CHARLES A. JONES CAREER AND EDUCATION CENTER

2026-2027 CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | CAJ.SCUSD.EDU



SCUSD ADULT EDUCATION

Celebrating over 25 years on Lemon Hill Avenue

WELCOME FROM THE DIRECTOR OF ADULT EDUCATION

Charles A. Jones Career and Education Center Catalog

Welcome to the Charles A. Jones Career and Education Center (CAJ)! As the Director of Adult Education, it is my honor to introduce you to a school that is deeply committed to helping adult learners achieve their educational, career, and personal goals. Whether you are beginning a new chapter, gaining new skills, or preparing for a brighter future, we are here to support you every step of the way.

Mission Statement
The mission of SCUSD Adult Education is to provide high-quality, student-centered education that equips adults with academic, vocational, and life skills necessary for personal, professional, and community success.

Located in Sacramento, CAJ has proudly served adult students for over 50 years with a wide range of programs designed to meet the diverse needs of our community. We offer Career Technical Education (CTE) programs including Licensed Vocational Nursing, Nursing Assistant, Medical Assisting, Construction, Phlebotomy, Pharmacy Technician, and more, including online career training. In addition, we provide Adult Basic Education (ABE), Adult Secondary Education (ASE) including a High School Diploma Program, High School Equivalency preparation, English as a Second Language (ESL) courses, and U.S. Citizenship Test Preparation classes. Many of our programs also include career readiness, student advising, and job placement support to help ensure your success beyond the classroom.

We welcome you to explore all that CAJ has to offer and invite you to become part of a vibrant, supportive learning community dedicated to your achievement. Build your future today – start strong at CAJ!

OFFICE HOURS

Main Office
Office phone: (916) 395-5800 / Fax: (916) 433-2640
Monday – Thursday: 8:00 a.m. – 4:00 p.m.
Friday: Closed

Financial Aid Office (Room 120) No appointments necessary.
Monday - Thursday: 10:30 a.m. – 3:30 p.m.
Friday: Closed

America's Job Center of California (AJCC) – Lemon Hill (Room 106)
Phone: (916) 395-5802
Monday – Thursday: 8:00 a.m. – 4:00 p.m.
Friday: Closed

INFORMATION AND WORKSHOPS

Financial Aid	(School Code: 009509)
WIOA Workshops Lemon Hill Job Center (call for dates and info)	(916) 395-5802
Job Search Workshops Lemon Hill Job Center (call for dates and info)	(916) 395-5802
Additional Information Frequently Asked Questions (FAQs) Online	caj.scusd.edu

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2026-2027 ACADEMIC CALENDAR



For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON MAY 27, 2026 AND SUBJECT TO CHANGE WITHOUT NOTICE

REGISTRATION AND ENROLLMENT

You must test first for any program! Open enrollment for ABE, HSE, and HSD classes!

CASAS Math and Reading assessments and meeting with our Student Advisor are required prior to enrollment in academic and career training programs. There is also an orientation that is required AFTER testing and Student Advisor meeting has been completed.

You must bring your physical ID for testing and registration

Steps to Enroll:

1. Complete online registration and sign up for CAJ Testing (cost is $0 in your shopping cart). You will take a CASAS Reading and Math assessment for each career and academic program (English classes do NOT require a CASAS Math assessment). Each assessment is about 75 minutes.

2. Schedule an appointment to meet with our Student Advisor to go over your registration details, your assessment scores, and for resources available to you as a student.

3. Attend orientation on Wednesdays from 8:30 - 9:30pm that includes a campus tour and an opportunity to learn about your program!

4. Enroll in your academic or career training program at the CAJ Main Office.

After those four steps, you can now start attending classes with a 90% minimum attendance rate!

Classes begin throughout the year on a scheduled basis, depending on space availability. Interested students are encouraged to review this website carefully to learn more about their program of choice.

Please note: Classes may be canceled due to low enrollment. Additional supplies, materials, or equipment are not included in tuition fees. Prices are subject to change.

CAJ ADMISSION REQUIREMENTS AND REGISTRATION PROCEDURES

Each career program at CAJ has specific requirements listed dedicated to those programs (see table of contents).

To enroll in the program of your choice:

- Register to attend CAJ
- Pass the assessment test with program's required scores*
- Connect with student advisor for program details
- Visit the financial aid office and start your FAFSA, *if desired*, well in advance of the program start date (Financial Aid Office, Room 120)
- Meet with Job Center staff for scholarship eligibility and processing, *if desired,* well in advance of the program start date
- Complete enrollment and pay fees:
  - Cash, credit and debit, cashier's check, and money order are all accepted forms of payment. We do not accept American Express cards or personal checks.

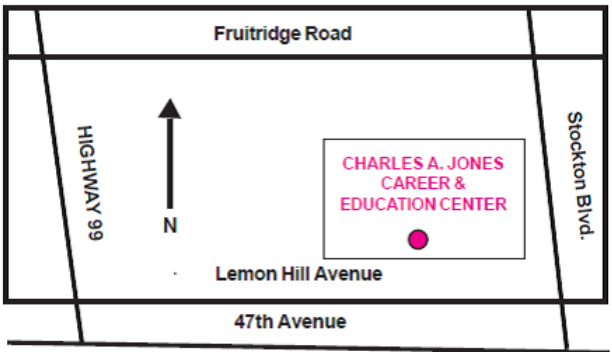
*Test scores are valid for one year from testing date. After one failed attempt to pass the specific program assessment test required score, the individual will be placed in a 40 hour Success in School course and given test preparation materials before they can re-test.

ACCREDITATION

The Charles A. Jones Career and Education Center is accredited by the Commission of the Council on Occupational Education (COE) and Western Association of Schools and Colleges (WASC). To receive a copy for review of the school's accreditation, licensure, or approval you may contact the following:

ACCREDITATION CONTACTS:
Council on Occupational Education:
7840 Roswell Rd. Building 300 Suite 325, Atlanta, GA 30350 (770) 396-3898
Toll Free Number (800) 917-2081
Fax: (770) 396-3790
Website www.council.org

WASC (Western Association of Schools & Colleges):
Northern California Office
533 Airport Blvd, Suite #200, Burlingame, CA 94010(650) 696-1060



SATISFACTORY ACADEMIC PROGRESS (SAP)

The U.S. Department of Education, Federal Student Aid mandates financial aid students to meet and maintain qualitative and quantitative academic progress standards as they progress through their educational program. These standards apply to all coursework taken whether or not financial aid was received in the past.

All students who receive federal or state financial aid must maintain satisfactory academic progress (SAP) towards the completion of an eligible program of study. Financial aid eligibility is determined in compliance with federal and state regulations as well as institutional policies and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, or other legally protected basis. If a student wishes to file a grievance, then they should follow the directions outlined in the college catalog.

At the end of each block, students are evaluated based on the following standards:

What is Satisfactory Academic Progress (SAP)?

- Satisfactory Academic Progress standards are broken down into two standards: Qualitative and Quantitative. The Qualitative Standard is a Grade Point Average (GPA) requirement, while the Quantitative Standards are a Completion Rate requirement.

GPA: Maintain a Cumulative GPA of 2.0 or Higher

- Once grades post at the end of the semester, the overall GPA is used calculated. A, B, C, D, and F grades will be used in the calculation.

Completion Rate: Complete 67% of All Attempted Units

- A, B, C, D, F, P, NP, I (Incomplete), or MW (Military Withdrawal) grades will be used to calculate completion rate. Transfer coursework officially submitted and evaluated by Admission and Records will also be included in the calculation
- Formula: Total Clock Hours Earned ÷ All Clock Hours Attempted = Completion Rate

Quantitative Measurement

- Clock-hour programs as measured by the cumulative number of clock-hours the student is required to complete, expressed in calendar time
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools
- All SAP measurements must be cumulative
- Formal SAP evaluations correspond to the end of a payment period
- Frequency of SAP evaluation
  - Must include evaluation at the end of each payment period for programs of one year or less
  - For all other programs, at least an annual review to correspond with the end of a payment period
- Notifying students of results of any SAP review that impacts student Title IV eligibility
- Regardless of appeal process, school must always describe how a student who has lost Title IV aid due to failing SAP can reestablish eligibility for Title IV aid
- Remedial coursework must be factored into a qualitative measurement but is not required to be included in the quantitative measurement

Qualitative – Minimum Grade Point Average (GPA)

- Student must maintain a minimum, cumulative grade point average of 2.0. The most recent grade for a renewal courses is used code GPA. All grades for academic renewal course are used to determine GPA

FINANCIAL AID

Financial Aid is Available: Financial Aid (Pell Grant) is available for those students who meet federal guidelines. Start your Free Application online at StudentAid.gov. Use CAJ financial aid school code 009509. Ask for a financial aid procedures brochure for steps to apply.

CAJ Financial Aid Office hours: Monday – Thursday, 10:30 AM – 3:30 PM. No appointment necessary. Closed on Fridays.

