/14 | 64150.02 |

## Beginning Acrylics

The fundamentals of painting with acrylics will be taught through a series of fun projects that allow the students to find and develop their own personal styles. Each 6 week session will build on previous classes, but is not a prerequisite to enroll in subsequent sessions. Learn painting basics and how to use them to create finished pieces.

**Part 1:** This class will teach you how to paint the elements in landscapes – trees, mountains, and skies. A finished painting will incorporate everything learned.

**Part 2:** Learn to paint ocean waves, rocks, and the beach. We will turn all of this into a “student favorite” painting.

**Part 3:** Increase your artistic skills by learning more techniques and styles that will elevate your painting process.

**Instructor:** Morrison

**Room:** 16 at Sunrise Tech Center

**Tuition:** \$60 per part

**Instruction hours:** 15 hours/6 classes each

| Part | Day | Time        | Dates     | Course   |
|------|-----|-------------|-----------|----------|
| 1    | W   | 3:00-5:30PM | 1/9-2/13  | 61300.04 |
| 2    | W   | 3:00-5:30PM | 2/27-4/3  | 61400.04 |
| 3    | W   | 3:00-5:30PM | 4/10-5/22 | 61500.04 |

## Intermediate Acrylics

This class is for the more experienced student. In each 6 week section, you will receive instruction for the first few weeks to learn a different artistic style or technique. The rest of the class time will be dedicated for the student to create their own painting using the information learned.

**Part 1:** This class focuses on learning specific techniques with acrylics and will culminate with incorporating those techniques into a painting.

**Part 2:** Students are encouraged to develop their own personal style as they continue to learn various painting techniques. A variety of assignments will assist the students in furthering their artistic side.

**Part 3:** Students will continue to learn different ways of painting as they focus on creating their own art works with guidance from the instructor.

**Instructor:** Morrison

**Room:** 16 at Sunrise Tech Center

**Tuition:** \$60 per part

**Instruction hours:** 16.5 hours/6 classes

| Part | Day | Time         | Dates     | Course   |
|------|-----|--------------|-----------|----------|
| 1    | W   | 12:00-2:45PM | 1/9-2/13  | 62050.04 |
| 2    | W   | 12:00-2:45PM | 2/27-4/3  | 62100.04 |
| 3    | W   | 12:00-2:45PM | 4/10-5/22 | 62150.04 |

# Community Based Education

## MUSIC

### Ukulele

Have fun and meet people all while learning a new and easy instrument: The ukulele. This 5 week adult group class covers simple chords, strums, songs, and tuning. Beginners, returning students, and guitarists are welcome (the Uke and Guitar share many similarities; and the Uke is an inexpensive, convenient, and compact travel companion). You will need a soprano, concert, or tenor Uke. No baritones, please.

**Instructor:** Spivack  
**Room:** 20 at Sunrise Tech Center  
**Tuition:** \$40

**Instruction hours:** 7.5 hours/5 classes

| Day | Time         | Dates     | Course   |
|-----|--------------|-----------|----------|
| W   | 12:15-1:45pm | 3/13-4/10 | 64200.04 |

### Guitar

Have fun with music and meet interesting people while learning the guitar in this relaxed atmosphere. The instructor plans class content on the interests of the students making each class new and different. You will learn the basics to the advanced depending on your level and interest: simple chords, finger picking, use of the pick, strumming patterns, blues, and guitar tab, all while learning and singing songs. This class accommodates beginner to intermediate students. Continuing students are welcome. (Please no 12 string or electric guitars).

**Instructor:** Spivack  
**Room:** 20 at Sunrise Tech Center  
**Tuition:** \$40  
**Instruction hours:** 7.5 hours/5 classes

| Day | Time         | Dates    | Course   |
|-----|--------------|----------|----------|
| W   | 12:15-1:45pm | 1/30-3/6 | 64100.04 |

## GENEALOGY

### Genealogy

Genealogy is where you will learn different sources of research and strategies for extending your family tree. You will discover ways to use information to help you solve all of your genealogical questions and discover your family past in very exciting ways. Beginning **Level 1:** will get you started learning the basics and Intermediate **Level 2:** will expand on the basics learned in Level 1.

