

Register Online Anytime!





- PREPARE FOR A SKILLED JOB
 - LEARN ENGLISH
 - CREATE CAREER GOALS
- EARN A HIGH SCHOOL DIPLOMA
- START A CAREER IN HEALTHCARE
 - GED/HISET PREPARATION
- CAREER TECHNICAL EDUCATION
- TYPING CERTIFICATE TESTING CENTER



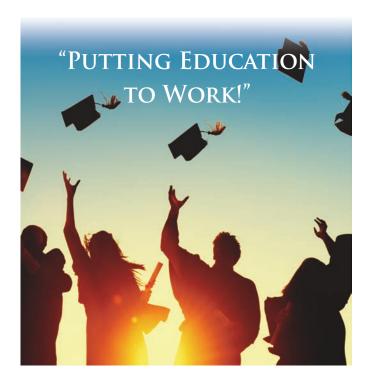
VISIT US AT: **ADULTED.LODIUSD.NET**OR CALL: 209-331-7605

WASC Accredited Institution

WELCOME TO LODI ADULT SCHOOL

Congratulations on choosing to continue your education through Lodi Adult School!

Whether your goal is to learn English, earn your high school diploma, prepare for employment or to pursue further education, you have come to the right place. We offer a wide array of courses and programs to assist you in your quest for educational enrichment and skills attainment.

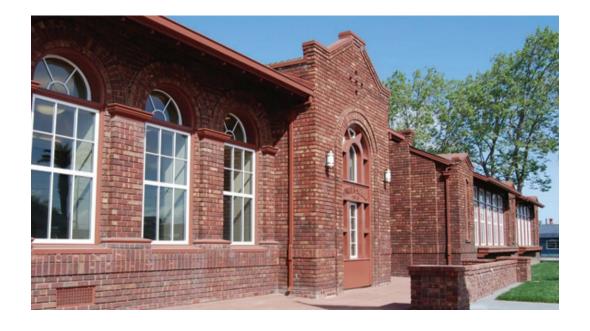


OUR MISSION:

Lincoln Technical Academy/Lodi Adult School are committed to preparing students for college, career, and life readiness utilizing academic and industry standards that empower students.

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GENERAL INFORMATION

Who May Attend: Students must be 18 years of age or older to attend. The Board of Education desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling, testing procedures, and other activities. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group, identification, race, nationality, origin, religion, color, physical or mental disability, age or sexual orientation

It is the intent of Lodi Unified School District to provide a safe environment for learning. As a student, you share equally in the responsibility of identifying hazards and following the safety rules. All tasks must be performed in a safe manner, as your personal safety is our greatest concern.

Attendance & Credits: To receive credit for a class, students must attend a course and complete all required work.

Open enrollment is available for ESL and High School Diploma/ GED/HiSET prep courses. All classes are subject to cancellation if attendance falls below the established minimum number.

Tobacco Use: All campuses in the Lodi Unified School District are "Tobacco free." NO SMOKING is allowed anywhere on the Lodi Adult School campus.

LODI ADULT SCHOOL

is accredited through the WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

Accrediting Commission for Schools 533 Airport Blvd., Suite 200, Burlingame, CA 94010 www.acswasc.org



ADMINISTRATION

Julie Jansen - Principal

Mark Troutner - Vice Principal

Trang Morris - Counselor

ADMINISTRATION OFFICE 542 E. Pine Street, Lodi, CA 95240 209-331-7605

OFFICE HOURS

Monday – Thursday 8:00 a.m. – 6:30 p.m. Friday - 8:00 a.m. – 3:30 p.m.

- No financial assistance is available through Lodi Adult School
- Cash, check, or credit cards accepted for payment
- Refunds will only be made through the first two weeks of class and may take up to six weeks to process. Payment receipt is required for a refund. All registration fees are nonrefundable.

Please see our website: https://adulted.lodiusd.net

COUNSELING SERVICES

The Lodi Adult School Counselor is available to assist all Adult School students. Students interested in the High School Diploma Program or the GED/HiSET preparation class must obtain all high school records before scheduling

an appointment with the counselor. The counselor will complete a transcript evaluation and review educational goals. Please call 331-7605 for more information.