The first step is to complete an online FAFSA form. Students may visit the Financial Aid office located in room #120 on the west side of the Administration Building. Financial Aid is by walk-in. Please note that financial aid eligibility is determined by the federal government, and not the school. The financial aid office has up-to-date eligibility requirements. Further information for additional funding options can be found by following the financial aid link on the school website: www.caj.scusd.edu. All copies of documents turned in to the financial aid office will not be returned to the student and become the property of the school.

Programs require a high school diploma or equivalent (GED® or HiSET®), sufficient knowledge of the English language, reading, and math skills to be able to understand textbooks, manuals, and related materials unless otherwise noted. Additional prerequisites may also apply.

The Charles A. Jones Career and Education Center offers vocational training programs approved by the Department of Veteran's Affairs for Veteran's Education Benefits and offers services to partner agencies including DHA, SETA, Veteran's Administration, EDD, America's Job Center Lemon Hill, and the National Visiting Teacher's Association.

CAJ NON-DISCRIMINATORY CLAUSE

The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, ancestry, sex, religion, color, national origin, physical handicap, disability, marital status, or age.

CAJ TRANSFERS OF CREDIT POLICY

In-house evaluation of prior education is done on a case by case basis. CAJ does not issue credits. CAJ career education programs are based on clock hours.

Any new student enrolling in a Career Technical Education (CTE) program at Charles A. Jones Career & Education Center (CAJ) and wishing to transfer credits for courses completed at a different school must meet the institution's credit transfer requirements:

- The course was taken at an accredited school.
- The student received a "C" grade or higher.
- The course is approved or meets state licensure requirements (if applicable).

Students wishing to receive transfer of credit for courses completed at a different school may only be made upon approval of the CAJ Site Administrator and the CTE program chair of the program of interest.

EXPECTED SCHOOL-WIDE LEARNING OUTCOMES

- Demonstrate positive work habits
- Communicate effectively in English
- Demonstrate critical-thinking skills
- Use job search strategies effectively
- Participate actively in the school

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

The school is an approved site for those seeking training or re-training under EDD's Educational Training Benefits (ETB) Program. Please contact an EDD Job Counselor to determine whether you can take advantage of the ETB program before collecting your 16th week of Unemployment Insurance (UI) benefits

STUDENT ID CARDS

Within the first two weeks of a program's start, each instructor will make arrangements with the front office for students beginning the program to have their picture taken for a student ID card. Once issued, no office transactions can be completed without your CAJ student ID and it should be worn at all times while on campus. If lost, replacement badges can be issued in the front office at a cost of $5.00.

BOOKS/MATERIALS/UNIFORMS

Students are responsible for acquiring all books and materials prior to program start date. For those students with funding assistance, books and materials are included only if specifically noted. Books may be purchased through any online vendor. However, you must use the same edition as those being furnished by CAJ. Previous editions are unacceptable. Textbooks may be purchased used, but workbooks and study guides must be NEW without markings of any kind.

CAMPUS PARKING

Students are welcome to use cars, motorcycles, and bicycles on school grounds. The school and the district are not responsible for damage or theft of students' possessions or vehicles. Additional parking is available on the street, at the owner's risk. However, our surveillance cameras do not cover that area. Usage is subject to the following regulations:

- Vehicles may be driven on roadways only and may not park on lawns or dirt areas. They may be brought into buildings and shop areas only with written permission from staff. All vehicles on the grounds or in shops must provide vehicle registration and proof of insurance, and must conform to all laws of the city, county, and state.
- Vehicles may not exceed the 5 mile per hour speed limit.
- Student vehicles must be parked in the designated areas; not over a line taking more than one space or in areas marked for staff or reserved parking. "No Parking" and "Handicapped Parking" signs must be observed. Handicapped spaces are restricted to vehicles with the appropriate sticker/license visibly displayed. Vehicles blocking gates or fire lanes, double parked, or parked in loading zones (used for immediate loading and unloading only) will be towed at owner's expense.
- Overnight parking of vehicles on school grounds is prohibited. Violations will result in a citation, which may be paid in the main office.

LOITERING

In order to provide a safe learning environment, CAJ does not allow any person to loiter on school grounds. Visitors may wait in the hallway next to the main office. When not attending class, students without valid school business must leave the campus. Non-students found loitering on school grounds may be reported to law enforcement. No sitting or blocking of stairways is permitted. This rule applies to both the interior and exterior of the school. PLEASE BE GOOD NEIGHBORS!! Do not loiter on the streets surrounding the school. Neighbors may call the police to have you removed if they don't call us first. You should be in class during school hours.

ACADEMIC AND CAREER TECHNICAL EDUCATION STUDENT ATTENDANCE POLICY

Career Technical Education(CTE) Student Attendance:

The CTE courses offered at CAJ are designed to prepare you for gainful employment upon program completion. Our hands-on instructional strategies are designed to engage all students in their own learning.

Regular attendance is a critical factor of successful employment. Therefore, it is expected that all students will maintain at least 90% attendance. Enrollment in a program or class can be terminated because of excessive tardiness and/or absences. There are no excused absences in Adult Education. Students who exceed maximum allowable absences will be dropped.

Students who cannot be accommodated due to program limitations dictated by state board requirements may have to defer their program to a time when they can attend and meet all requirements.

An administrator may drop a student without prior warning if the student violated any of the Zero Tolerance policies stated in the GROUNDS FOR DISMISSAL section of the CAJ Program Catalog / Student Handbook.

A teacher may request from administration to drop a student for poor attendance, unacceptable behavior, or poor classroom performance. Whenever possible, a "Warning of Intent to Drop" notice will be issued prior to the drop. The first time a student is dropped they may request re-entry into their program at the beginning of the next appropriate start date. A re-registration fee may apply upon re-entry after a student withdraws or is dropped from a program or class. Students will be placed on attendance probation upon re-entry and be required to maintain a 95% attendance rate. Students who fail to meet the 95% attendance requirement may result in permanent dismissal from the program.

Students are required to do the following:

1. Maintain a minimum of 90% attendance. Students may jeopardize their eligibility for financial aid and may be dropped from class if attendance falls below 90% (VA minimum attendance is 95%, and C grade or better.) Teachers may issue an "Intent to Drop" warning to students whose attendance falls below the minimum standard.

2. Contact their instructor each day when absent from class. Students will be dropped under the following conditions:

    a. Three (3) consecutive absences without contacting the school or instructor
    b. Three (3) days absence during the first week of class.

3. All public funded recipients (Pell, Stafford Loan, VA, etc.) are required to submit a Leave of Absence form with the front office prior to any leave longer than 3 days and cannot exceed 180 days. Re-registration fees will not apply for a leave of absence IF the appropriate form is on file, and was submitted PRIOR to the start of the leave. All re-entry students must receive approval from the school's Financial Aid Administrator PRIOR to re-entry.

4. Each CTE program may have additional attendance requirements.

Academic Student Attendance:

Regular attendance and accessing the curriculum frequently is a critical factor for success in school. Therefore, it is expected that all students will either attend class daily or progress in their online curriculum daily.

An administrator may drop a student without prior warning if the student violated any of the Zero Tolerance policies stated in the GROUNDS FOR DISMISSAL section of the CAJ Program Catalog / Student Handbook. A teacher may request from administration to drop a student for poor attendance, unacceptable behavior, or poor classroom performance.

Teachers will take attendance at the beginning of class each day so student attendance records are accurate. Teachers will adjust attendance at the end of the class if necessary.

Distance learning instructional hours will be added weekly on Mondays for the prior week.

Students are required to do the following to maintain enrollment:

1. Attend class daily and/or access their online curriculum if in-person class is not a requirement. Five (5) hours a week minimum instruction for students in an online class.

2. Maintain a minimum of 90% attendance. Students may be dropped from class if attendance falls below 90%.

3. Request to Change class days/times with the front office:

   - Class levels will not be changed as those are based on assessment scores
   - Teacher preference will not be considered

4. Students will be automatically dropped under the following conditions:

   - Five (5) absences in a semester without notification to the school
   - No show on the first day of enrollment
   - Two weeks of non-attendance
   - Missing more than 90% of class in a semester

When a student is dropped, they may request re-entry into their academic program if there is a vacancy. For online curriculum, in-person seat time may be a requirement for re-entry.

Third-Party Agency Verification:

For students needing enrollment and/or attendance verification for a third-party agency, please complete the following form. You only need to complete the form ONE TIME. If you no longer need attendance hours emailed to you, please contact adulteducation@scusd.edu or call 916-395-5800 to let us know. Your completed attendance form will be emailed to you by the 6th of every month.

Attendance Verification Request

VISITORS RULES

For the safety and welfare of our students, only authorized visitors are allowed on campus. People providing rides for students may wait on the street or in appropriate parking spaces. Visitors must check in at the front office for a temporary pass; to be returned at departure.

Students are not permitted to bring children to school. There are no exceptions. There is a Children's Center located on campus; however, this facility is not administered through this school site. If you would like information about the Children's Center, please call (916) 395-5883.

BEHAVIOR/HONESTY

This school is an Adult Professional Learning Community. Students are expected to display behavior conducive to a maximum learning environment. Suspension or dismissal may result for a student who engages in activities related to gambling or any of the behaviors stated in the GROUNDS FOR DISMISSAL section.

