



Patterson Joint Unified School District

2025-2026 Student Handbook

Patterson Adult School



The importance of the handbook for students

The Administration of Patterson Adult School has the responsibility of ensuring that each student has an appropriate educational program available. Within the framework of California law, courses and materials are developed, teachers and administrators are selected, and rules and regulations are established to ensure an appropriate climate in which students can pursue academic growth and success.

School staff have been charged with the duty of enforcing the rules in a firm but fair and friendly manner to safeguard the right of all students to a free and equal education. All provisions, codes, and regulations will be strictly enforced at all events sponsored by Patterson Joint Unified School, including, but not limited to, going to or returning home from school, sporting events, dances, club meetings, rallies, field trips, etc.

These rules are designed to hold students accountable for their actions and thus eliminate distracting forces that detract from the learning process. This allows each student to attend Patterson Adult School free from unnecessary interruptions, distractions, threats, intimidation, harassment, discrimination, or other disruptive behavior.

Administrators, teachers, and staff are responsible for the well-being of students and must work together to enforce good behavior, the Student Code of Conduct, and the Attendance/Tardy Policy.

IT IS IMPORTANT THAT YOU READ THIS ENTIRE MANUAL.

With your continued support, we look forward to having an excellent school year, ensuring that our students receive an environment that promotes the educational process, both academically and socially. If you have any questions about the material contained in this manual, please call Administration at (209) 892-4720.

Thank you for your cooperation,

Patterson Adult School Administration

Patterson Adult School Vision

Patterson Adult School is a proud part of the Patterson Unified School District, serving as a bridge to new opportunities for adult learners in our community. We are committed to providing flexible, accessible, and high-quality educational programs that empower students to achieve their academic, career, and personal goals.

Our school focuses on:

High School Completion: Offering diploma and GED preparation programs that allow students to progress at their own pace.

English Language Development: Helping students strengthen their English skills for better communication, employment, and community engagement.

Career and Workforce Readiness: Guiding and sponsoring students in accessing skills and resources for meaningful employment. Through partnerships with local agencies and training providers, we connect students to career pathways such as truck driving, computer literacy, and healthcare certifications (when available). *Some programs are offered based on partner availability and funding.*

Personal Growth and Support: Supporting the whole student with guidance in goal-setting, time management, and career planning while connecting them to resources such as childcare and community services, ensuring they are prepared for both life and work.

At Patterson Adult School, every student matters. We believe that with determination, support, and the right resources, every adult learner can achieve success and build a brighter future.

Personnel Directory

| Staff Member Name | Position | Email address |
|--------------------------|-----------------------|--------------------------------|
| Dr. Corrin Rivera | Principal | crivera@patterson.k12.ca.us |
| Destiny Cano | Coordinator | dcano@patterson.k12.ca.us |
| Lauren Cozart | Admin Assitant | lcozart@patterson.k12.ca.us |
| Lisa Jimenez | Attendance Technician | ejimenez@patterson.k12.ca.us |
| Tou Xiong | HS Teacher | txiong@patterson.k12.ca.us |
| Sheila Cornwell | HS Teacher | scornwell@patterson.k12.ca.us |
| TBD | GED Teacher | TBD |
| Susana Chavez | ESL Teacher | schavez@patterson.k12.ca.us |
| Jeanette Ibarra | ESL Teacher | jibarra@patterson.k12.ca.us |
| Norma Silva | ESL Teacher | nsilva@patterson.k12.ca.us |
| Raquel Rangel | ESL Teacher | rrangel@patterson.k12.ca.us |
| Jasbindar Singh | ESL Teacher | jsingh@patterson.k12.ca.us |
| Melissa Amarillas | ESL Teacher | mamarillas@patterson.k12.ca.us |

Attendance Policy

At Patterson Adult School, education is a privilege and a valuable opportunity for personal and professional growth. As adult learners, students are expected to take full responsibility for their attendance and participation. Regular attendance is essential for success, as consistent participation directly impacts academic progress, skill development, and the ability to meet personal and career goals.

Attendance Expectations and Follow-Up:

1. Students are allowed up to three (3) absences per semester.
2. After the 2nd absence, students will receive a warning call or email reminding them of the attendance policy and encouraging communication.
3. After the 3rd absence, students will receive a final warning (via call and email) stating that any additional absence will result in being dropped. Students must respond within 72 hours of any communication, or we will assume they are withdrawing from the program.
4. On the 4th absence, students will be dropped to allow space for other learners who are ready to commit to their education.

For sponsored career training programs, such as health profession certifications and truck driving courses, Patterson Adult School sponsors each student only once. Students must follow not only our attendance policy but also the attendance requirements and rules set by our partner training programs. Dropping or failing to complete these programs due to poor attendance, lack of communication, or failure to meet partner requirements may result in losing eligibility for future sponsorship opportunities.