"Adult Education is important to me because I want to be a good example for my children"

- Adult student, Veronica Ordonez

TRANSITION SERVICES: HIGH SCHOOL DIPLOMA/EQUIVALENCY



The high school diploma/equivalency transition specialist provides support services for students, to help them achieve success at Lodi Adult School, and transition to the next phase of their education or career. Examples of transition services:

- Welcome to the program
- Reintroduce skills to be successful in a learning environment
- Goal-setting
- Connections to community services
- Academic and career planning
- College workshops and enrollment assistance
- Transition to workforce
- Transition to short-term Career Technical Education programs (at Lodi Adult School or Delta College)
- Establish network of contacts and services to promote success at Delta College

HIGH SCHOOL DIPLOMA

Adult School offers individu-Lodi alized programs which include online curriculum for adult high school diploma completion. Our goal is to provide the best possiblity for a successful completion of your high school diploma or equivalency exam. Our learning platform allows for students to learn in a lab setting while interacting with our teachers and to accelerate course completion with access to curriculum outside of class hours (i.e., weekends, school breaks and holidays). We also provide classes to assist students as they re-immerse themselves in the classroom environment. Classes to support students in English and Math are offered to ensure students feel comfortable and are able to gain the confidence to complete classes in a timely manner. Through persistence, motivation (both internal and external), and encouragement we put students in the position to complete this step in their educational journey. Students interested in completing a high school diploma must schedule an appointment with the counselor prior to enrollment in the program. Students earning a high school diploma or certificate may participate in a graduation ceremony.

Lodi Adult School Graduation Requirements

Courses:	Credits
English 9-12	40
Government	5
Economics	5
Mathematics	10
Algebra 1	10
World History	10
CTE, World Language or Sign Language	10
Physical Science	10
Life Science	10
US History	10
Electives & Other Allowed Credits	40
Total Credits Required	160

CLASSES BEGIN IN AUGUST Please call 209.331.7605

High School Diploma / HSE Preparation

Classes are offered days and evenings, Monday to Thursday.

ENROLLMENT STEPS:

1. Register online:
adulted.lodiusd.net
2. Obtain a copy of your official high
school transcript.
3. Schedule a meeting with the
counselor: 209-331-7605.
4. Attend an orientation.
5. Start Class

Lodi Adult School is <u>not</u> a GED/HiSET test site.

"GED has been tough. I am tougher!"
- Adult student, Michelle Aartman

GRADUATION CEREMONY



"I made a promise to my family and myself that I would graduate. Earning my diploma is the beginning of new dreams and a new path for me." -Yessica Badillo "I'm on my way to get my diploma and go to Delta to start the Nursing Program. I'm going to save lives."

- Adult student, Annalee White





ESL TRANSITION SERVICES



The ESL transition specialist's goal is to guide our ESL students through every step of their language development and educational goal and career planning. During initial orientation, all ESL students are presented with every aspect of the offerings available to our students. Goal setting is the priority as it allows students to completely prepare for opportunities in both careers and education.

Examples of ESL transition services:

- Welcome to the program
- Overview of the complete offerings at Lodi Adult School
- Overview of the six ESL language levels
- Goal Setting
- Proper steps to enroll in the High School Diploma/Equivalency program
- Transition to workforce
- Transition to short-term Career
 Technical Education programs (at Lodi Adult School or Delta College)

"Adult Education is very necessary and useful. I have learned a lot... not only about grammar and reading, but I have also expanded my knowledge of history and culture."

- ESL student, Thuy

ESL SERVICIOS TRANSICIÓN

La Especialista en Transición de la Escuela de Adultos de Lodi está disponible para asistir a los estudiantes de ESL del nivel intermedio y avanzado para obtener un conocimiento y entendimiento sobre objetivos de trayectoria profesional.

Se fomentará el establecimiento de metas para desarrollar planes académicos y profesionales individuales.