**Instructor:** Lloyd  
**Room:** 21 at Sunrise Tech Center  
**Tuition:** \$55 per part  
**Instruction hours:** 20 hours/10 classes each

| Part | Day | Time          | Dates    | Course |
|------|-----|---------------|----------|--------|
| 1    | M   | 10:00-12:00PM | 1/28-4/8 | 64801  |
| 2    | M   | 1:00-3:00PM   | 1/28-4/8 | 64850  |

## BICYCLE REPAIR

### **New!** Bicycle Repair Class

This class provides an opportunity to learn bicycle maintenance and repair in a fully equipped hands on environment using your own bicycle. The class is taught by an instructor with over a decade in bicycle repair. The space is limited to the 12 professional workstations. Two people may share a single workstation. The course will cover work space setup, tools and lubrication, brake and derailleur adjustment, wheel truing, and bearing service and adjustment. Materials will be purchased by student after the first week of class

**Instructor:** Mac Pherson  
**Room:** Will Rogers room 1  
**Tuition:** \$40

**Instruction hours:** 10 hours/5 classes

| Day | Time        | Dates    | Course |
|-----|-------------|----------|--------|
| T   | 6:00-8:00pm | 2/5-3/12 | 66700  |



## PERSONAL TECHNOLOGY

### Personal Computing 1 & 2

**Part 1:** A great hands-on computer class for the home user to introduce basic computer tasks. Learn how to create, save, and print documents. Understand cut, copy, and paste, spell check and mouse techniques. Work with e-mail, and navigate the Internet. **Part 2:** In this fun and relaxed class you will be introduced to basic PC software to use for home projects like slideshows. **No book is required. Handouts available in class. Please purchase a flash drive prior to the first day of class.**

**Instructor:** McElhinney  
**Room:** 11 at Sunrise Tech Center  
**Tuition:** \$50 per part  
**Instruction hours:** 12 hours/4 classes

| Part | Day  | Time         | Dates    | Course   |
|------|------|--------------|----------|----------|
| 1    | T/Th | 12:30-3:30pm | 2/5-2/14 | 64001.03 |
| 2    | T/Th | 12:30-3:30pm | 2/26-3/7 | 64002.02 |

# Community Based Education

## Photoshop Elements 2018 - Level I

The #1 selling consumer photo editing software. You will learn how to make your photos look "Fantastic" by doing hands-on projects. You will master working on photos by retouching & repairing them, correcting colors, making collages, adding new backgrounds, using healing brush, re-sizing images plus layer basics. Class taught in a PC lab and is applicable to versions 8 - 2018 owners. Handouts will be provided.

**Prerequisite:** Basic computer knowledge recommended.

**Instructor:** Salisbury  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$60  
**Instruction hours:** 12.5 hours/5 classes

| Day | Time        | Dates    | Course   |
|-----|-------------|----------|----------|
| M   | 1:00-4:00pm | 4/8-5/13 | 64600.03 |

## How to Use a Digital Camera (SLR and Point & Shoot)

Are you tired of not knowing how to use your digital camera? Learn the basics of digital photography: camera menus, shooting modes, flash, stopping action, avoiding blurry photos, using the LCD screen, photo-sizing, as well as what all those icons do on your camera. We'll discuss useful hints for taking "gorgeous photos."

**Bring your camera and manual to learn even more. You may take this class even if you do not own a digital camera. No experience necessary.**

**Instructor:** Salisbury  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$35  
**Instruction hours:** 7.5 hours/3 classes

| Day | Time        | Dates     | Course   |
|-----|-------------|-----------|----------|
| M   | 1:00-3:30pm | 2/25-3/11 | 64400.04 |

## How to Use Your Samsung, Motorola, HTC & LG Smartphone

This course offers hands-on instruction on how to setup and use your phone on a day to day basis. We will cover the Android app store so you can synchronize your calendar, contacts, and emails seamlessly to your windows computer. Also you will learn about your settings & notifications as well as deleting apps & organizing your home screen. Time will be spent on learning to use the high quality camera on your phone. Find out what you can do besides make a phone call! No experience necessary.