The disruption of school activity or the willful defiance of the valid authority of supervisors, instructors, administrators, school officials, or other school personnel engaged in the performance of their duties will be considered a serious violation of the rules of conduct and may result in dismissal.

Students perceived by their instructor to be cheating on exams or research papers will be referred to the Site Administrator, and will receive no credit for the exam or project. Standard exam policy for all classes requires no talking or communication once any test or exam has begun. Cheating may result in removal from the program.

Remocal indicates that the student will leave the school permanently. The final decision will be made by the Director of Adult Education. Reconsideration may be requested after a period of one year.

TOBACCO/SUBSTANCE FREE ZONE

Any type of alcohol, tobacco, or controlled substance usage on any school campus is prohibited. Consumption, possession, or being under the influence of alcoholic beverages or drugs on school grounds is a violation of state law. Students who have the odor or appearance of alcohol/controlled substance on their person will be considered under the influence and will be asked to leave campus. Offenders will be dropped. Students will be removed from the program and may not return. It is unlawful to possess, distribute, or use controlled substance on any school campus.
Most violations are felonies and may result in arrest. Violators of this policy shall be expelled.

Tobacco use is strictly prohibited by the Board of Education anywhere on any school campus. Smoking is strongly discouraged, as it is hazardous to the health of students, staff, and the general public; and presents a negative image of our school. However, students who must smoke must be on the public sidewalk AWAY from the front of the school and the Children's Center

FOOD/BEVERAGES

Food and beverages are to be consumed only in designated areas and are NOT TO BE CONSUMED IN ANY OF THE CLASSROOMS.

PETS

Only official service animals are permitted on school grounds.

DRESS CODE

When students are on campus or attending CAJ classes virtually, clothing must be appropriate for a professional environment. Many programs have established uniforms.

In general, students are expected to wear appropriate clothing. For safety, shoes must be worn at all times.

Students are expected to come to school in the appropriate "casual work" attire for the program they are entering. Business casual dress is the standard. Because all casual clothing is not suitable for school or work, these guidelines will help determine appropriate dress. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at an adult school or at work.

LITTERING/COLLECTING RECYCLABLES

Please keep our campus clean! The appearance and cleanliness of the campus is a responsibility shared by all staff and students. Students littering the grounds will be subject to removal. Also, please keep the student microwave ovens clean at all times, when in use. Students are not to go through the garbage cans and collect items to recycle.

ELECTRONIC DEVICES

In respect to other students and staff members at our site, electronic device, including cell phones must be silenced or deactivated during class unless approved by an administrator for verified medical emergencies. In the event of an emergency, students who need to use cell phones must exit the classroom. Radios and other recreational personal listening devices are not permitted in the classrooms, business offices, or hallways without the approval of the classroom teacher and administration. Failure to comply with this policy may result in removal from the program.

EQUIPMENT

Lost or Broken: Students are responsible for equipment that is checked out to them during the course of their training. Students will be required to pay for any replacement of the equipment, if not returned, or replaced if broken. Replacement of any lost or broken equipment must occur before issuance of a Certificate of Completion.

Abandoned: Equipment, including, but not limited to, appliances, furniture and automobiles, will be considered abandoned and will be disposed of without prior notice under the following conditions: 1) Equipment left on the school property more than 20 school days; or one calendar month. 2) Equipment remaining beyond the period of a student's enrollment. 3) Equipment not removed at the time a student is dropped. 4) Equipment left on school property during holiday. Any towing and/or removal fees will be the financial responsibility of the student. Automobiles left on campus without school permission will be towed.

FIELD TRIPS

Off-campus field trips are an integral component of many programs. Unless specifically advised, the school does not provide transportation to any offsite location. Students are responsible for arranging transportation to and from the field trip location. The school assumes no responsibility or liability of any kind for students participating in an off-campus field trip.

GRADING

CAJ uses an industry standard grading system. In courses where an alpha grade is issued; 90%- 100% is an A, 80%-89% is a B, 70%-79% is a C, 60%-69% is a D, 59% and below is an F. In courses not using an alpha grade, a pass (P) or No Pass (NP) mark is given. CAJ maintains records of grades and transcripts for a minimum of three (3) years.

PRIVACY/INFORMATION/SEARCHES

To protect confidentiality, access to student coursework, testing, and records is limited to authorized personnel only. School records and information regarding adult education students is confidential by law and by school policy. No information about a student will be released to anyone for any reason without the student's written permission and a witnessed signature, or without an official subpoena by a court of law. Please note, that this policy includes family members. The Federal Right to Privacy Act does not allow school staff to send messages to enrolled students.

However, when a student accepts a training allowance from a public agency based on school attendance, an exception will be made. The allowed acceptance will be considered by CAJ as authorization to release appropriate information to the funding agency. Copies of documents turned into the school for school records will not be returned to the student and become the property of the school.

To ensure the health, safety, and welfare of students, school authorities and law enforcement may conduct searches as allowed by law. Students and visitors may be required to show ID at any time.

STUDENT USE OF TECHNOLOGY

Students shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their education. Such use is a privilege that may be revoked at any time. Students should be aware that computer files and communications over electronic networks, including e-mail, are not private. To ensure proper use, Director of Adult Education may monitor the district's technological resources, including e-mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the teacher so that he/she may have system access when the student is absent. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below:

- The student in whose name on on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account number.
- Commercial, political, and/or personal use of the system is strictly prohibited, including computer games, personal e-mail/banking, and personal on-line activities. The district reserves the right to monitor any on-line communications for improper use.
- Students shall not use the system to promote unethical practices or any activity prohibited by law or district policy.
- Students shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Students shall not download pictures, images, music files or videos, or host for uploading copyrighted files.
- Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own use only and only in accordance with copyright laws.
- Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials, or the data of any other user.
- Students are encouraged to keep messages brief.
- Students shall report any security problem or misuse of the network to the Superintendent or designee.

COPYRIGHT POLICIES

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

All students will be held responsible for penalties of unauthorized peer-to-peer file sharing and engagement in illegal or unauthorized distribution of copyrighted materials using the school's information technology system under the Sacramento City Unified School District policies.

GROUNDS FOR DISMISSAL

Due to the potential seriousness of the following offenses and the requirements of the California Education Code any infraction of these rules will result in dismissal. No program refunds.

- Caused, attempted to cause, or threatened to cause PHYSICAL INJURY to another person. Committed or attempted to commit a sexual assault or committed a sexual battery.
- Possessed, sold, or otherwise furnished any FIREARM or any IMITATION FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT.
- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, or an INTOXICANT of any kind. Has unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any DRUG PARAPHERNALIA (see #1 of the SCHOOL-SITE POLICIES for further information).
- Committed an OBSCENE ACT or engaged in HABITUAL PROFANITY OR VULGARITY.
- Knowingly RECEIVED STOLEN school property or private property.
- Caused or attempted to cause DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY.
- HARASSED, THREATENED, OR INTIMIDATED a staff member or student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that person for being a witness or both.
- Committed SEXUAL HARASSMENT as defined in Section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.
- Caused, attempted to cause, threatened to cause, or participated in an act of HATE VIOLENCE as defined in subdivision (E) of Section 33032.5.
- VIOLATION of campus policies.

ADA ACCOMMODATIONS

The Sacramento City Unified School District and the school will not discriminate against a qualified individual with a disability. Any student requesting special accommodation related to his/her disability must provide written verification to the school administration.

All buildings and facilities are in compliance with the state and federal regulations governing accessibility of facilities to students with disabilities. Designated parking spaces are reserved for the exclusive use of disabled students with appropriate stickers/licenses

QUIET ROOM

CAJ provides space for a Quiet Room on the second floor the main building. The room is available by reservation during school hours to students who need a quiet space for a short, quiet break, free from distraction. Please come to the front office to make a reservation. Quiet Room rules: No talking, No cell phone, No studying, No eating, No sleeping. Please be respectful

ACCIDENTS, INJURIES, AND INCIDENTS

All injuries, no matter how slight, are to be reported to the instructor. Student must also submit a district Report of Incident or Student Accident form (RSK-F103A) obtained in the front office. Your instructor will complete an accident report for the school and the school district. Students must be under the direct supervision of their instructor, since the school and the school district do not carry health, accident, or workers compensation on students. The school assumes no responsibility or liability of any kind when students participate in school-wide activities.

INSURANCE

The school and the District do not carry health, accident, or workers compensation insurance on students, and assumes no responsibility or liability of any kind when students participate in school- wide activities. Students enrolled in specific programs are eligible for limited insurance coverage, which is collected as a part of their program fee. Students enrolled in programs involving externships are responsible for securing their own liability insurance prior to beginning their externship. Those without verifiable coverage will not be allowed to participate in externships until coverage is confirmed.