"It means learning English to be able to socialize with people and excel. It's helped me to talk a little and even understand. I've learned to understand and read more."

- ESL student, Yolanda

ENGLISH AS A SECOND LANGUAGE - ESL

These courses provide an integrated approach to language learning in the four skills of reading, writing, listening, speaking, that is enhanced with the integration of digital literacy in order to increase student access to technology and promote autonomous learning/learning outside the classroom setting.



SEGUNDA IDIOMA DE INGLÉS - ESL

El Objetivó del especialista en transición de ESL es guiar a nuestros estudiantes de ESL a través de cada paso de su desarrollo del idioma y su meta educativa y planificación profesional.

Durante la orientación inicial, a todos los estudiantes de ESL se les presentan todos los aspectos de las ofertas disponibles para nuestros estudiantes. El establecimiento de metas es la prioridad, ya que permite a los estudiantes prepararse completamente para las oportunidades tanto en la Carrera como en la educación.

Ejemplos de servicios de transición de ESL:

- Una bienvenida al programa
- Descripción general de las ofertas completes de la Escuela de Adultos de Lodi
- Descripción general de los seis niveles de idioma de ESL
- El establecimiento de metas
- Pasos adecuados para inscribirse en el programa de equivalencia/diploma de escuela secundaria
- Transición a la fuerza laboral
- Transición a programas de educación técnica profesional a corto plazo de la Escuela de Adultos de Lodi o San Joaquin Delta College

CLASSES BEGIN IN AUGUST Please call 209.331.7605

ESL Class Schedule:

Classes are offered days and evenings, Monday to Thursday.

ESL classes are offered at 6 levels:

- Beginning Literacy
- Beginning Low
- · Beginning High
- Intermediate Low
- Intermediate High
- Advanced

*Students are tested at orientation to determine placement.

<u>REGISTRATION</u>

Register online at adulted.lodiusd.net or at Lodi Adult School Adminstration Office

FEES:

Materials: \$35 (workbook)

Se cobrara para

los materiales: \$35.00 (libro)

CAREER TECHNICAL EDUCATION



CLASSES BEGIN MONDAY, AUGUST 1ST, 2022

Careers with Children	12
*Certified Nursing Assistant (CNA)	13
Computer Repair	14
Dental Assisting	15-16
*Dental Radiation Safety Course	16
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Fire Science NEW	18
Medical Assistant (Administration & Clinica	I) 19
*Phlebotomy Technician	20
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Workforce Essentials Courses	22-23

PLEASE VISIT OUR WEBSITE FOR MORE INFORMATION ON OUR NEW COURSES COMING SOON.

^{*}see program descriptions for start dates.

Testing Center

Lodi Adult School is pleased to offer two different testing opportunities to prepare current students and community members for employment in both the Lodi Unified School District and local business.

- The PARA Professional Proficiency Exam is a prerequisite for any individual interested in applying for a PARA Professional position.
 This exam is offered free of charge. Photo ID required.
- The Typing Test records speed and accuracy during a timed typing assessment. This test is a requirement for many different employment positions. Anyone taking the Typing Test must bring photo ID and pay a \$10 fee.



Call for an Appointment Today!

Dusty Tachera (209) 677-1453 542 East Pine Street, Lodi, 95240



CAREERS WITH CHILDREN



This course prepares students to become child care workers in a variety of settings. Students will be placed at community sites working with young children for related hands-on instruction. Students completing this program have an opportunity to work in preschools, day care centers, elementary schools, schools for exceptional children, and other types of child care centers. Students receive instruction

in child development stages, current learning theories, health and safety issues, positive guidance, discipline techniques and job preparation skills. Prerequisite: Fingerprint clearance and a Negative TB skin test or chest x-ray required before students can be placed at a community classroom site. Students must provide own transportation to training sites.