Assistance and Credits

Credits at Patterson Adult School are earned through active participation and coursework completion. Students who miss class risk falling behind and may need extra time to finish their program. Persistent absenteeism without communication will result in removal from the roster and possible re-enrollment later.

High School Diploma students must earn 130 credits and take at least two courses with Patterson Adult School to establish residency, even if they have already met the 130-credit requirement.

Absences

Our goal is to ensure that every student has the opportunity to reach their academic potential. Absences not only affect participation but also disrupt the learning process and slow overall progress. Attendance is monitored from the first day of class, and students are encouraged to notify the office or their instructor if they will miss class. Unexcused absences count toward the 3+ attendance policy (warning after 2nd, final warning after 3rd with 72-hour response requirement, dropped after 4th), and lack of communication will be treated as withdrawal from the program.

A. EXCUSED ABSENCES (C.C.R. Title 5, Sec. 420)

The absences listed below are considered excused when verified in accordance with the Education Code and Patterson Unified School District Board Policy:

1. Illness or disease that prevents attendance.
2. Quarantine directed by a county or city health officer.
3. Medical, dental, or optometry appointments.
 - a. Students are encouraged to schedule appointments outside of class hours. If this is not possible, students are expected to return to class immediately after the appointment.
4. Funeral services for a member of the student's immediate family as defined in E.C. 45914, provided that absences do not exceed one day if services are in California and no more than five days if services are out of state.

B. EXCUSED ABSENCES FOR PERSONAL REASONS (E.C. 48205)

1. A student's absence may also be excused for the following justifiable personal reasons, with prior approval from administration:
 - a. Court appearances.
 - b. Employment-related interviews, meetings, or conferences.
 - c. Situations of difficulty or personal hardship, as authorized by administration.
 - d. Observance of a religious holiday or ceremony (E.C. 46014).
 - e. Attending the funeral of a person who is not an immediate family member.

Prior Approval: Students must notify administration in advance for absences under this category to be considered excused.

SUMMARY OF THE STUDENT CODE OF CONDUCT AND DISCIPLINE POLICIES

Enrollment in our Adult Education Program is a privilege extended to all students seeking to further their education. In order to maintain a safe, respectful, and productive learning environment, all students are expected to uphold the highest standards of conduct.

Respectful Behavior: Students must treat staff, classmates, and school property with courtesy and respect at all times.

Prohibited Conduct: Disciplinary misconduct, including but not limited to disruptive behavior, harassment, threats, or disrespect toward staff or peers, will not be tolerated.

Consequence: Any violation of this policy will result in **removal from the program.**

These expectations apply to all program activities, whether on our campus or at off-site locations. When participating in classes or events hosted in collaboration with partner organizations, students are also required to follow the policies and guidelines of those partners.

Our program exists to support your success. By enrolling, you agree to follow these expectations and understand that failure to do so may result in dismissal.

This Adult Education Handbook outlines program-specific policies. In any situation not covered here, the policies and procedures outlined in the Patterson Joint Unified School District Handbook will also apply and be enforced.

<https://www.patterson.k12.ca.us/students-families/parent-handbook>

Criteria for Gang Affiliation/Behavior

To create safe schools within the Patterson Joint Unified School District and at Patterson Adult School, all types of verbal and physical harassment are prohibited per California Education Code 48900.4. To provide such an environment, all forms of gang-related or gang-affiliated conduct, expression, and activity are prohibited while on school grounds, going to or coming from school, during the lunch period, whether on or off campus, and while going to, attending, or returning home from a school-sponsored activity.

Any verbal or non-verbal communication that denotes gangs, gang activity, or gang-related behavior will not be tolerated. Students who engage in such activity or behavior will be subject to disciplinary action based on the discipline policies of the Patterson Unified School District and the California Education Code.

According to the State of California, a gang affiliation can be determined by the following criteria:

1. **Admits to being a gang member**
2. **Tattoos associated with gangs**
3. **Engage in photos with gang members or possess gang photos.**
4. **Identified by a reliable source or other gang members.**
5. **Corresponds with gang members**
6. **Writes gang symbols or is in possession of gang materials.**
7. **Associated with gang members**
8. **Wears gang clothing or attire or gang-related hairstyles.**
9. **Name or nickname on gang graffiti or other materials (paper, folders, books, etc.)**
10. **Involved in gang-related fights or criminal behavior**

The items listed above have been identified by the Patterson Joint Unified School Board of Education and District Administration and validated by law enforcement and other gang experts. This policy is designed to help ensure the safety of all students, and with your help, Patterson Adult School will be a safer environment for every student who attends our school.

GRAFFITI

Writing, drawing, or placing stickers on school materials (other than teacher-created assignments) will not be tolerated. Graffiti requiring replacement of materials or equipment will be charged to the student.

