



Tulare Adult School

Handbook

2024-2025



Table of Contents

District and Site Administration.....	3
Mission Statement	4
Books, Fees, Refund Policy and Cancellation Policy	4
Student Rights and Responsibilities	5
Electronic Communication Devices Policy	5
Food and Classroom Visitors	5
Student Conduct Policy	6
Sexual Harassment Policy	6
Complaint Procedure	6
Dress and Grooming Policy	7
Attendance/Absence Policy	8
TJUHSD School Calendar or 2024-2025	9
Community Resources	10
School Resources	11
Student Complaint/Grievance Form	12-13
Acknowledgement of Receipt of Handbook	14



TULARE ADULT SCHOOL

Tulare Adult School Administration

Director: Randy Clem
Assistant Director: Robert Owen
Counselor: Rosa Elena Vargas



TULARE JOINT UNION

High School District

TJUHSD Governing Board

President: Cathy Mederos
Vice-President: Tyler Ribeiro
Clerk: Craig Hamilton
Trustee: Laura Fonseca
Trustee: Kelley Nicholson

TJUHSD District Administration

Superintendent: Dr. Lucy Van Scyoc
Assistant Superintendent Curriculum, Technology, and Assessment: Kevin Covert
Assistant Superintendent Human Resources and Business: Tammy Aldaco
Assistant Superintendent Student Services and Special Programs: Maria Bueno
Director I, Child Welfare & Safety: Dereck Domingues



The Tulare Adult School is fully accredited by the Western Association of Schools and Colleges:

WASC
533 Airport Blvd., Suite 200
Burlingame, CA 94010
(510) 696-1060

Public Notice: The Tulare Adult School does not discriminate on the basis of color, race, national origin, sex (including sexual harassment), handicap, or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The nondiscrimination policy covers admission, access to, treatment of, and employment in the District's programs and activities. A copy of the policy is posted at the Adult Education Office. The policy provides complaint and follow-up procedures and remedies or appeals as appropriate. Inquiries regarding the equal opportunities policies may be directed to the Assistant Superintendent of Business and Human Resources, at:

Tulare Joint Union High School District
426 N. Blackstone
Tulare, CA 93274

TAS GENERAL INFORMATION

TAS MISSION STATEMENT

Tulare Adult School is committed to prepare adults with 21st Century Learning Skills and empower them to become productive citizens ready for college or career.

Tulare Adult School students will be prepared to become:

- Effective Communicators.
- Effective Independent Thinkers and Problem-Solvers.
- Successful Employees.
- Active Global and Community Members.

Admission and Office Hours

Courses are open to any person 18 years of age or over. Open enrollment is available in most classes. Most Career and Technical Education (CTE) courses require a high school diploma or equivalency certificate.

The TAS office is open:

Monday—Friday: 7:30 a.m.—4:30 p.m.
Tuesday and Thursday: 5:00 p.m.—6:00 p.m.

NOTE: The office is not open evenings during the summer.



Books, Fees, Refund Policy and Cancellation Policy

Students wishing to purchase books for a class may do so in the Tulare Adult School office at 575 W. Maple Avenue in Tulare. Charges for books are based on the publisher's price plus shipping. The price for books varies by class. All books purchased in the office are new. Students may also purchase used books from other students or online. Students are not required to purchase books for ABE, HSD, or GED courses. **ALL PAYMENTS MUST BE MADE USING A DEBIT/CREDIT CARD.** Cash/checks are not accepted.

Class Fees: There are no class fees for any ABE, HSD, or GED course. Some CTE courses require a fee. Fees may vary by course and are used to cover the cost of supplies used in the class.

Refund Policy: TAS realizes circumstances can change after registering for class, so we make every effort to work with our students.

- Registration fees are not refunded unless the class is canceled by TAS. If TAS cancels a class a refund will be processed automatically.
- You must have your receipt when applying for a book or class refund.
- Book fees are only refunded within 20 days of the start of class.
- We process and mail refunds through the Business Office. Please allow 10 working days from the date of request.
- TAS is not able to carry over and apply fees to future classes.

Cancellation Policy: Classes may be canceled prior to the start of the first meeting if the minimum number of students required is not met. Early registration is encouraged to ensure the class will be filled.