Careers with Children Schedule

Monday-Friday	8:30 - 10:46 am	Room A-3
Monday-Friday	10:53 am - 12:46 pm	Room A-3
Monday-Friday	1:27 - 3:20 pm	Room A-3

This is a year-long course.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$25

Materials: \$75



CERTIFIED NURSING ASSISTANT PROGRAM

REGISTER
FOR FALL
2022
TODAY!

Applicants must be fully vaccinated to apply

The Certified Nursing Assistant (CNA) program prepares students with entry-level skills and knowledge to practice in the role of a Certified Nursing Assistant in a variety of long-term care settings and other medical facilities. The course is designed to prepare students to successfully complete the state certification examination to become a Certified Nursing Assistant in California.

COURSE SCHEDULE: AUGUST 1-SEPTEMBER 30

LECTURE

Monday and Thursday.

TBD

CLINICAL

Tuesday and Wednesday

TBD

LOCATED AT LODI ADULT SCHOOL: 542 PINE STREET LODI, CA 95240



FOR MORE
INFORMATION ON
CERTIFIED NURSING
ASSISTANT PROGRAM
STEPS TO APPLY SCAN
QR CODE:



*COST: \$770 APPROXIMATELY

Delta College and Lodi Adult School has partnered with WorkNet to provide an addition: resources for those students who qualify for their services. No cost services WorkNet has to offer you:

- Vocational and On-the-Job Training Supportive Services for training such as: Books Supplies Tools
- Clothing (Uniform, Scrubs, Shoes, etc.) CNA Licensure Fee
- Drug Test

For fact service and eligibility requirements at WorkNet please contact

Claudia Fuentes, Employment Training Specialist I Lodi WorkNet Center Email: cfuentes@sjcworknet.org Phone: 209-331-2141

Priscilla Mikaio, Employment Training Specialist II Delta WorkNet Center Email: pmikaio@sjcworknet.org

For more information about the CNA Program, please call 209-331-7605 x. 610003





COMPUTER REPAIR



Due to an overall growth in the use of the Internet and computers, the demand for computer technicians is great, be a part of the fast growing industry of Computer Technology and join the force of many IT professionals around the world. This course is designed to prepare students for a variety of entry-level careers in computer technology. Students will learn how to install/upgrade/network and troubleshoot computer hardware on desktop computers, chromebooks, monitors, printers and mobile devices. Students will install/utilize software for computer systems and mobile devices such as, Microsoft Windows/Apple/Android, Microsoft office suites, Google applications, antivirus programs and any third-party software needed for computer systems

and mobile devices. Students will have the opportunity to perform technical support to Lodi Unified School District computer systems and chromebooks on-site or via phone. The curriculum prepares students for the A+ certification exam, offering great job opportunities as a Technical Support Specialist, Field Service Technician, IT Support Technician, IT support administrator and IT support specialist. Externships are part of the course along with earning San Joaquin Delta College credits that may be transferred to four year colleges and universities. An IT Essentials certification of completion from the Cisco Academy will be given at the end of course, (minimum grade required).

Computer Repair Schedule

Monday-Friday	8:30 - 10:46 am	Room A-20
Monday-Friday	10:53 am - 12:46 pm	Room A-20

This is a year-long course.

REGISTRATION:

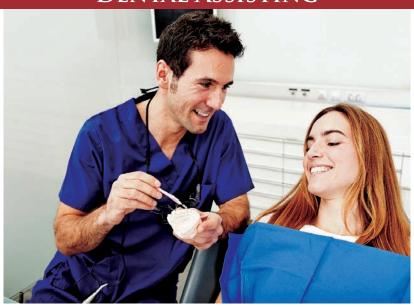
Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$25

Materials: \$75 Textbook Optional

DENTAL ASSISTING



This year-long course provides students with the opportunity to immediately enter the workforce as an unlicensed chairside dental assistant with the possibility of being eligible to become a Registered Dental Assistant (RDA) in as little as 6 months after completing the program. Classroom lectures, demonstrations, and handson practice in three fully-equipped dental treatment rooms train students to prepare commonly used dental materials, assist the dentist while working in the patient's mouth, utilize sterilization techniques, and prepare instrumentation.