**Instructor:** Salisbury  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$35  
**Instruction hours:** 7.5 hours/3 classes

| Day | Time        | Dates     | Course   |
|-----|-------------|-----------|----------|
| M   | 1:00-3:30pm | 1/28-2/11 | 64501.03 |

## Advanced Photography for SLR Photographers

The class will focus on mastering the key features of your SLR camera. You will finally be able to move beyond automatic to the Creative Modes of Shutter Priority, Aperture Priority, Program and Manual. Also, ISO, White Balance, and bracketing will be discussed. We will learn about Aperture and f/stops and be able to see how it impacts your picture's depth of field. Micro four third (mirrorless) cameras are welcome. The SLR camera has a removable lens, plus the ability to control speed and exposure separately (such as S, or Tv, A or Av, M). Handouts will be provided. No experience necessary.

**Instructor:** Salisbury  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$60  
**Instruction hours:** 7.5 hours/3 classes

| Day | Time        | Dates    | Course |
|-----|-------------|----------|--------|
| M   | 1:00-3:30pm | 3/18-4/1 | 64300  |

## Aerial Photography With A Drone

This course will introduce students in how to attain beautiful aerial photography using a remote controlled drone. Students will learn how to choose a drone, camera and the best settings. They will learn how to safely fly and common hazards to avoid. Also covered will be how to plan the perfect shoot, shooting tips and techniques, and best practices for editing and printing. **Drones will not be used during this class. Please do not bring a drone onto campus.**

**Instructor:** Dey  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$50  
**Instruction hours:** 15 hours/5 classes

| Day | Time        | Dates    | Course   |
|-----|-------------|----------|----------|
| T   | 5:30-8:30pm | 2/5-3/12 | 65000.02 |

## Manage Your Photo Collection with Google Photos

Learn how to use Google Photos, an intuitive and "Free" program from Google to organize, do editing, email and share your photos. Learn how to Get your photos stored and organized, then do some retouching and sharing with friends and family. We will combine lecture with hands-on class time, you will take home the skills to manage your own pictures. Google Photos can be installed on any computer. Bring 30 or so of your own photos on a thumb drive, if you wish to. **Prerequisite: Basic computer skills.**

**Instructor:** Salisbury  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** \$60  
**Instruction hours:** 5 hours/2 classes

| Day | Time        | Dates    | Course |
|-----|-------------|----------|--------|
| M   | 1:00-3:30pm | 5/20-6/3 | 64502  |

# General Information

## Registration information

- You can register online, in person or by mail for most Career Technical Education and all Community-Based Education classes.
- Academic and ESL classes require on-site registration.
- High School Diploma and Independent Study require meeting with our counselor.

## Who may attend?

San Juan Unified School District Adult Education classes are open to all adults who can benefit from the programs. All classes are designed to meet the needs of adults. Concurrent high school credit recovery students will be registered only if space is available.

## Registration

is required for all classes. Early registration is recommended as some classes fill quickly. Registration is on a first-come, first served basis until classes are full. Classes that don't meet the minimum enrollment or that have low attendance may be cancelled. The district reserves the right to discontinue, shorten, postpone, or combine classes, and/or change instructors. Classes may be discontinued on or before the first scheduled meeting if fewer than the required minimum number of students are enrolled. Checks will be held until classes meet minimum enrollment. A Social Security Number is required for attendance records.

## Community-Based Education

classes are offered to meet the needs and interests of adult learners and are entirely supported by registration fees and receive no state funding. Fees are nominal and cover the cost of the instructor, facility, and related expenses. Registration for community interest courses can be completed online, through the mail, or in person.

## State and Federal Subsidized Courses

are partially funded by the State of California and the federal government through grants. Students must register for subsidized classes in person. Registration is typically open throughout the school year.

**Attendance** is required to remain enrolled in classes. Students in academic classes will be dropped after 2 weeks of unexcused absences.

