N.M.C.U.S.D

Adult Education Program

25-26 Student Handbook



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Vision Statement

Our vision is to create a thriving community of lifelong learners where every adult has the opportunity to reach their full potential. We strive to be a transformative force in education—bridging language, academic, and digital gaps—so that all individuals are equipped to contribute meaningfully to society, navigate a dynamic world, and build a brighter future for themselves and their families.

Mission Statement

The North Monterey County Adult Education Program is committed to empowering adult learners by providing equitable access to essential educational opportunities, including English as a Second Language (ESL), U.S. Citizenship preparation, high school diploma completion, GED preparation, and computer literacy. Through high-quality instruction and personalized support, we help students gain the skills, knowledge, and confidence needed to succeed in the workforce, participate fully in their communities, and achieve their personal and professional goals.



School Calendar

August 20, 2025	First Day of School / First Quarter Begins
September 1, 2025	Labor Day – No School
October 8, 2025	End of First Quarter
October 13, 2025	Non-School Day
October 20, 2025	Second Quarter Begins
November 11, 2025	Veterans Day - No School
November 24-28, 2025	Thanksgiving Holiday - No School
December 19, 2025	End of Second Quarter
December 21, 2025 - January 9, 2026	Winter Break - No School
January 17, 2026	Martin Luther King Day - No School
January 20, 2026	Third Quarter Begins
February 6, 2026	Non-Student Day
February 16, 2026	Presidents Day - No School
March 17, 2026	End of Third Quarter
March 30, 2026 - April 6, 2026	Spring Break - No School
May 25, 2026	Memorial Day - No School
April 7, 2026	Fourth Quarter Begins
June 2, 2026	Last Day of School / End of Fourth Quarter
June, 2026	NMCUSD Adult School Graduation *(To Be Announced)*

North Monterey County Unified School District

2025 – 2026 Academic Calendar

July 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY

4 – HOLIDAY - 4th of July

August 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days: 13

AUGUST

4-6 - New Teacher Workday
7, 8, 11,12 –Staff Development Day
13 – 1st Day of School

September 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Days: 21

SEPTEMBER

1 – HOLIDAY - Labor Day

October 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Instructional Days: 22

OCTOBER

13 – Floating Holiday

November 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Instructional Days: 14

NOVEMBER

11 – HOLIDAY - Veterans Day
24-28 – Thanksgiving Break

December 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Instructional Days: 15

DECEMBER

21-31– Winter Recess

JANUARY

1-9 – Winter Recess
19– HOLIDAY - Martin Luther King Day

January 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Instructional Days: 14

FEBRUARY

6 –- Staff Development Day
16– HOLIDAY - President's Day

February 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Instructional Days: 18

MARCH

30-31– Spring Break

March 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional Days: 20

APRIL

1-3 – Spring Break
3- Half Day Holiday
6 – Floating Holiday

April 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Days: 18

MAY

25– HOLIDAY - Memorial Day

May 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days: 20

JUNE

5 – Last day of School
19 – HOLIDAY - Juneteenth

June 2026

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Days: 5

Holiday – Schools Closed
Holiday – District Office and Schools Closed
District Classified Holiday
New Teacher Day
Teacher Work Day/Staff Development *(Non-Student Days)*

First Student Day (August 13)
Students Return from Winter Recess (January 12)
Last Student Day (June 5)

Grading Periods

Elementary Schools	
1st Trimester: August 13 – October 31	56
2nd Trimester: November 3 – February 27	61
3rd Trimester: March 2 – June 5	63

Middle School	
1st Quarter: August 13 – October 10	42
2nd Quarter: October 14 – December 19	43
3rd Quarter: January 12 – March 20	47
4th Quarter: March 23 – June 5	48

High School		
1st Semester: August 13 – December 19.	**85**	*85*
1st Quarter: August 13 – October 10.	42	*42*
2nd Quarter: October 14 – December 19.	43	*43*
2nd Semester: January 12 – June 5	**95**	*95*
3rd Quarter: January 12 – March 20		*47*
4th Quarter: March 23 – June 5		*48*

Total Student Days = 180
Total Teacher Work Days = 185
Total New Teacher Work Day = 188
Board Approved: February 13, 2025

General Information

Admission

Our classes are open to adults 18 years and older who are residents of North Monterey County and surrounding areas.

How to Enroll

Students wanting to enroll in High School Diploma, English as A Second Language, GED Preparation, Citizenship and Computer Literacy may do so by filling out an enrollment form at the Castro Plaza Family Resource Center. Attendance is crucial. Please come to class prepared and ready to learn.