EMERGENCIES

In the event of a school emergency, students are required to follow the instructions of teachers and other staff members. All buildings should be evacuated quickly, and streets kept clear for emergency vehicles and equipment. Emergency evacuation routes are posted in all classrooms, labs, and offices

CERTIFICATE OF COMPLETION

A check-out sheet must be submitted to the front office at the end of the program. This process will ensure issuance of a Certificate of Completion and notification of the graduation ceremony. Every student successfully completing a program at this school will receive a Certificate of Completion. The certificate will be available for pickup in the front office 15 working days after the program completion date. Any student who fails to follow this procedure, or who has not returned books, tools, or materials not purchased, or covered the cost of lost items not purchased will not receive a Certificate of Completion or their final Pell check.

GRADUATION CEREMONY

A graduation ceremony is held once a year. Details will be forwarded to each student based on the contact information provided on the check-out sheet. It is the student's responsibility to keep the school updated of any changes in contact information.

EMPLOYMENT PLACEMENT ASSISTANCE

Employment placement assistance is available in America's Job Center Lemon Hill, (Room 106) to help with resumes, job search, interview techniques, and other tools necessary for our students to move toward the goal of obtaining gainful employment upon graduation. However, employment is not guaranteed.

STUDENT RIGHTS AND RESPONSIBILITIES

California State Education Code 488908. All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. Students have rights, as do all citizens, under the Constitution as well as state law and district policy. Their rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through appropriate channels such as teachers, counselors, administrators, and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school.
2. The right to an education in a safe, clean environment.
3. The right to full use of the class time for receiving instruction and learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.
5. The right to seek redress of grievances through the district uniform complaint procedure.

DRUG POLICY

For students enrolled in programs requiring drug testing:

Drug testing is random and there will be no deviation from the established contract laboratory guidelines. A copy of the guidelines will be given to each student. Any student who has not completed the required drug test by the end of the block will have certificate of completion withheld until the instructor receives negative drug test results for the student. If the test result is positive, student will be immediately dropped from the program, with the ability to apply for re- entry after a period of not less than six (6) months. The student can petition to return to school under the following provision: student must submit the result of an approved alternate drug test, not urine, from an independent lab, obtained within one (1) month of the date of petition to re- enter, paid for by student. Student may be required to pay any additional fees prior to re-entry based on the current cost of the program.

9.08.120 Places Where Consumption of Marijuana is Prohibited.

- Notwithstanding California Health and Safety Code Section 11362.5 or any preceding provisions of this chapter and Chapter 8.80 of this code, the consumption of marijuana, by or through "smoking," as defined in Section 8.80.030 of this code, is prohibited at any of the following locations to which members of the public have access:
  - a) Upon or within one thousand (1,000) feet of the grounds of any school or park;
  - b) In or within one hundred (100) feet of any building or facility to which members of the public have access, except in a health facility or clinic; or
  - c) Within one hundred (100) feet of any other person, other than a "primary caregiver," as that term is defined in California Health and Safety Code Section 11362.5(e).
- As used in this section, the following definitions shall apply:
  - a) "School" means any institution of learning for minors, whether public or private, including any special institution of education, children's center or any nursery, elementary, middle, junior high, or senior high school.
  - b) "Park" means and includes all parks, parkways, malls, plazas, greenbelts, gardens,

lakes and other property owned by the city and used, operated or maintained for recreational purposes.

- c) “Health facility” means a facility, place or building that is organized, maintained, and operated for the diagnosis, care, prevention, and treatment of human illness, physical and mental, including convalescence and rehabilitation, or for any one of those purposes, for one or more persons, to which the persons are admitted for a twenty-four (24) hour stay or longer.
- d) “Clinic” means an organized outpatient health facility which provides medical, surgical, dental, optometric, podiatric, or psychological advice, services, or treatment to patients who remain less than twenty-four (24) hours. (Ord. 99-027 § 2; Ord. 99-001 § 1; prior code § 37.04.401)

If you are seen or reported smoking, you will be dropped from your program/class effective immediately.

DRUG AND ALCOHOL ABUSE PREVENTION AND RESOURCES

Substance Abuse: Policy, Sanctions, & Laws
In accordance with the Drug Free Schools and Communities Act of 1989, the following information is provided regarding school campus policies prohibiting unlawful possession, use or distribution of drugs or alcohol; school sanctions regarding drug and alcohol violations by students or employees; federal, state, and local laws and penalties for drug and alcohol offenses; health effects of drug and alcohol abuse; and local resources providing assistance for drug and alcohol abuse (counseling, rehabilitation, or re-entry programs).

School Policy and Sanctions
Charles A. Jones Career and Education Center strives to maintain communities and workplaces free from the illegal use, possession, or distribution of alcohol and other drugs. The manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by CAJ students and on school property, at official school functions, or on school business is prohibited except as permitted by law, school policy, and campus regulations. Students violating these policies are subject to disciplinary action, including suspension or dismissal from the school, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.

Loss of Financial Aid for Conviction Involving Possession/Sale of Illegal Drugs
A conviction under federal or state law for any offense involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)), if the conviction occurs during a period of enrollment for which the student was receiving Title IV HEA program funds.

Federal Laws and Sanctions
Under Federal law, it is a felony offense to sell or intend to sell, manufacture, or distribute Schedule I and II illicit drugs or mixtures containing them (e.g., Cocaine, Methamphetamines, Heroin, Ecstasy, GHB, Ketamine, LSD, PCP, and so-called "Designer Drugs", as well as "counterfeits" purported to be such drugs), or to traffic in Marijuana or Hashish. Depending upon the quantity of drugs involved, penalties for first offenses range from 5 years to life (20 years to life if death or serious injury involved) and fines up to $10 million or more, and for second offenses from 10 years to life (life if death or serious injury involved) and fines up to $20 million. Illegal trafficking in over-the-counter or prescription drugs (including anabolic steroids) have maximum terms of 1 year for first offenses and 4 years for second offenses, and heavy fines. Illegal possession of controlled substances can trigger federal prison sentences and fines of at least $1,000 for first offenses, more for second offenses.
Those convicted of possession or distribution of controlled substances can be barred from receiving benefits of federal programs, including student grants and loans, contracts, and

professional and commercial licenses; may be subject to forfeiture of property used in or traceable to illegal controlled substance transactions; and, if non-citizens, subject to deportation.

California Laws and Sanctions
California law prohibits furnishing and selling alcoholic beverages to underage (younger than 21) or obviously intoxicated individuals. Underage persons may not buy alcoholic beverages or possess them on campus, in public, or in places open to public view; the penalties for violations of these laws may include substantial fines and jail. Alcohol may not be sold without a license or permit. State law also prohibits driving a motor vehicle under the influence (a blood alcohol level of .08 percent or higher creates a presumption of intoxication, but can be charged with lower blood alcohol levels); drinking or possessing an open container of alcohol while driving; and operating a bicycle while intoxicated.

Drunk-driving penalties include jail or prison, fines of $1,000 or more, driver's license suspension or revocation, and required drug/alcohol treatment programs. Refusing to submit to a test for blood alcohol can result in suspension of driver's license for up to 3 years. Sale or possession for sale of controlled substances such as Cocaine, Methamphetamines, Heroin, Ecstasy, GHB, Ketamine, LSD, PCP, Marijuana, and "Designer Drugs" is a felony with terms of 3 years or more; manufacture results in terms of 3 years or more; possession alone is punishable by up to 4 years in prison. Sentences are enhanced for previously convicted felons, for distribution within 1,000 feet of a school or University or within 100 feet of a recreational facility, and for distribution to a pregnant woman or to someone under 18 by one over 18. Property used in drug transactions can be seized.

Sacramento City Ordinances
Sacramento City Ordinances prohibit consumption of alcohol in public, possessing open containers of alcohol in public or at retail off-sale premises, and drinking in parks. Sanctions (probation, jail, fines) are imposed in accordance with California state law.

The following is information about health risks associated with substance abuse and resources available in the areas of Health & Services, Crisis Shelter and Safety. Information about Drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally (listed on next page). If you need a referral, please contact the Charles A. Jones Career and Education Center Site Administrator at (916) 395-5800 extension 701011.