**Refunds** for classes will ONLY be given if the class is cancelled by the district. If a class is cancelled due to insufficient enrollment, a full refund will be made in the form of a check issued by the district, sorry no cash refunds. A minimum enrollment is required for each class. Refund checks will be mailed only to the registered party or individual who made the payment and may take six weeks for processing. Please select your classes carefully as there are no refunds. If you miss the first class session, you may be dropped and there is no refund.

**Fees** are subject to change. Class fees are based on costs to offer the program. All fees must be paid at time of registration. Books and supplies are additional, unless otherwise indicated. A \$25 fee will be charged for all checks returned from the bank due to insufficient funds.

- Class fees do not include books unless specified.
- Price does not include State Exam fees.
- We do not sell books. Students are required to purchase books through an online or local vendor of their choice.
- Some students may need more time to complete all courses.
- Fees must be paid in full at time of registration.
- No refunds are available unless your class is cancelled.
- Classes will be cancelled one week prior to start date if classes do not meet a minimum enrollment.
- We are on the SETA ETPL/LTPL provider list. Some students may qualify for financial aid or assistance through SETA or another funding agency. You are encouraged to visit a local One Stop agency to seek financial assistance or to see if you qualify.
- GED® test registration and payment is exclusively through GED® Testing Service.

**Since 1957, San Juan Adult Education has helped over 9,010 students earn a high school diploma.**

**Since 2002, San Juan Adult Education has awarded over 3,130 GED® certificates.**

## Interested in teaching a San Juan School for Adults class?

We are always looking for new class ideas and credentialed instructors. Contact Lynn Bartlett at (916) 971-7654 or email [lbartlett@sanjuan.edu](mailto:lbartlett@sanjuan.edu)

## Nondiscrimination Policy

(Federal Regulation, Title IX; District Policy 0410)

The San Juan Unified School District is committed to equal opportunities for all individuals. The district does not discriminate on the basis of race, color, religion, national origin, ethnic group, gender, physical or mental disability, age, marital or parental status or any other unlawful consideration in any of its policies, procedures, and practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the district's programs and activities, including vocational education and counseling services. Inquiries regarding the equal opportunity policies and the filing of grievances or requests for copies of the district's grievance procedures, may be directed to: Title IX coordinator, 971-7110.

The district is committed to maintaining neutrality toward religions, neither promoting nor encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith.

The Board encourages staff to be sensitive so that students are able to participate in school and extracurricular activities without undue burden on the free exercises of their religious beliefs.

Students whose religious beliefs need to be accommodated in some way are expected to inform the appropriate school staff at the outset of the school year and request, in writing, such accommodation.

The lack of English language skills will not be a barrier to admission and participation in the district's programs. Additional information can be obtained from staff who are bilingual in Spanish, Farsi, Russian, Romanian, Ukrainian, Armenian, Lao, Korean, or Vietnamese by calling the district's English language development coordinator at 971-5260.

The San Juan Unified School District recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the district coordinator (916) 971-7220 to obtain information about the existence and location of services, activities and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination or the district's compliance may also be directed to:

U.S. Dept. of Education Office for Civil Rights  
Old Federal Building, 50 U.N. Plaza,  
Room 239  
San Francisco, CA 94101  
(415) 556-7000; TTY (415) 556-6806

## Sexual Harassment

(District Policy 5145.7)

The district has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. "The Governing Board prohibits unlawful sexual harassment of or

by any student by anyone in or from the district. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal."

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or the district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator (971-7110).

## Uniform Complaint Procedure

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The district is primarily responsible for compliance with state and federal laws and regulations.

The person(s), position(s), or unit(s) responsible for receiving complaints is:

Linda C.T. Simlick, J.D.  
Compliance Officer  
Legal Services  
3738 Walnut Avenue  
Carmichael, CA 95608

The district shall investigate and seek to resolve complaints at the local level using policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career technical and technical education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the

district (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

The district complaint review shall be completed within 40 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

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

The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

## APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the district's decision to the CDE by filing a written appeal with the State Superintendent within fifteen days after receiving the district decision.

The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of the district's decision.

## Civil Law Remedies

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district'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.