Attendance

Adults are completely responsible for making their own decisions. If absences are continuous or are longer than one month without proper notification; students will be dropped from classes.

1. Be on time and prepared to learn.
2. Make sure that you sign the sign-in sheet.
3. Keep a record of your daily attendance which indicates the classes you attended and how many hours you were in class.
4. Please try to schedule personal appointments at a time that will not impact class participation.

Testing

Incoming students will be required to take a pre-test to evaluate their level of understanding. After completing a certain amount of hours students will also be required to take a post-test in order to evaluate their progress. Dates and times will be established by the coordinator. Testing is mandatory.

Transcript Policy

Students must bring a transcript from the last school they attended before they can be given an evaluation and assigned to classes if enrolling in our high school diploma class. High School Transcripts are required prior to registering. When requesting transcripts please do so 7 business days before by calling 831-633-3343 EXT 1608.

Discontinuance of Classes

The administration reserves the right to close any class for which minimum participation drops below the level required for efficient and economical operation of the school.

Visitors/Guests

All visitors and guests must report to the office for permission to remain on campus longer than to drop off or pick up a student. Children may not attend classes unless the child is eligible to enroll in Adult School. If the presence of any visitor or guest is deemed disruptive or poses a danger, visitor or guest privilege will be suspended and the visitor will be required to leave site.



General Information

Continuous Enrollment

Students may continue to enroll in all classes after the semester begins. Enroll by calling our program coordinator at 831-633-3343 EXT 1601.

Student Parking

Students are allowed to park in the front of the school. The school is not responsible for the safety of your vehicle or any contents within. Make sure to lock your vehicle. Smoking in or around the parking lot is prohibited. You must be 100 feet away from school property.

Tobacco, Alcohol, and Drugs

Tobacco, alcohol, and drugs are strictly prohibited. Any student who unlawfully possesses, uses, sells, or otherwise furnishes, or is under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind, on or about school campus, is subject to immediate suspensions or expulsion and all existing laws that apply.

Cell Phones/Electronic Devices

Students may carry cell phones or other electronic devices on campus as long as these devices do not cause a disruption during instructional time. Students who need to take a call must leave class and return when finished. Students may not use their devices to check their social media accounts during class.

Dress Code Policy

Students are expected to dress in such a way that they will not endanger their health or safety, or that of others around them. Neither should a student's clothes or appearance be such that it disrupts the learning process. The following standards are required of all students.

Dress Code Policy

1. Shoes must be worn at all times

2. Clothing and jewelry shall be free of writing, pictures, sports logos, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, religious prejudice, gang activities, or the use of drugs or alcohol. Clothing apparel that could be used as a weapon, including steel-toed boots, chains, wallet chains, spikes or studs on jewelry, are prohibited.

3. Any apparel, hair styles, hair color (no unnatural shades) or cosmetics, even if not specifically mentioned above, which creates a safety concern, draws undue attention to the wearer, tends to detract from the educational process or causes a disturbance among other students shall not be worn at school or at school activities.

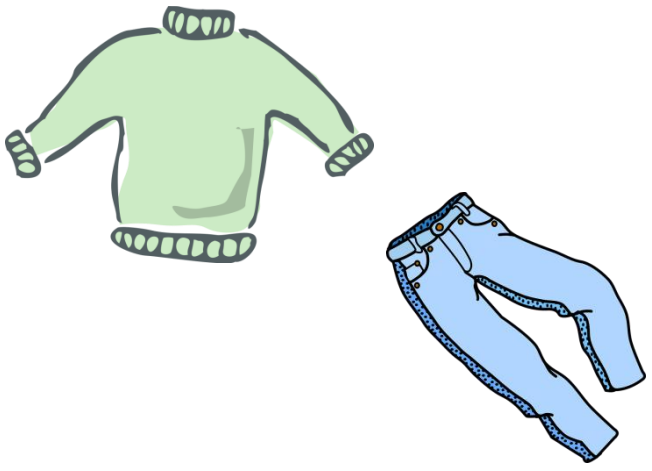
4. All clothing shall sufficiently conceal undergarments including bra straps, at all times. See-through or fishnet fabrics, tube tops, men's tank undershirts, muscle shirts, jerseys with no undershirts, sagging pants/shorts, pajamas and clothing deemed immodest by school personnel are prohibited.

5. Tops with "spaghetti straps," halter-tops, tank tops, or shirts that show any part of the midriff (belly) are not allowed. Midriffs must be covered at all times with no skin showing. Low-cut necks/scooping necks are also prohibited.