Student Rights and Responsibilities

Student Rights:

- To have a quality education in a safe and orderly environment.
- To be informed of school rules.
- To remain enrolled at TAS unless dismissed for misconduct or non-attendance.

Student Responsibilities:

- To attend classes regularly and punctually.
- To be prepared for class by bringing materials and work.
- To cooperate with peers, teachers, school staff, and administrators.



ELECTRONIC COMMUNICATION DEVICES POLICY

All Tulare Adult School students will be asked to read and sign the *Student Technology Responsible Use Agreement*. The purpose of this Agreement is to ensure a safe and appropriate environment for all students. This Agreement notifies students about the responsible ways in which district technology may be used. TJUHSD recognizes and supports advances in technology and provides an array of technology resources for students to use to enhance learning, facilitate resource sharing, encourage innovation, and to promote communication. While these technologies provide a valuable resource to the district, it is important student use of technology be appropriate for district purposes. Pursuant to Board Policy 4040, only students who submit a signed agreement acknowledging receipt of and agreement to the terms of use outlined in this Agreement are authorized full use of the district's technology. Students may possess/use their personal Electronic communication devices during lunch and breaks and before/after the instructional day. In case of an emergency, students should be contacted via the TAS office at 559-686-0225.

It is the students' responsibility to ensure their devices are turned off and secured unless prior arrangements have been made with the teacher.



FOOD AND CLASSROOM VISITORS

No food or drink is allowed in classrooms unless prior arrangements have been made with the classroom instructor. Vending machines are available for the purchase of food and/or snacks during breaks and lunch.

Visitors, including children, are not allowed in the classroom. There are no provisions for drop-in childcare at any of the Tulare Adult School campuses.

STUDENT CONDUCT POLICIES

STUDENT CONDUCT POLICY

Students have the right to be educated in a positive learning environment free of disruptions. On school grounds and at school activities, students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interferes with the school program. All students are expected to be diligent in study, careful with school property, and respectful towards school staff, other students, and volunteers.

Prohibited student conduct includes, but is not limited to:

- Behavior that endangers staff and/or students.
- Behavior that disrupts the orderly classroom or school environment.
- Harassment of students or staff, including bullying, intimidation, hazing, verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
- Damage or theft of property belonging to the district, staff, or students.
- Profane, vulgar, or abusive language.
- Tardiness and unexcused absences from school.
- Plagiarism or dishonesty in schoolwork or on tests.
- Inappropriate dress, as stated in the dress code policy.
- Insubordination, disobeying school rules and/or refusing to follow reasonable instructions.
- Drug or alcohol abuse, including bringing any form of drug or alcohol to school or being under the influence of drugs or alcohol at school or during school-sponsored activities.
- Fighting, both verbal and physical.
- Engaging in criminal activity including bringing weapons to campus.
- No solicitation.

SEXUAL HARASSMENT POLICY

The Governing Board prohibits unlawful sexual harassment of, or by, any students by anyone. This policy applies to conduct during and related to school and school-sponsored activities. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Any incidents of harassment (sexual or otherwise) should be immediately reported to any teacher, counselor, or administrator at the school site.



COMPLAINT PROCEDURE

TAS makes every effort to support its students in their educational journey. Students experiencing a conflict with a student or staff member should follow the steps below:

1. Attempt to resolve the issue with the classroom teacher.
2. Unresolved issues should be addressed with TAS administration.
3. If issues remain unresolved, complainants may contact the TJUHSD office.
4. Students may opt to document their concern/complaint on the Student Complaint/Grievance Form located at the end of the handbook.

Complaints alleging unlawful discrimination may be filed by person who alleges he/she personally suffered unlawful discrimination, or by a person who believes an individual or any specific class of individuals have been subjected to unlawful discrimination. The compliance officer will investigate the complaint and respond in writing within 30 days of receiving the complaint. To receive a complete copy of the TJUHSD complaint policy, file a written complaint of alleged noncompliance, or file a complaint alleging the district has violated federal or state laws or regulations governing educational programs, please contact the compliance officer. The Governing Board designated the following compliance officer to receive, investigate, and ensure district compliance with the law:

Assistant Superintendent of
Human Resources and Business
Tammy Aldaco
426 N. Blackstone
Tulare, CA 93274

ATTENDANCE/ABSENCE NOTIFICATION POLICY

Regular attendance is required and is a key contributing factor to job performance. Tulare Adult School students must retain a 80% attendance rate and notify teachers if they are expected to miss class. Three tardies (15 minutes or later) equals one absence. Teachers will take daily attendance and reach out to students who have missed two consecutive class periods. The Career Technical Education (CTE) programs may have stricter attendance guidelines that will be reviewed during orientation. Failure to adhere to the attendance policy may result in removal from the program. The steps below will be implemented if continued absences or tardies become an issue.