Adult Education programs herein are funded in part by Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332), Adult Education and Family Literacy Act P.L. 105-220, Section 231 and Section 1000: English Literacy and Civics Education.

San Juan Unified School District  
Information and Communication Office  
3738 Walnut Avenue  
Carmichael, CA 95608

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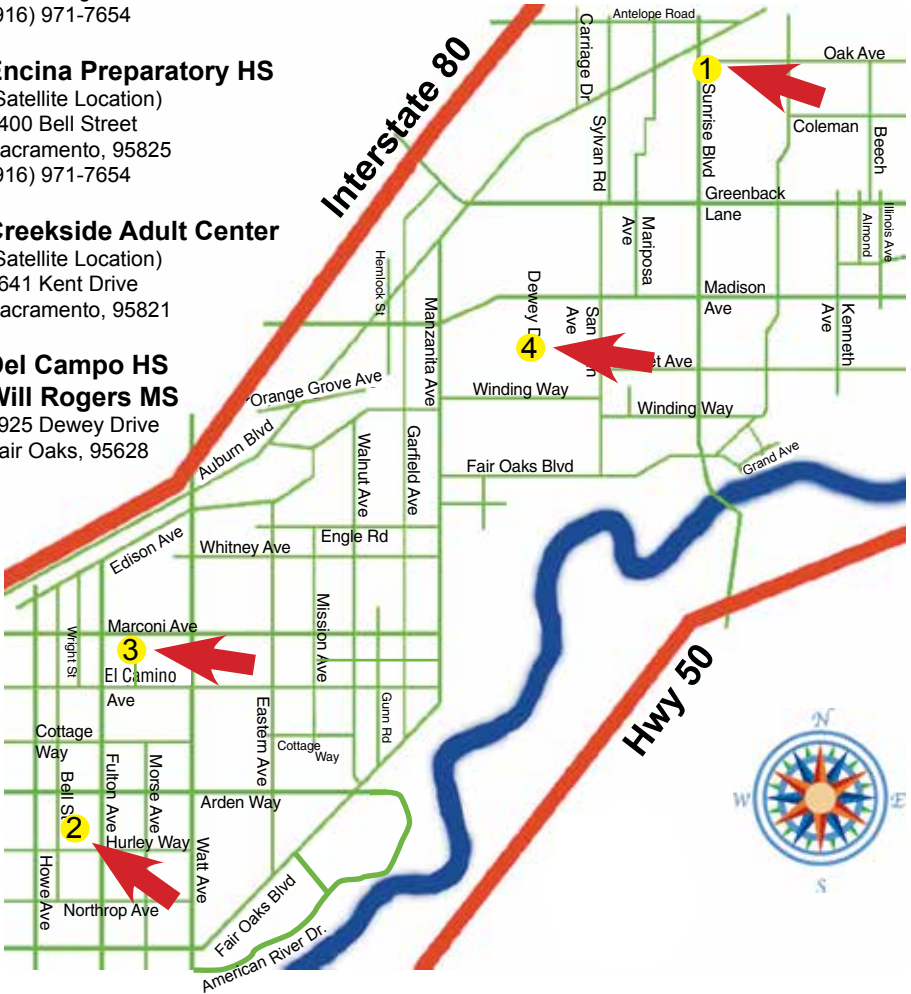
# Campus Locations

**1. Sunrise Tech Center  
Main Campus**  
7322 Sunrise Blvd.  
Citrus Heights, 95610  
(916) 971-7654

**2. Encina Preparatory HS**  
(Satellite Location)  
1400 Bell Street  
Sacramento, 95825  
(916) 971-7654

**3. Creekside Adult Center**  
(Satellite Location)  
2641 Kent Drive  
Sacramento, 95821

**4. Del Campo HS  
Will Rogers MS**  
4925 Dewey Drive  
Fair Oaks, 95628



**Campus Site:**

[www.sanjuan.edu/sunrisetc](http://www.sanjuan.edu/sunrisetc)



**San Juan Adult Education**

**Where  
Learning Never  
Ends...**

**San Juan School  
for Adults**