6. All shorts, skirts and dresses cannot be shorter than (4) inches above the top of the knee.

7. General appearance of all students shall be neat, clean, and safe. The administration reserves the right to limit excessive jewelry, or any other apparel that is unsafe or distractive for student learning.

8. All articles of clothing that are determined by the administration on the advice of law enforcement to be gang related are not allowed on campus.



Policies/Procedures

Uniform Complaint Procedures

The Board of Education recognizes that the district has primary responsibility for ensuring that it all complies with applicable state and federal laws and regulations governing educational programs. The district is to investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation as determined by the superintendent or designee on a case-by-case basis.

The superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the superintendent or designee.

Harassment

Sexual Harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.



To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age appropriate ways and shall ensure them that they need not endure any form of sexual harassment.

The board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary actions.

The board encourages students or staff to immediately report incidents of sexual harassment to the principal or designee. The superintendent of designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Policies/Procedures

Discrimination

STATEMENT OF NON-DISCRIMINATION

The North Monterey County Unified School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational program and activities. All vocational opportunities will be offered without regard to race, color, national origin, sex or handicap. Limited English language skills will not be a barrier to admission and participation in education programs.



Graduation Requirements

Upon enrollment at North Monterey County Adult School, an administrator will evaluate the student's previous educational experiences to determine the number of credits the student will need in order to graduate. Total credits required to graduate are 175. This year's Graduation Ceremony is tentatively scheduled for June, time and location to be announced.



Subjects Required	Units
English	40
Math	10
Algebra	10
Science & Health	20
World Cultures & Geography	10
Arts or Foreign Language	10
U.S. History	10
Government	5
Economics	5
Home, Family, & Society	5
Careers	5
Guidance & Learning Skills for Adults	5
Electives	40
TOTAL	**175**

North Monterey County Adult Education

2025–2026 Class Catalogue

High School Diploma Program

The Diploma Program is available to all individuals **18 years or older** who have not completed their high school graduation requirements. All required courses are available to ensure students meet the necessary requirements to graduate.

There are several pathways for students to take in order to meet these requirements, including **direct teacher instruction** or **independent study** for students meeting specific eligibility criteria.

Transcripts are required from the last school attended before classes can be assigned.
Graduates must complete **175 credits** in the required subject areas to be eligible for a diploma.

GED – General Education Development Preparation

The GED is a national examination developed by the **GED Testing Service**, the **American Council on Education**, and **Pearson VUE**. The certificate earned for passing the test is widely recognized by colleges, training programs, and employers as equivalent to a high school diploma. The GED is aligned with the **Common Core Standards**.

Our GED Preparation Program helps students prepare for and successfully complete the GED examination. This program is for students without a high school diploma who wish to attend college, pursue post-secondary training, or improve employment opportunities.

English as a Second Language (ESL)

Students will learn to speak, read, and write in English while gaining practical communication skills. Enrollment is open year-round if space is available. Three levels of ESL classes are offered:

ESL 1 – Beginning

Designed to integrate life skill topics, functions, and grammar, this course develops listening, speaking, reading, and writing skills. Students will use American intonation and pronunciation throughout lessons. Coursework is offered online and prepares students for Intermediate ESL or college-level ESL courses.

ESL 2 – Intermediate

Focuses on developing conversational skills and improving grammar usage. Includes practice in present, past, and future verb forms, writing, and essential life skills. Students have access to ESL learning software and receive training on how to use computers and mobile devices for continued practice outside of class.

ESL 3 – Advanced

Designed for students aiming to refine fluency, expand vocabulary, and improve complex grammar structures. Emphasis is placed on academic writing, public speaking, reading comprehension, and critical thinking. Coursework prepares students for higher education, vocational training, and professional communication in the workplace.

Citizenship Preparation

This class provides legal residents with the knowledge and skills necessary to begin and complete the process of becoming **naturalized U.S. citizens**. Students will also learn about the rights and responsibilities of citizenship in a democratic society.

The course includes preparation for the **100 sample questions** from the U.S. Citizenship and Immigration Services (USCIS) study guide.

Eligibility Requirements:

- Must be a legal resident for the past **5 years** or the last **3 years** if married to a U.S. citizen.
- Must be able to read, write, and speak **Basic English**.

Computer Literacy

This introductory computer course is designed for students who want to build essential digital skills. Students will learn:

- Computer vocabulary and basic functions
- Beginning word processing and editing skills
- How to create and edit **Google Docs** and **Google Slides**
- Internet navigation and online safety

Through hands-on projects, students will practice writing and speaking in English while creating professional documents and presentations. This course provides a strong foundation for academic, workplace, and personal technology use.