Step 1: First absence: E-mail notification regarding absence and attendance policy.

Step 2: Third absence: TAS staff meets with the student in person.

Step 3: Five absences: Student dropped from the program. If they would like to return, they will need to reenroll and go through the orientation process again.

Failure to adhere to the attendance policy may result in being dropped from TAS. TAS will notify the case manager, social worker, or contact person from agencies who have referred and/or sponsored students if attendance issues become habitual. Managed-enrollment programs may have a more specific attendance policy.

DISCIPLINE PROCEDURE AND ENFORCEMENT OF STANDARDS

Students who violate school rules and regulations will be subject to the TAS discipline policy. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the adult school administrator(s) shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance. Students who violate the policies of the Tulare Adult School or demonstrate inappropriate behavior may be sent home for the day and/or may be subject to the following discipline process:

- Verbal warning
- Conference with the instructor
- Counseling session with an administrator
- Removal from class.



DRESS AND GROOMING POLICY

TAS appreciates the uniqueness and individuality of each student, yet it also sees the need for student conformity to job-site standards. TAS requires all students to maintain personal grooming standards appropriate for school and work. All TAS students must adhere to the dress code adopted by TJUHSD. The following guidelines apply to all students:



- All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste as deemed appropriate by school administration.

- Job-site appropriate footwear must be worn at all times on campus and at all school functions.

- Shirts must be worn at all school activities.

- Pants must fit at the waist, hips, crotch and thighs. Belts must be tucked into the pant loop. No inappropriate holes or frays will be permitted.



- Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, advocates drug use, violence, disruptive behavior or is offensive is prohibited. A behavior contract is enforced based on gang-associated activities.

- Caps and hats are not permitted on campus. From November 1st to March 1st, beanies are allowed outdoors and must be solid black or white and free of designs other than district/school logos.



- All shorts, skirts, and skorts must reach mid-thigh. Biker shorts shall not be worn as outer garments.

- The following are also prohibited:

- >Muscle shirts, strapless tops, off-the-shoulder tops, undershirts, and shirts cut low under the arm.
- >Towels, t-shirts, folded shirts, or any other clothing article wrapped around the neck, draped over the shoulder, or hanging from the pocket.
- >See-through, bare midriff, fishnet blouses.
- >Spaghetti strap tops (straps must be one (1) inch or wider).
- >Low cut, revealing tops.
- >Baggy or sagging clothing.
- >Heavy chains that may pose a danger.
- >Bandanas.
- >Any hairstyles, piercings, clothing, jewelry, accessories or item:



- Denoting gang affiliation.
- Advocating use of, or advertising alcohol, tobacco, drugs, violence, or disruptive behavior.
- Containing suggestive, lewd, obscene, or vulgar wording/images.

NOTE:

- 1) A behavior contract may be put into effect and enforced based upon students' gang-associated activities.
- 2) Individual programs may have additional dress code requirements.



PLEASE NOTE THAT SEMESTER START AND END DATES MAY DIFFER FOR TAS PROGRAMS.