Health Risks Associated with Substance Abuse
Substance abuse can cause very serious health and behavioral problems, including short- and long- term effects upon both the body (physiological) and mind (psychological), as well as impairment of learning ability, memory, and performance. Chronic health problems may arise from long-term abuse, and acute, traumatic reactions may arise even from one-time or moderate use. In addition to the toxicity of specific drugs, mixing drugs can compound toxic effects. Illegal, "counterfeit" or "designer" drugs may be toxic, contaminated, or have impurities causing poisoning, and can be lethal. Acute health problems may include heart attack, stroke, and sudden death (even first-time use of Cocaine or GHB). Long-term effects include heart and/or lung damage, high blood pressure, blood vessel leaks in brain, brain cell destruction, permanent memory loss, infertility, impotency, immune system impairment, kidney failure, and cirrhosis of the liver. Substance abuse is correlated with high- risk behavior that might lead to accidents and injury, increased risk of contracting a sexually transmitted infection, or unwanted pregnancy. Drugs and alcohol might also be used to incapacitate victims of sexual assault. Using alcohol or other drugs while pregnant can cause fetal damage, birth defects, miscarriage and infant death. For additional information on health risks of substance abuse, see: http: //www.drugabuse.gov/consequences

DRUG AND ALCOHOL ABUSE RESOURCES

Health & Services
Another Choice Another Chance (age 12-24): 916.388.9418/info@acacsac.org
UC Davis CAARE Center: 916.734.8397
The Bridge Network: 916.244.1406
Children's Access Number: 916.875.1055
Sacramento Rescue & Restore Coalition: http://sacramentorescueandrestore.net Laverne Adolfo Transitional Housing Program for Former Foster Youth: 916.879.1784 Sutter Teen Programs: 916.887.4031
Birth and Beyond: 916.226.2836
Folsom Cordova Community Partnership: 916.859.0045
UC Davis Infant Mental Health Program – parenting a child ages 0–3: 916.734.8396
Bridget's Dream (age 11-25): 916.235.3690
Community Against Sexual Harm/CASH (age 18 and up): 916.856.2900
Grace City App: Free app in the Apple app store & Samsung: Connects to most Sacramento exploitation/H.T. services

Community resources include Sacramento County services and Twelve Step Programs:

- Alcoholics Anonymous (AA) 24 Hour Hotline – 916-454-1100; http://www.aasacramento.org/; http://www.aa.org/
- Marijuana Anonymous – 800-766-6779; https://www.marijuana-anonymous.org/
- Cocaine Anonymous – 916-469-6588; www.ca.org
- Narcotics Anonymous (NA) – 800-565-2135; http://www.na.org/; www.sacramentona.org
- Al-Anon/Alateen – email: wso@al-anon.org; http://www.al-anon.org/for-alateen
- Sacramento County Department of Health & Human Services Alcohol &Drug www.dhhs.saccounty.net

Crisis Shelter
WEAVE: 916.920.2952
My Sister's House: 916.428.3271
Wind Youth Services Emergency Shelter: 800.339.7177

Safety
Child Abuse 24-Hr. Hotline: 916.875.KIDS
F.B.I.: 916.481.9110
Sacramento Police: 911 or 916.264.5151 Sacramento Police Missing Persons: 916.264.5471
Sacramento Sheriff: 911 or 916.874.5115
Sacramento Sherriff's Missing Persons Bureau: 916.874.7630
National Human Trafficking 24-Hr. Hotline: 888.373.7888 or text INFO or HELP to 233-733
Suicide Prevention & Mental Health Crisis Intervention 24-Hr. Hotline: 916.368.3111 or 916.875.9970
Safely Surrendered Baby 24-Hr. Info Line: 877.222.9723

UNIFORM COMPLAINT PROCEDURES

Uniform Complaint Procedures Pamphlet 2024–25

California Department of Education March 2024
Authorized by: California *Education Code* Section 33315 and *California Code of Regulations*, Title 5 (5 *CCR*) sections 4600–4694

What is a UCP complaint?

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement alleging a violation of federal or state laws governing certain educational programs.

What agencies are subject to the UCP?

The UCP covers alleged violations by local educational agencies (LEAs) (school districts, county offices of education, and charter schools) and local public or private agencies which receive direct or indirect funding from the State to provide specific school programs, activities, or related services.

What programs and activities are subject to the UCP?

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under California *Education Code* (*EC*) sections 200 and 220 and *Government Code* Section 11135, including any actual or perceived characteristic as set forth in *Penal Code* Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in *EC* Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act (ESSA)

- Instructional Materials and Curriculum: Diversity
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

What issues are not covered by the UCP?

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of the LEA, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, student advancement and retention, student discipline, student records, the Bagley-Keene Open Meeting Act, the Brown Act, and other general education requirements. The LEA, however, may use its local complaint procedures to address complaints not covered by the UCP.

Only allegations within the subject matters falling within the UCP can be appealed to the California Department of Education (CDE).

In addition, the following complaints are referred to other agencies for resolution and not subject to the UCP:

- Allegations of child abuse are referred to County Departments of Social Services, Protective Services Divisions, or appropriate law enforcement agency.
- Health and safety complaints regarding licensed facilities operating a Child Development Program are referred to the Department of Social Services.
- Employment complaints are sent to the California Department of Fair Employment and Housing.

How do I file a UCP complaint and how is it processed?

The LEA's UCP complaint policies and procedures provide the information needed to file a local complaint. Each LEA must annually notify its students, employees, parents/guardians, school and district advisory committees, appropriate private school officials and other interested parties of the LEA's UCP complaint policies and procedures, and the opportunity to appeal the LEA's Investigation Report to the CDE. LEAs must provide their complaint policies and procedures free of charge.

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What are the responsibilities of the complainant?

- Receives and reviews the UCP complaint policies and procedures from the LEA.
- Files a written complaint by following the steps described in the LEA's UCP complaint procedures.
    1. The signature on a complaint may be handwritten, typed (including in an email) or electronically-generated.
    2. A complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.
    3. All complaints must be filed within one year from the date of the alleged violation. For Local Control and Accountability Plan (LCAP) complaints, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the LEA.
- Cooperates in the investigation and provides the LEA investigator with information and other evidence related to the allegations in the complaint.
- May file a written appeal to the CDE within 30 calendar days of receiving the LEA's decision if they believe the LEA's decision is incorrect.
- Must specify the basis for the appeal and whether the LEA's facts are incorrect and/or the law is misapplied. The appeal packet must contain a copy of the original complaint to the LEA and a copy of the LEA's decision.
- Where applicable, within 30 calendar days of receiving the CDE's decision or report, may submit a request for reconsideration by the Superintendent of Public Instruction at the CDE or their designee. The request for reconsideration must specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the appeal Decision.
- When filing an appeal with the CDE, must specify and explain the basis for the appeal, including at least one of the following:
    1. The LEA failed to follow its complaint procedures, and/or;
    2. Relative to the allegations of the complaint, the LEA Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or;
    3. The material findings of fact in the LEA Investigation Report are not supported by substantial evidence, and/or;
    4. The legal conclusion in the LEA Investigation Report is inconsistent with the law, and/or;

5. In a case in which the LEA found noncompliance, the corrective actions fail to provide a proper remedy.

What are the responsibilities of the LEA?

- Ensures compliance with applicable federal and state laws and regulations.
- Adopts UCP complaint policies and procedures consistent with the *California Code of Regulations*, Title 5 sections 4600–4694.
- Designates a staff member to be responsible for receiving, investigating and resolving complaints and makes sure the staff member is knowledgeable about the laws/programs they are assigned.
- Must give the filing party an opportunity to present information and/or evidence relevant to the complaint.
- Protects complainants from retaliation.
- Resolves the complaint and completes a written report within 60 calendar days of receipt of the complaint unless extended by written agreement of the complainant.
- Must advise the complainant of the right to appeal the LEA's Investigation Report to the CDE within 30 calendar days of receiving the report.
- If the LEA finds merit in a complaint, it must impose corrective actions for, including, but not limited to, complaints involving pupil fees, courses of study, instructional minutes for physical education and LCAP, and must include a remedy to all affected pupils, parents and guardians.
- LEAs shall provide the investigative file to the CDE within 10 days of notification of an appeal. An LEA's failure to provide a timely and complete response may result in the CDE ruling on the appeal without considering information from the LEA.

What are the responsibilities of the CDE?

The UCP authorizes the CDE to process appeals of the LEA's Investigation Report on UCP complaints; or, in certain specified situations, to intervene directly and investigate the allegations in the complaint. The CDE:

- Reviews, monitors, and provides technical assistance to all LEAs regarding the adoption of UCP complaint policies and procedures by the LEA's governing board.
- Refers a complaint to the LEA for resolution when appropriate.
- Considers a variety of alternatives to resolve a complaint or appeal when:

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  - The complainant alleges and the CDE verifies that, through no fault of the complainant, the LEA failed to act within 60 calendar days of receiving the complaint.
  - The complainant appeals an LEA decision if they believe the decision is factually and/or legally incorrect.
  - When requested by the complainant, the CDE determines when direct intervention is applicable.

- Requires corrective action by the LEA if noncompliance issues are identified during the investigation.
- Provides monitoring and technical assistance to LEAs to ensure resolution of findings of noncompliance.
- Where applicable, notifies the parties of the right to request reconsideration of the CDE's decision/report by the Superintendent of Public Instruction at the CDE within 30 calendar days of the receipt of the decision/report.
- For those programs governed by part 76 of Title 34 of the *Code of Federal Regulations*, notifies the parties of the right to appeal to the United States Secretary of Education.
- If the CDE finds merit in an appeal, it must issue corrective actions for, including, but not limited to, complaints involving pupil fees, courses of study, instructional minutes for physical education and local control and accountability plans, and must include a remedy to all affected pupils, parents, and guardians.
- The CDE must issue an appeal Decision within 60 days, unless extended by written agreement with the Appellant, or the CDE documents exceptional circumstances and informs the Appellant, or the CDE receives notice that the matter has been resolved at the local level, or the CDE receives notice that the matter has been judicially decided.
- The CDE may at its discretion directly intervene without waiting for an LEA investigation in certain enumerated situations.
- The CDE must directly intervene if the complaint alleges that an agency that is not an LEA violated laws relating to a Child Care and Development program.
- When the CDE directly intervenes, the CDE must issue a Department Investigation Report within 60 days, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant, or the matter has been resolved at the local level or judicially decided.