Upon successful completion of this course students will receive a Certificate of Completion. This certificate is credited by the Dental Board of CA to be equivalent to 9 months of work experience in the "Work Experience Pathway" toward becoming a RDA

In order to receive a Certificate of Completion students must:

- Successfully complete a dental lab class two days per week
- Earn a Dental X-Ray certificate
- Hold a valid CPR certificate
- Successfully complete an externship in a dental office (Externships are arranged by the instructor).

Additional requirements to be completed within the first 30 days of the class:

- Negative TB skin test or chest X-ray
- Proof of Hepatitis vaccination series or series begun
- Up-to-date Tetanus vaccination

Course prerequisites: Aptitudes in finger and gross motor dexterity, high level English grammar and verbal skills, spelling, and ability to follow written and verbal directions are necessary for student success in this program. Student must possess or have access to a reliable computer with internet access and a printer. in this program.

DENTAL ASSISTING (CONT'D)

Students may enroll at the beginning of the school year only.

Dental Assisting Schedule

Monday-Friday	1:27 - 3:20 pm	Room A-4
Tue & Thur LAB	3:30 - 4:45 pm	Room A-4

This is a year-long course.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$25

Tuition/Externship site placement: \$1125

Textbook/Uniform (approximate): \$210

DENTAL RADIATION SAFETY COURSE



This course is a California Dental Board approved 80-hour course that meets the requirements to operate film and digital dental radiographic equipment in California. The course includes theory, laboratory, and clinical application of X-ray safety, film expo-

sure, processing, and evaluation. After successfully completing the techniques on Dexter manikins, participants must provide four patients for the completion of clinical requirements. Participants are required to wear a uniform for the clinical portion of the course.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

Fall and Spring Classes, Dates/Time: TBD

FEES

Non-refundable Registration: \$25

Materials: \$450

ENTREPRENEURSHIP



This engaging course is designed to help students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and to evaluate the challenges and rewards of entrepreneurship. Instruction is designed for college preparatory students that will be majoring in business administration. It is also for those driven to develop and operate their own small business. Students are provided ample opportunity to develop their product or service in a productive environment.

Students are led through the entrepreneurial process which culminates in the development of a personal business plan for a small start-up company. Along the way, students learn about the characteristics of entrepreneurs, idea generation, managing risks, recognizing opportunities, market research, data driven decision making, economic factors, competitive pricing strategies, distribution and inventory control, legal structures of business, expense management, financing and analysis, organizational management, recordkeeping and taxes, recruitment and training, franchising, and financing opportunities.

Entrepreneurship Schedule

Monday-Friday	10:53 am - 12:46 pm	Room A-2
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This is a year-long course.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$25

Materials: \$75

Textbook/Workbook (optional)

Fire Science <mark>New</mark>



This course gives students an opportunity to explore the many occupational fields related to fire science. Basic fire-fighting knowledge and skills are obtained through classroom and training-ground activities. Areas covered

include, ladders, fire chemistry, hoses, rescue apparatus, first aid and testing procedures for job placement. Course is modeled after Fire Fighter 1 curriculum.

Fire Science Schedule

Monday-Friday	8:30 am - 10:46 am	Room A-21
Monday-Friday	10:53 am - 12:46 pm	Room A-21

This is a year-long course.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$25

Materials: \$75



MEDICAL ASSISTING COURSE

This course prepares students for employment as a Medical Assistant in both the administrative and clinical areas of medical facilities, hospitals, and offices.

Administrative instruction includes medical ethics and law, reception techniques, patient check-in, clerical skills, communication skills, office automation, including computer skills for the medical facility, HIPAA regulations and medical terminology.

The clinical component includes infection control/aseptic technique, vital signs, patient assessment and charting, pharmacology, EKG's, nebulizers, phlebotomy and injection techniques, as well as Point of Care testing such as urinalysis and glucose testing. Students will study the various body systems.

This course is approved for San Joaquin Delta College articulation credit and will provide 3 units of Medical Terminology and speech.