Tulare Joint Union High School District									
School Calendar for 2024-2025									
Month	M	T	W	TH	F	Instructional Days	Staff Work Days	Significant Dates	Explanation
August 2024				1	2				
	5	6	7	8	9			August 5-7	First Teacher Duty Days
	12	13	14	15	16	17	3	August 8	First Day of School
	19	20	21	22	23				
	26	27	28	29	30			August 27	Back to School Night (Minimum Day)
September 2024	②	3	4	5	6				
	9	10	11	12	13			September 2	Labor Day
	16	17	18	19	20	19	0	September 11	Fair Day
	23	24	25	26	27				
	30								
October 2024		1	2	3	4			October 4	9-Week Grading Period
	7	8	9	10	11			October 9	PSAT (Minimum Day)
	14	15	16	17	18	22	0	October 14	No School Day
	21	22	23	24	25				
	28	29	30	31					
November 2024					1				
	4	5	6	7	8			November 11	Veteran's Day
	⑪	12	13	14	15	15	0		
	18	19	20	21	22			November 25 - 29	Thanksgiving Holiday
	25	26	27	⑳	29				
December 2024	2	3	4	5	6				
	9	10	11	12	13				
	16	17	18	19	20	13	1	December 19	Teacher Duty Day
	23	24	25	26	27				(1st Semester - 86 days)
	30	31						December 20 - January 10	Winter Vacation
January 2025			1	2	3				
	6	7	8	9	10				
	13	14	15	16	17	14	0		
	⑳	21	22	23	24			January 20	Martin Luther King Day
	27	28	29	30	31				
February 2025	3	4	5	6	7				
	⑩	11	12	13	14			February 10	Lincoln's Birthday
	⑰	18	19	20	21	18	0	February 17	President's Day
	24	25	26	27	28				
March 2025									
	10	11	12	13	14			March 14	9-Week Grading Period
	17	18	19	20	21	21	0		
	24	25	26	27	28				
	31								
April 2025		1	2	3	4				
	7	8	9	10	11				
	14	15	16	17	18	16	0	April 14 - April 21	Spring Vacation
	21	22	23	24	25				
	28	29	30						
May 2025				1	2				
	5	6	7	8	9				
	12	13	14	15	16	21	0		
	19	20	21	22	23				(2nd Semester - 94 Days)
	⑳	27	28	29	30			May 26	Memorial Day
June 2025	2	3	4	5	6			June 4 - June 5	Last Day of School (Min. Day)
	9	10	11	12	13	4	1	June 6	Last Teacher Duty Day
Total Student Instructional Days:						180			

Minimum Days
August 27
October 9
June 4
June 5

Graduation
Tulare Union - June 4, 2025
Mission Oak - June 5, 2025
Tulare Western - June 6, 2025

Legend	
○ - Legal Holiday	□ - Grade Periods
■ - Teacher Duty Day (No School)	□ - Non-School Day

COMMUNITY RESOURCES

Education:

- Tulare Joint Union High School District: www.tulare.k12.ca.us/(559-686-0221)
- Tulare Adult School: <http://tas.tjuhsd.org/> or call 559-688-0225
- College of the Sequoias, Tulare Center: www.cos.edu or call 559- 688-3000
- Early Childhood Education: www.tcoe.org or call 559-651-3022

Preschool/Early Childhood Education:

- Tulare City School District Preschool Programs: (559) 685-6500
- Tulare County Office of Education—Head Start Program: (559) 651-3026 (Headquarters) or (559) 688-7086 for the Maple Head Start office.

Employment:

- CSET: www.cset.org
- Employment Connections: www.EmploymentConnect.org;
- Tulare Family Resource Center: (559) 684-1987
- Family Resource Centers:
- Earl Mart: www.cset.org/services/individuals-families or call 661-849-2960
- Lindsay: www.k12.ca.us/departments/HSFRC.html or call 559-562-8292
- Tulare: www.cset.org/services/individuals-families or call 559-684-1987
- Visalia Paternity Network: www.parentingnetwork.org or call 559-625-0384

Food, Accommodation, Public Services

- Tulare County Food Link: www.foodlinktc.org or call 559-651-3663
- Tulare Emergency Aid Council: 559-686-3693.