- When the CDE declines direct intervention in an anonymous complaint, the CDE will not forward the complaint to the LEA without the complainant's permission.
- Within 30 days of the date of the CDE's appeal Decision, either party may request reconsideration. Within 30 days of the date of the CDE's Investigation Report, either party may request reconsideration.
- On reconsideration, the CDE will not consider new information unless it was unknown during the investigation and could not have become known with due diligence.
- The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE Investigation Report remains in effect and enforceable, unless stayed by a court.

Williams Complaints

A Williams complaint concerns alleged deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. They may be filed anonymously. LEAs must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

A Williams complaint must be resolved by the school principal or by the district superintendent or his or her designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is no right of appeal to the CDE.

In the case of complaints concerning a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution has the right to file an appeal to the Superintendent of Public Instruction at the CDE within 15 calendar days of receiving the LEA's decision.

For further information on Williams facility complaints and appeals please visit the CDE Williams Facilities Complaints and Appeals web page at https://www.cde.ca.gov/ls/fa/sf/williamsappeal.asp.

State Preschool Health and Safety Issues in LEAs Exempt from Licensing

A complaint regarding State Preschool Health and Safety issues incorporate emergency and/or urgent facilities conditions that pose a threat to the health and safety of students. They may be filed anonymously. LEAs must have a complaint form available for these

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types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each state preschool classroom notifying parents and guardians of the matters subject to these complaints and where to obtain a form to file a complaint.

A state preschool health and safety complaint must be resolved by the school principal or by the district superintendent or his or her designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the governing board of the school district at a regularly scheduled meeting of the board. A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of the district superintendent has the right to file an appeal to the State Superintendent of Public Instruction.

Additional Information

For additional information, contact the appropriate office listed on the Contact Information for Various Programs and Services Subject to the Uniform Complaint Procedures, or visit the CDE Uniform Complaint Procedures Contacts web page at https://www.cde.ca.gov/re/cp/uc/ucpcontacts.asp.

Contact Information for Various Programs and Services Subject to the Uniform Complaint Procedures

[as of February 2024]

Accommodations for Pregnant and Parenting Pupils, Student Lactation Accommodations, and LGBTQ Resources, Education Equity UCP Office; 916-319-8239

Adult Education, Adult Education Office; 916-322-2175

After School Education and Safety, Expanded Learning Division; 916-319-0923

Agricultural Career Technical Education, Career and College Transition Division; 916-445-2652

Career Technical and Technical Education; Career Technical; Technical Training; and Career Technical Education and Regional Occupational Centers and Programs, Career Technical Education Leadership Office; 916-322-5050

Course Periods without Educational Content, Categorical Programs Complaints Management Office; 916-319-0929

Discrimination, Harassment, Intimidation, Bullying, Education Equity UCP Office; 916-319-8239

Independent Study, Juvenile Court and Community School Students; and Education of Pupils in Foster Care and Pupils who are Homeless, Educational Options Office; 916-323-2183

Interstate Compact on Educational Opportunity for Military Children, Career and College Transition Division; 916-319-0914

Every Student Succeeds Act / including Compensatory Education, Migrant Education, Categorical Programs Complaints Management Office; 916-319-0929

Local Control Accountability Plans (LCAPs): Local Agency Systems Support Office; 916-319-0809

Physical Education: Instructional Minutes, Professional Learning Support Division; 916-323-6440

Pupil Fees, Categorical Programs Complaints Management Office; 916-319-0929

School Plans for Student Achievement, Categorical Programs Complaints Management Office; 916-319-0929

Schoolsite Councils, Categorical Programs Complaints Management Office; 916-319-0929

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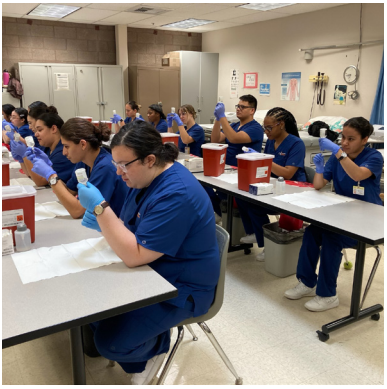
State Preschool and Transitional Kindergarten, including Health and Safety Issues in LEAs Exempt from Community Care Licensing, Early Education Division; 916-322-6233

STAFF LIST

Last Name	First Name	Department/Program
Adams	Brian	Teacher - Construction
Apesoa	Ruth	Teacher - ESL
Atwood	Marianne	Teacher - ESL
Bradshaw	Patricia	Teacher - Medical Assistant
Capshaw	Lisa	Clerk III
Carley	Clifton	Coordinator III Adult Education
Clayton Johnson	Marla	Director III Adult Education
Cook-Harvey	Jason	Education Entrepreneur
Coronel	Mariana	Clerk III
Curry	Christina	Teacher - N.A./V.N.
Duong	Nini	Adult Ed. Program Specialist
Espinoza	Eric	Campus Monitor
Gallardo	Ella	Teacher - N.A./V.N.
Gregg	Haley	Customer Relations Clerk
Goines	Jairus	Education Entrepreneur
Hashemi	Sayed	Education Entrepreneur
Hawes	Victoria	Teacher - ESL
Huynh	Sandra	Teacher - Pharmacy Technician
Lemonius	Ashley	Director of Nursing VN
Lemus	Virginia	Custodian
Lopez	Pauline	Supervisor II Adult Education
Martinez	Elizabeth	Education Entrepreneur
Martinez	William	Custodian
Menniefee	Breanna	Dreamcatchers
Mulloy	Kathleen	Teacher - N.A./V.N.
Powell	Keisha	Education Entrepreneur
Roshani	Iqbal	Education Entrepreneur
Ramos-Prince	Eileen	Supervisor II Adult Education
Rosa	Ruth	Adult Ed. Testing Proctor
Smith	Amanda	Customer Relations Clerk
Sterling	Margo	Teacher - ESL
Tasabia	Celena	Teacher - ESL
Tinson	Mamusu	Teacher - ABE/HSE
Voong	Pauline	Adult Ed. Testing Proctor
Weekes	Garrison	Clerk III
White	Marquita	Adult Ed. Testing Proctor

Clinical Medical Assistant

160 Hours • 8-10 Instructional Weeks



PROGRAM COMPONENTS

Medical Core Classes (Front Office):
- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

Focus Classes
- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

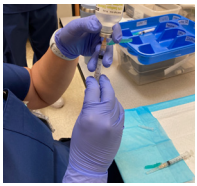
Externship
- 200 hours at end of program

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  Reading: 239 Math: 236

Immunizations*:
- TB/PPD Before Entering Program
- MMR (Measles, Mumps, and Rubella) Titers
- Varicella (Chickenpox) Titers
- Hepatitis A and B series (Titers or begin series at start of program)
- Tdap
- Flu Vaccine (when recommended)
- Meningococcal (when recommended)
- Pneumococcal (when recommended)





Graduating students will be fully prepared for employment as a Medical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.

*Documentation of all immunizations required on first day of class. Immunizations must be valid for the entire length of the program.

REQUIRED MATERIALS

Required CAJ Materials Included in Program Fees:

- CPR
- Drug Test - Panel 10
  (If additional screening is needed by the company, additional fees may apply)

Student **MUST** Purchase These **Additional Requirements** That are **NOT Included** In Program Fee

- Printed Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for theMedical Office 15th ed,
  ISBN: 9780323871167 (Workbook)
  ISBN: 9780323874243(Study Guide)
  ISBN: 9780443348839(SimChart Medical Office Workflow 2025)
- E-Book Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office 15th ed, E-Book
  ISBN: 9780323883023 (Workbook)
  ISBN: 9780323883160(Study Guide)
  ISBN: 9780443348853(SimChart Medical Office Workflow 2025)
- Stethoscope and Blood Pressure Cuff Bundle
- CAJ Uniform
  Scrub Top
  Scrub Pant
- Professional Liability Insurance (Student)www.proliability.com
- Background Check (appoximate cost)
- Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
- White tennis shoes (NON-FABRIC)
- Second hand watch for lab work (no smart watches allowed)
- White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.
- Personal Computer — Varies

WORKBOOKS AND STUDY GUIDES MUST BE NEW WITHOUT MARKINGS OF ANY KIND

Veteran Education Benefits.
School certifying official is available for assistance.

DATES	FEES	LENGTH	DAYS	TIMES
08/17/26 - 10/28/26 07/13/26 - 09/08/26 09/21/26 - 11/18/26 11/09/26 - 02/10/27 11/30/26 - 02/09/27	Program $2,995.00 Total: $2,995.00	Instructional weeks 120 Theory Hours 40 Extership Hours 160 Total Hours Not Including Breaks and Holiday	Monday thru Friday	9:00 am to 1:00 pm

NURSE ASSISTANT TRAINING

192 Hours • 5 Instructional Weeks



PROGRAM COMPONENTS

- Introduction
- Patients' rights
- Interpersonal skills
- Prevention management
- Body mechanics
- Medical and surgical aseptic
- Weights and measures
- Patient care skills
- Patient care procedures
- Vital signs
- Nutrition
- Emergency procedures
- Long-term care patients
- Rehabilitative nursing
- Observing and charting
- Death and dying
- Residents' bill of rights for the dying patient.