Bullying/Cyber Bullying

Harassment of students or staff, including harassment, intimidation, "cyberbullying," hazing or hazing activities, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause, will not be tolerated. bodily harm or emotional suffering.

Cyberbullying includes posting harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social media sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity. to damage that person's reputation or friendships.

Class Pranks

Pranks or disruptive behavior will not be tolerated at Patterson Adult School. Such actions are considered trespassing, vandalism, or defiance and can cause damage to our facilities and learning environment. Any student involved in these activities may face disciplinary action, including removal from the program, and risk losing eligibility for certificates of completion or graduation participation.

School safety is everyone's responsibility!

Dress Code

Patterson Adult School recognizes that adult learners have greater independence and individuality; however, students are expected to maintain a standard of dress and grooming that supports a respectful and professional learning environment. In accordance with California Education Code 48900(k), 35161, 35183, 35291.5, 35294.1 and C.C.R. Title V, section 302, any dress, grooming, or appearance that disrupts the educational process or poses health and safety concerns is prohibited.

Dress Guidelines:

- Clothing containing violent language, images of violence, drugs, alcohol, or illegal activity is not permitted.
- Clothing with hate speech, profanity, or pornography is strictly prohibited.
- Clothing or accessories that create a hostile or intimidating environment based on any protected class or promote gang activity will not be allowed.
- Solid or predominately red or blue clothing or accessories (shirts, belts, bandanas, hats, shoelaces, etc.) that may be associated with gang activity are prohibited.
- Clothing must appropriately cover the body—no unsecured or revealing garments that expose undergarments or personal body parts.
- Pants, shorts, and skirts must be worn at the waist and fit appropriately (no sagging). Shorts and skirts must be mid-thigh length or longer.

Enforcement:

Students who arrive in clothing that disrupts the learning environment will be asked to change or adjust their attire before returning to class. Repeated violations may result in disciplinary action, including removal from class if non-compliance disrupts the learning environment.

Tobacco-Free Schools

The Patterson Unified School District Board of Education Policy Regarding Smoking and Tobacco reads, in part, as follows: “. . . The Governing Board, therefore, prohibits the use of tobacco products at all times on District property and in District vehicles. This prohibition applies to all employees, students (including those 18 years of age), visitors, and any other person at any school, school-sponsored event, or sporting event.

Cell Phones and Electronic Devices

At Patterson Adult School, we recognize that adult students may need to carry cell phones or electronic devices. However, to maintain a focused and distraction-free learning environment, the following rules apply:

- Cell phones and electronic devices must be silenced and stored during class time unless the instructor grants permission for academic purposes.
- Calls, texting, or device use during instruction are not permitted. Emergency calls to or from a student must go through the school office.
- Cell phones are not allowed in testing areas, counseling sessions, or administrative meetings.
- Students are solely responsible for their devices; the school is not responsible for lost, stolen, or damaged items and will not investigate missing devices.
- Devices used without permission may be confiscated until the end of class or the end of the day, as determined by the instructor or administration.
- Repeated violations may result in disciplinary action or removal from class.

Computer Use By Students

Before accessing the Patterson Unified School District network or using any Patterson Adult School device, students must sign the Student Agreement for Online Information Systems (Acceptable Use Policy) form. Computers, Chromebooks, and internet access are provided solely for educational purposes. Students are prohibited from using school devices to access music, videos, pornography, social media, or any other material deemed inappropriate by school staff. Violations of this policy will result in immediate loss of computer and network privileges, and students may be removed from the program. **There are no warnings or exceptions.**

Laptop Loan Policy

Our Adult Education program provides class sets of computers for use during instruction; however, we do not have an individual device for every student. In the event a student requires the use of a laptop outside of class, a counselor will assess the need and determine eligibility.

If a laptop is available, it may be loaned to the student for a period of up to **12 weeks**. Students are responsible for the care and timely return of the device.

Reasonable allowances will be made for normal wear and tear. However, students will be charged for any damage, markings, or misuse of the laptop. **A late fee** will also be applied for failure to return the computer by the agreed-upon date.

Failure to return a loaned laptop or to pay outstanding fees may result in the **withholding of diplomas and transcripts** until the matter is resolved.

Social Media

Board Policy and Administrative Regulation 5022 specifically prohibit schools from releasing confidential information about a student without the consent of the parent/guardian. This includes the student or parent/guardian's name, physical address, telephone number or social security number.

3.4 Student Records/Release of Information

3.4.2 Student Photographs, Social Media, News Article OPT-OUT form

3.4.3 Student Photographs, Social Media, News Article OPT-OUT form (Spanish)

Placement Testing

All ESL, GED, and High School Diploma students are required to take a placement test at the beginning and end of each semester to assess academic progress and ensure proper class placement.