Health Services:

- Altura Health Centers: www.tchci.com or call 559-686-9097
- Tulare / Kings Dental Society: www.tularekingsds.com or call 559-625-9333
- Family Health Care Network: www.fhcn.org or call 1-877-960-3426
- Lindsay Health Clinic: 559-562-1546
- Woman - Baby - Child Nutrition Program (WIC): 1-800-360-8840

Mental Health Services:

- Referrals to Community Resources 211: www.211tularecounty.org or dial 2-1-1
- Alcoholics Anonymous (AA) Meetings: 592-6999
- Central County One-Stop Clinic (Various Social / Emotional Programs): 559-687-8713
- Central California Family Crisis Center: (Child Abuse and Family Violence)
- 24/7 Family Violence Hotline: 559-732-5941
- 24/7 Sexual Assault Hotline: 559-732-7371
- Rape Crisis Center (24 hours): 559-732-727
- Lighthouse Rescue Mission (homeless help): 559-687-8317
- Tulare Office of Youth Services (18 and under): 559-688-2043
- Turning Point: Drug Abuse Prevention and Treatment: 559-627-1385
- Visalia Adult Services (Mental Health): 559-623-0900
- Crisis Intervention Line: 1-877-283-9323



SCHOOL RESOURCES

School Counselor:

The school counselor is housed at the TAS main campus and is available Monday - Friday 7:30 a.m. to 4:30 p.m., and by appointment on Thursday evenings. The school counselor facilitates the orientation process and enrolls students in the appropriate academic program. The counselor is available to assist students with reviewing educational options, short-term crisis counseling, and conflict resolution. The school counselor may also provide referrals to outside agencies and assist students with the transition to college or vocational schools.

Adult Basic Education Navigator:

The ABE navigator is available to provide information on and/or to connect adults with educational opportunities beyond adult school, part- and full-time job leads, and resources to help with various family needs. The navigator travels between the TAS main campus and other agencies. Visit the TAS main office to schedule a time to meet with the navigator.

District Psychologist:

The psychologist is housed at TAS one day per week, but is always on call for crisis situations. Contact the TAS office to schedule a time to meet with the psychologist. The primary goals and objectives of the school psychologist are to provide the application of scientific principles of learning and behavior to decrease school-related problems and to facilitate the learning and development of all students. The psychologist will collaborate with teachers and community agencies to address student needs.

Special Education Teacher: The Special Education Teacher will provide case management, academic support, interventions and accommodations to students with Individual Education Plans (I.E.P.'s). The teacher will also help students with goal setting and will monitor student's progress. The Special Education teacher may be available to support adult students with special academic needs who may not have an active I.E.P., on a case-by-case basis.

Students with Disabilities

TAS accommodates individuals with disabilities. If special accommodations are required, please contact the TAS office at 559-686-0225 for more information.

Students with Learning Disabilities

Students with Individual Education Plans (IEP's) or 504 Plans are welcome at TAS. These plans will follow the student until the student reaches the age of 22. Students must inform the TAS staff if they have an IEP or 504 plan so that a transition meeting





Student Complaint/Grievance Form

NOTE: Unless you real your name and contact information, we are unable to investigate your complaint and may use this form for information only.

Student Information

Full Name at Time of Enrollment:	Date of Birth:
Phone Number:	Email:

Complaint/Grievance Information

Retaliation against an individual filing a grievance is strictly prohibited.

Name of individual and/or class against whom the complaint/grievance is filed:

Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint.

Please list the names and phone numbers of any witnesses or persons who can substantiate your complaint:

Who else have you contacted regarding this complaint?

Describe your complaint in detail. Include names of persons, locations, and dates involved. Please use additional sheets if you need more space. If this complaint is against a specific person(s), please list their name and title.

Acknowledgement of Receipt of Handbook

2024-2025

My signature below indicates I have received a copy of the Tulare Adult School Handbook. I understand this handbook contains information regarding:

- District and School Administration
- Admission, Office Hours, Purchasing of Books and Food
- Student Charges and Fees
- Cancellation Policy
- Student Rights and Responsibilities
- Policies regarding Conduct, Electronic Communication Devices and Computers
- Dress Code, Discipline, and Sexual Harassment
- Complaint Procedures
- Description of programs and classes, including any possible fees
- Student Support Services available through TAS

I understand it is my responsibility to pay for fees or textbooks for TAS programs. Some programs, such as CalWORKs, may pay these fees on my behalf. It is my responsibility to discuss this with my case manager, if applicable.

I understand that I will be dropped from my class or program after my 5th unexcused absence.

I acknowledge I have received the Tulare Adult School handbook and that it is my responsibility to be aware of the rules, guidelines, and expectations set forth. I also understand that Tulare Adult School may revise, supplement, or rescind policies or procedures described in the handbook as necessary.

Print Name: _____

Signature: _____

Date: _____