Prerequisite: At home internet access and a device ie laptop, chromebook or desktop. Negative TB skin test or chest x-ray and all immunizations up to date. Students will be required to complete an



externship of 160 hours. This is typically a Monday through Friday 8-5 unpaid training. Extern sites require a background check (at the student's expense). Students will also need a Basic Life Support CPR certification prior to externship.

Additional Requirements to be completed within the first 30 days of the class:

- An up-to-date background check
- Negative T.B. skin test or chest x-ray
- Hepatitis vaccination
- Current COVID and tetanus vaccinations required
- High school diploma or equivelency is required for this program. Please call the office for more information.

Medical Assisting Schedule

Me	onday-Friday	8:30 am - 10:46 am	Room P-27
Mo	onday-Friday	10:53 am - 12:46 pm	Room P-27

This is a year-long course.

Accelerated Medical Assisting Program

Offered Spring 2023

Please see adulted.lodiusd.net website for more information.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEESTextbook (approximate):\$200Non-refundable Registration:\$25Uniform (approximate):\$45

Tuition: \$1125 Other fees may apply.

PHLEBOTOMY TECHNICIAN



The Phlebotomy program is offered through San Joaquin Delta College and is designed to train students to draw blood samples in a clinical laboratory or public health setting. Over the course of the program, students will gain exposure to on-the-job duties that include drawing blood samples from patients, producing quality laboratory results, gaining the trust and confidence of patients, and much more. The program includes 84

hours of classroom instruction and a 40-hour clinical phlebotomy externship. The program will prepare students to take the exam for Phlebotomy Technician Certification (CPT) from the National Healthcareer Association (NHA) and State license. Externships will be arranged by the Delta College Phlebotomy Program Coordinator. 100% Attendance is required.

SCHEDULE: TBD

Please contact Delta College for more information.

https://commedreg.deltacollege.edu/wconnect/ace/CourseStatus.aw-p?&Course=22S00018%20%20%20%20&DirectFrom=Schedule

If you need additional information, please contact: Rosalva Ibarra

Community Education Workshops & Programs for Adults. 209-954-5045 rosalva.ibarra@deltacollege.edu

SECURITY GUARD CERTIFICATION NEV



The security guard certification class was designed to fill a need in the local area by assisting individuals interested in becoming a Licensed Security Guard. Security guards are employed by licensed Private Patrol Operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1. To be eligible to apply for a security guard registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:

Be at least 18 years old (BPC Section 7582.8)

Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and

Complete the Power to Arrest training

Lodi Adult School instructors will provide the 40 hour training to allow new and potential employees the opportunity to earn the certification in a timely manner. A one hour orientation is required before enrolling in the class.

Mandatory Orientation: Wednesday, September 07, 2022 from 6:00 - 8:00 pm

Class begins: Thursday, 09/08/22 Class ends: Thursday, 09/29/22

Security Guard Certification Schedule

Tuesday, Wednesday, Thursday	5:00 pm - 9:00 pm	Room A-1
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This is a 3 week-long course

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$25

Materials: \$75

WORKFORCE ESSENTIALS COURSES



These 4.5-week courses provide individuals with the skills and knowledge necessary to gain a competitive edge over others and help make informed career choices. The 4-part program provides essential materials needed for entry into today's

world of work, college and career programs. Students gain hands-on experience developing workplace skills, exploring careers and educational options, conducting jobs searches, preparing a professional portfolio and getting ready for job interviews.