Failure to complete the required placement tests will result in removal from the program or being dropped from enrollment.

Graduation Requirements

For questions about graduation requirements, please contact the Patterson Adult School counseling office. Students should consult with their counselor to understand their specific requirements for earning a high school diploma.

All courses at Patterson Adult School are offered without discrimination based on race, color, national origin, sex, disability, or creed. Enrollment in classes is determined by academic progress and course prerequisites.

Parking on Campus

The parking lot at Patterson Adult School is available for both staff and student use during school hours. Students can also find parking along Solado Street. All rules of the road must be adhered to while parking along the street.

Parking in handicapped spaces without proper authorization or in restricted zones (such as fire lanes or 20-minute zones) is prohibited and may result in the vehicle being towed at the owner's expense.

Visitors on campus

- Students are not permitted to have guests or visitors on campus.
- All visitors are required to check in at the main office, present valid identification, and obtain a visitor's pass before entering campus. The District utilizes the Raptor Visitor Management System to verify identification and conduct safety screenings.

Isolation

In the event of an emergency requiring lockdown or isolation, students and staff will follow established safety protocols.

If you hear an emergency announcement and are not in class, proceed immediately to the nearest classroom or staff member for instructions.

Visitors and family members are asked NOT to come to campus during a lockdown or emergency to allow emergency personnel to work without interference.

The school will provide updates and information through the phone system, including instructions on where and when students can be safely picked up.

We understand emergencies can be stressful; your cooperation is essential to maintaining a safe and orderly environment.

Lost Objects

Lost items can be reported to the Administration Office. Patterson Adult School is not responsible for lost or stolen items. Please do not bring valuables or large amounts of money to school.

Subject

Patterson Adult School uses an online digital platform to provide flexible, self-paced coursework for credit recovery and skill development. This platform offers state-aligned curriculum that allows students to work independently while receiving support as needed.

Students will be assigned courses based on their academic needs and may complete up to 20 credits per Semester, unless an administrator approves additional coursework.

All exams for online courses must be approved by an administrator or designee and must be taken on campus under supervision.

Cheating and Plagiarism

Cheating on any type of assignment will not be tolerated. Cheating is defined as taking another person's work, words, ideas, and/or efforts and presenting them as one's own or providing one's own work to be presented as another's. Cheating also includes the use of unauthorized material on tests, quizzes, or other assignments. Consequences will apply to everyone involved in a cheating situation. Students will receive an automatic "F" for the assignment with no possibility of make-up. Other consequences may apply. Using websites like Brainly will be considered cheating.

DISTRICT HANDBOOK

Student mental well-being and access to services. The Patterson Joint Unified School District is committed to promoting the well-being of students to help them achieve academic, social, and behavioral success. PJUSD supports student mental health through a variety of services, ranging from wellness campaigns to our more intensive support provided through our special education programs. We also rely on partners and service providers in our community for additional treatment options available to students and families.

All students and their parents or caregivers can request mental health support, including assistance with social or emotional needs, at their school. The first step is to talk to your teacher, school counselor, specialist student assistant, principal, or other site administrator about your child's mental health needs. These team members will work with you and your student to find the best school support available, based on your child's needs. These team members will also provide further instructions if necessary to provide appropriate support to your child.

If you need more support than is available at school, you can call the Stanislaus County Mental Health Information and Access Line at (888) 376-6246. This information and referral line is provided by Stanislaus County Behavioral Health and Recovery Services. When you call this line, a staff member will conduct an assessment and assist you with any immediate needs. You will then be referred or linked to other services as appropriate. If you are in a mental health crisis, call the 24-hour hotline at **(209) 558-4600**.

In accordance with Education Code 49428, PJUSD shares this information with students and families to notify them how to initiate mental health services in the school setting and local area. The contacts provided here are recommended starting points for accessing mental health services. The process for initiating and accessing clinical mental health treatment may vary depending on health insurance providers and availability of services. Working with multiple agencies and insurance companies can sometimes be frustrating when trying to help a child get the mental health support they need. We encourage you to not give up, continue to advocate for your child, and be patient with mental health providers as they work to address your child's needs as quickly and effectively as possible.

Find more information, including contacts for additional resources, on our website at
<http://studentservices.patterson.k12.ca.us>.

A resource guide of local community-based support groups and similar services is also available online at www.friendsaregoodmedicine.com

And crisis?

If you or someone you know is struggling emotionally or having trouble coping, there is help. If you are distressed or just want to talk about your problems, call the National Suicide Prevention Lifeline.

National Suicide Hotline 988 or text HOME to 741741 for free, confidential assistance.

**If you are in a mental crisis Call the 24-hour hotline (209) 558-4600
Stanislaus County Mental Health Services Hotline 1-888-376-62446
National Domestic Violence Hotline: 1-800-799-7233**