ADMISSION REQUIREMENTS

- Attend CAJ Orientation
- Assessment Test
  Reading: 234 Math: 214
- Must pass a drug and criminal background check

Health Requirements:

- Health clearance by physical exam
- Negative TB test
- Ability to:
  - lift, pull, and roll a minimum of 30 pounds.
  - reach overhead
  - stoop, bend, and grasp
  - stand and walk for long periods



Graduates qualify to take the State Certification Exam (issued by the State of California). They will be fully prepared for employment as a Nursing Assistant. They will also receive a CAJ certificate of completion.

Approved by the California Department of Public Health

REQUIRED MATERIALS

Required CAJ Materials Included in Program Fees:

- Nursing Assistant Basic Study Guide
- Blood Pressure / Stethoscope Pro Combo Dual Tube
- Drug test
- Finger Printing
- CPR

Student **MUST** Purchase These **Additional Requirements** That are **NOT Included** In Program Fee

- Professional Liability Insurance
  (Student) www.nso.com (800) 247-1500
  (approximate cost)
- Shoes: non-slip, close toed, non-cloth
  shoes or sneakers.
- C.N.A. Exam with Credentia
  www.credentia.com/test-takers/canorth (888) 204-6186

Veteran Education Benefits.
School certifying official is available for assistance.

This program does not qualify for Federal Financial Aid

DATES	FEES	LENGTH	DAYS	TIMES
08/17/26 - 09/22/26 09/30/26 - 11/05/26 11/16/26 - 01/11/27 01/19/27 - 02/25/27 03/03/27 - 04/14/27 04/21/27 - 05/26/27	Registration: $100.00 Program $1500.00 Total: $1600.00	5 Instructional weeks 80 Theory Hours 112 Shop Hours 192 Total Hours Not Including Breaks and Holiday	Monday thru Friday	Week 1-2: 7:00 am to 3:30 pm Week 3-5: Clinical Time vary

PHARMACY TECHNICIAN

660 Hours • 20 Instructional Weeks
(Entry-level and Advanced-level)



PROGRAM COMPONENTS

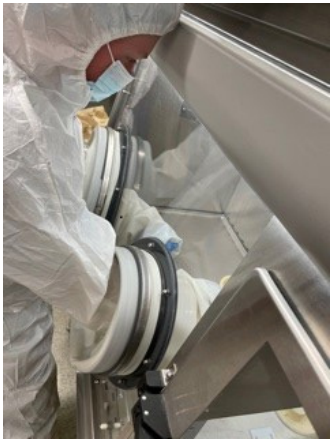
- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacy Labs for Pharmacy Technicians
- Two (2) 120-Hour Experiential Externship Placements. Specific placements based on availability.

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  Reading: 239 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

Required Immunizations:
Due by Block 1 completion:

- MMR
- Chickenpox (Varicella)
- Diphtheria, Tetanus, Pertussis (DTP)
- Hepatitis A and B series
- TB/PPD (or clear chest x-ray)



Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.

Successful completion of Entry-level and/or Advanced-level requirements are based on the American Society of Health-Systems Pharmacists (ASHP) Curriculum, 5th Edition

Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

REQUIRED MATERIALS

Required CAJ Materials Included in Program Fees:

- CPR
- Drug Test - Panel 10
  (If additional screening is needed by the company, additional fees may apply)

Student **MUST** Purchase These **Additional Requirements** That are **NOT Included** In Program Fee

- Pharmacy Practice for Technicians, 7th Edition (paper version)
  ISBN: 9780763893019
- Background Check
- Professional Liability Insurance
  (Student) www.proliability.com - (800) 503-9230
- Live Scan fingerprint processing fee (DOJ and FBI)
- State Board of Pharmacy License Application (BOP)
- Passport Picture
- Personal computer
  Internet Access required for Distance Education components.

Optional (Non-CAJ fees):

- PTCB National Certification (www.ptcb.org)
- Joining Professional Organization

COVID-19 VACCINATION AND/OR TESTING MAY BE REQUIRED FOR EXTERNSHIP PLACEMENT AS DETERMINED BY THE EXTERNSHIP SITE. VACCINATION REQUIREMENTS ARE DETERMINED BY THE EXTERNSHIP SITES AND MAY VARY/SUBJECT TO CHANGE.

WORKBOOKS AND STUDY GUIDES MUST BE NEW WITHOUT MARKINGS OF ANY KIND.

Veteran Education Benefits.
School certifying official is available for assistance.

This program does not qualify for Federal Financial Aid

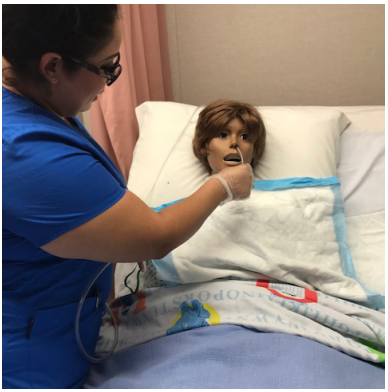
DATES	FEES	LENGTH	DAYS	TIMES
08/24/26 - 02/05/27 01/04/27 - 06/11/27	Registration: $100.00 Program $5,700.00 Total: $5,800.00	20 Instructional weeks 420 Theory Hours 240 Shop Hours 660 Total Hours Not Including Breaks and Holiday	Monday thru Friday	8:30 am to 3:00 pm

ashp ACPE ACCREDITED

For information about national and program accreditation, contact the institution.

VOCATIONAL NURSING

1530 Hours • 41 Instructional Weeks



PROGRAM COMPONENTS

- Nursing practice and process
- Standards of care, ethical and legal issues
- Health promotion and preventive care
- Genetics
- Respiratory health
- Cardiovascular health
- Neurologic and sensory health
- Gastrointestinal and nutritional health
- Renal, genitourinary and reproductive heath
- Metabolic and endocrine health
- Immunology
- Musculoskeletal health
- Emergency nursing
- Maternity and neonatal nursing
- Pediatric nursing
- Psychiatric nursing

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  Reading: 248 Math: 236
- Proof of at least 200 hours providing nursing care under licensed professional
- CPR/First Aid Certification
- Nursing Entrance Exam
  (Kaplan, C-NET, HESI, or TEAS)
- Must pass drug test and criminal background clearance
- Negative TB test (2-step) or Chest X-ray

† ***Prerequisites:***

- *CNA License*
- *Anatomy and Physiology (36 hours)*
- *Math for Meds (18 hours)*
- *Medical Terminology (18 hours)*

† With a valid CNA license, CAJ Vocational Nursing (Licensed Practical/Vocational Nursing Training) Students can receive 10 hours applied to total hours required to schedule VN licensure exam. They may also receive up to 234 hours applied for valid prerequisite courses completed.



Graduating students will be fully prepared for employment in the health care profession. They will also receive a CAJ certificate of completion.

Approved by the Board of Vocational Nursing and Psychiatric Training

REQUIRED MATERIALS

Required CAJ Materials Included in Program Fees:

- Drug Test - Panel 10
  (If additional screening is needed by the company, additional fees may apply)

Student **MUST** Purchase These **Additional Requirements** That are **NOT Included** In Program Fee

Level 1:

- Nutrition Essentials, 9th ed.
  ISBN: 9781975161125
- Introductory to Mental Health Nursing, 5th ed.
  ISBN: 9781975211240
- Introductory Clinical Pharmacology, 12th ed.
  ISBN: 9781975163730

Level 2:

- Timby's Fundamentals Nursing Skills and Concepts, 12th ed.
  ISBN: 9781975141769
  ISBN: 9781975159658 (Workbook)
- Lippincott Review for NCLEX-PN, 12th ed.
  ISBN: 9781975141509
- Timby's Introductory Medical-Surgical Nursing, 13th ed. Bundle
  ISBN: 9781975172237
  ISBN: 9781975183967 (Workbook)

Level 3:

- Introductory Maternity and Pediatric Nursing, 5th ed.
  ISBN: 9781975163785

- Uniform Royal Blue
  Scrub top
  Scrub pant
  Warm-up coat
  T-shirt
- Professional Liability Insurance (Student) www.nso.com - (800) 247-1500
  (approximate cost)

WORKBOOKS AND STUDY GUIDES MUST BE NEW WITHOUT MARKINGS OF ANY KIND

Veteran Education Benefits.
School certifying official is available for assistance.