Workforce Essentials - Workplace Success

Classes offered: Mon - Thur: 8/1/22 - 8/31/22 or Mon - Thur: 1/9/23 - 2/8/23)

- Intro to Microsoft Office Word, Excel
- · Developing an Intrapreneurial Mindset
 - Who Owns the Ice House
- Workplace Communication
- Work Ethic Skills
- · Skills for Today's Workplace
- Collaboration/Teamwork
- Successful Work Habits
- Problem-Solving
- · Building Self-Esteem

Workforce Essentials - Career Exploration and Planning

Classes offered: Mon - Thur: 9/1/22 - 9/30/22 or Mon - Thur: 2/9/23 - 3/8/23

- Making Informed Career Choices
- Personal Interest Profile
- Choosing your Lifestyle
- Educational Options
- College
- Trade School
- Apprenticeships
- Military
- Financial Aid Options
- Completing a FAFSA
- Declaring a Major

WORKFORCE ESSENTIALS COURSES (CONT'D)

Workforce Essentials – Personal and Professional Development

Classes offered:

Mon - Thur: 10/17/22 - 11/16/22 Mon - Thur: 3/27/23 - 4/26/23

- Goal Setting
- · Working Smart, Planning Smart
- Jobs versus Careers
- EverFi Financial Literacy
- Qualities of Great Employees
- Stellar Customer Service Skills
- Professional Relationships
- Traits of an Effective Leader

Workforce Essentials – Resumes and Interviews

Classes offered:

Mon - Thur: 11/17/22 - 12/22/22 Mon - Thur: 4/27/23 - 5/25/23

- Developing a Personal Brand
- Professional Portfolio
- Cover Letters
- Resumes
- References
- Employment Applications
- Thank-You Letters



- Power Words
 - Job Search Skills
- Dressing for a Successful Interview
- Most Asked Interview Questions
- Preparing for a Job Interview
- Mock Interviews

Workforce Essentials Class Schedule

Monday-Thursday 9:45 - 10:45 am Room A-2

These are 4.5-week courses.

New classes begin monthly. Please visit our website or call for more information, 209-331-7605.

REGISTRATION:

Register online at adulted.lodiusd.net or in the Lodi Adult School Administration Office.

FEES

Non-refundable Registration: \$10

(no fee required for concurrently enrolled adult education high school diploma/ equivalency and ESL students.)

UNIFORM COMPLAINT PROCEDURES

LODI UNIFIED SCHOOL DISTRICT ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) 2021-2022

For Pupils, Employees, Parents/Guardians, School and District Advisory Committee Members, Private School Officials, and Other Interested Parties.

Pursuant to California Education Code Section 35186, you are hereby notified that:

The Lodi Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control Accountability Plan (LCAP).

The Lodi Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics set forth in Penal Code section 422.5 or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity by the Lodi Unified, which is funded directly by, or that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early childhood Education Program Assessments

- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training
- · Child Care and Development
- Child Nutrition
- Compensatory Education
- · Consolidated Categorical Aid
- Course Periods without Education Content
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- Economic Impact Aid
- · English Learner Programs
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plan (including Charter Schools as described in EC 47606.5 and 47607.3)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

- 1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
- 2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A complaint of noncompliance with laws relating to pupil fees may be filed no later than one year from the date the alleged violation occurred pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

Lodi Unified shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than complaints relating to pupil fees or LCAP must be filed in writing with the following compliance officer:

Enrique Avalos, Coordinator, Positive School Climate

1305 E. Vine St. Lodi, CA 95240 (209) 331-7976 FAX (209) 331-7981

Complaints of noncompliance with laws relating to pupil fees or LCAP are filed with a principal of a school. A complaint regarding pupil fees or LCAP may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

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

Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall

conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision of complaints regarding specific programs, pupil fees, and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA'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.

A copy of the Lodi Unified School District's UCP policy and complaint procedures shall be available free of charge.

LODI UNIFIED School District

Board of Education

Ms. Susan MacFarlane - President
Mr. Courtney Porter - Vice President
Mr. George Neely - Clerk
Mr. Ron Heberle
Mr. Gary Knackstedt
Mr. Joe Nava
Mr. Ron Freitas

Superintendent's Office

Cathy Nichols-Washer, Ed.D. Superintendent

Scott McGregor, Assistant Superintendent, Secondary Education

James Areida Educational Support Center 1305 E. Vine Street • Lodi, CA 95240 www.lodiusd.net

Lodi Adult School

542 E. Pine Street • Lodi, CA 95240 (209) 331-7605 adulted lodiusd net

Notes

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