This program qualifes for Federal Financial Aid

DATES	FEES	LENGTH	DAYS	TIMES
July 20, 2026 - June 22, 2027	Registration: $100.00 Program $25,000.00 Total: $25,100.00	41 Instructional weeks 576 Theory Hours 954 Shop Hours 1530 Total Hours Not Including Breaks and Holiday	Monday thru Friday	8:00 am to 4:30 pm Clinical vary (Mostly AM Shift)

Online Career Training Programs

Program	Tuition	Schedule
Medical Billing/Coding	$3604.00	Fully remote and self-paced courses
Sterile Processing Tech	$3192.00	
Optician Certification	$2368.00	
Electrocardiography Technician	$2368.00	

VOCATIONAL NURSING PREREQUISITE COURSES

Three highly accelerated courses in a six week time frame

ADMISSION REQUIREMENTS

- Assessment Test
  Reading: 248 Math: 236

PROGRAM DATES

Monday-Friday
8 hrs/day
8:00 AM-4:30 PM
August 3, 2026 -
August 24, 2026

FEES

Registration Fee: (non-refundable)	$ 100.00
Total Course Fee: See individual class fees	$ 900.00
TOTAL: Plus books and materials	$1000.00

NOTE: In addition to the Vocational Nursing (VN) Prerequisite Courses, a valid CNA license AND proof of 200 hours providing nursing care under a licensed professional are also required for admission into the CAJ VN program.

Courses	Hrs	Fees	Course Dates	
Anatomy and Physiology	36	$300	06/09/26-06/15/26	
Medical Terminology	20	$300	06/01/26-06/03/26	
Math for Medications	20	$300	06/04/26-06/08/26	

REQUIRED MATERIALS

Not Included in Program Fees:

- Medical Terminology in a Flash!: A Multiple Learning Approach, 5th ed.
  ISBN: 9781719648646
- Math for Meds: Dosages & Solutions, 11th ed.
  ISBN: 9781285459974
- Memmler's Human Body in Health & Disease, 14th ed.
  ISBN: 9781284224283 (Text Bundle)

Workbooks and guides must be new, without markings of any kind.

POLICY REGARDING REFUNDS FOR: VOCATIONAL NURSE PREREQUISITE COURSES

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs. *See Costs, Fees and Charges (page 42) for details.

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

ADULT BASIC EDUCATION/HIGH SCHOOL EQUIVALENCY PREPARATION/HIGH SCHOOL DIPLOMA

—AND—

ENGLISH AS A SECOND LANGUAGE/CITIZENSHIP

ALL ACADEMIC CLASSES ARE FREE!

Registration	Program Dates	Schedule
Open Entry Assessment Test Required	Term I 08/18/25 - 12/19/25 Term II 01/05/26 - 06/05/26	**ESL, ABE, HSD, HSE** T/TH/F and M/W/F Morning 2.5 hours Afternoon 2.5 hours with evening classes 5:30 - 8:00 PM **Citizenship** T/TH 5:30 - 8:00 PM online with Instructor

High School Equivalency | High School Diploma | ESL | Citizenship

FORKLIFT CERIFICATION

Check www.caj.scusd.edu for exact dates as they may change throughout the year

Forklift Certification for Class I, III, IV, and V and Pallet Jack

Register in person with ID at Charles A. Jones Career and Education Center

No High School Diploma Required

Must be at least 18 years old

2 Theory Hours
3 Shop Hours
5 Total Hours

Program Cost: $225 including $50 non-refundable registration fee

CLINICAL MEDICAL ASSISTANT

5451 Lemon Hill Avenue
Sacramento, CA 95824

CAJ CHARLES A. JONES CAREER & EDUCATION CENTER

Clinical Medical Assistant



Upcoming Dates:

Please visit caj.scusd.edu at the QR Code above for dates!

- Hands-on Training
- Expert Instruction
- CPR Certification
- 120 Hours of Instruction
- Preparation for National Exam
- 40 Hour Externship

Evening and Day Classes Available!
Cost: $2995 including CPR

1-877-948-7628 www.caj.scusd.edu

INTEREST-FREE PAYMENT PLANS AVAILABLE
Click QR Code for More Information

CONSTRUCTION

5451 Lemon Hill Avenue
Sacramento, CA 95824

CHARLES A. JONES CAREER & EDUCATION CENTER

Construction Program



Upcoming Dates:

Click the QR code to see new dates!

- Construction Core Certificate
- Plumbing Level I Certification
- Class I, III, IV, V and Pallet Jack
- Forklift Certification
- OSHA-10 Certification

Time: 7:00 - 12:00pm
Days: Monday - Friday
Cost: $750 plus PPE

916-395-5800 www.caj.scusd.edu

No High School Diploma Required

PHLEBOTOMY

5451 Lemon Hill Avenue
Sacramento, CA 95824

CAJ CHARLES A. JONES CAREER & EDUCATION CENTER

Phlebotomy Technician



Upcoming Dates:

Please visit caj.scusd.edu at the QR Code above for dates!

- Hands-on Training
- Expert Instruction
- Performing venipuncture
- Handling specimens properly
- Preparation for National Exam
- 40 Hour Externship

Days: Monday - Thursday
Time: 5:30 - 9:30pm
$2995
~~Cost: Competitive Tuition Rates~~

1-877-948-7628 www.caj.scusd.edu

INTEREST-FREE PAYMENT PLANS AVAILABLE
Click QR Code for More Information

CAJ HISET® TESTING

CHARLES A. JONES CAREER & EDUCATION CENTER
916-395-5800

25-26 HiSET® TESTING FEES & SCHEDULE

(FEES ARE NON-REFUNDABLE)

www.caj.scusd.edu

Test: Complete 5-Subtest Battery (***BEST VALUE - available to 1st-time examinees ONLY)*** ---------- $150.00
Subtest – SINGLE - (includes $20 State Fee and two retest attempts) ---------- $60.00
Subtest – RESET (includes two retest attempts within a 12-month period) ---------- $40.00

SCHEDULING, CHANGING, OR CANCELLING* TESTING APPOINTMENTS MUST BE DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE.

A GOVERNMENT ISSUED PHYSICAL PHOTO ID & HISET HOMEPAGE ARE REQUIRED FOR SCHEDULING EXAM AND THE DAY OF TESTING.

English Testing		
DAYS	**TEST**	**TIME**
Wednesday	Math	8:45 AM
Wednesday	Science	10:45 AM
Thursday	Writing	8:45 AM
Friday	Reading	8:45 AM
Friday	Social Studies	10:15 AM



Schedule Subject to Change without Notice.

Eligibility Requirements

- 18 years or older, or within 60 days of 18th birthday regardless of school enrollment status.

Payment of Fees

- Fees are paid by *cash, credit card, money order, or cashier's check only* at the school's Main Office prior to the testing date. **The Complete HiSET® Test Battery** fees are due at the time of registration, PRIOR to taking the first subtest. Each of the five subtests may be taken a maximum of three times during the period from January 1 to December 31. Those who fail to pass any of the subtests on the third try must wait until January 1 of the next year to start re-testing.

Fees are *non-refundable*.

Complete HiSET® Test Battery (5 subtests/3 attempts each subtest).....$150.00
Subtest – SINGLE – (includes $20 State Fee and two retests).....$60.00
Subtest – RESET - Re-test (includes two retests attempts within a 12-month period).....$40.00

Registration and Scheduling

- To register for the HiSET® exam test takers must first create a user account on hiset.org to establish a "HiSET ID number" Once HiSET ID number is established, a confirmation email will be sent to testers. Testers must log into their HiSET® profile. ***The "MY ACCOUNT" should display their first and last name, address, city, state, zip code, phone number and HiSET ID number.*** Print this page and bring it along with a **current, government issued** photo identification, and the payment for the test to the school office. Office hours are **Monday - Thursday 8:00am - 4:00pm. The school office is Closed on Friday.**
- Complete a test registration card and all other forms necessary for HiSET® test registration. (Meeting dates and test schedules available in the main office and on the website.)
- Sign up early for each test. One or more days in advance of test session is required. Examinees CANNOT sign up to test on the day of the test.
- Arrive 15 minutes early to your scheduled test. (*Late arrivals or failure to attend will result in you not being able to test on that day, and require you to reschedule*).

NOTE: Examinees may take only the scheduled test during each testing session.

Class Policy: HISET High School Equivalency Exam Preparation

- This course is designed to prepare you for all five parts of the High School Equivalency Exam (HISET) while helping you develop a variety of essential skills. This class is self -paced, featuring direct instruction and supplemental materials to support your learning.
- The HISET exam assesses whether you have achieved academic skills equivalent to a high school graduate.

Course Requirements:

1. Pretest: You will complete a pre-test for each subject area to assess your current level of knowledge.
2. Practice Test Requirements: You must pass three practice tests with at least 80% for per-test before you are eligible to take the actual HISET in that subject area.
3. Testing Considerations: Students who encounter time constraints, emergency situations, or are personally financing their testing may request special consideration for testing dates.
4. Attempts and Timeframe: You will have up to three attempts within one year to complete the entire battery of test.

This policy ensures a structured yet flexible approach to achieving success in the HISET exam

Identification

All examinees must present a **current, government issued** photo identification and **proof of residency**. Acceptable identification includes a state driver's license or Department of Motor Vehicles identification card, U. S. passport, U. S. issued employment or work visa, or tribal identification card. Identification must include examinee's name, birth date, signature, photograph, and address.

NOTE: Birth certificates, school identification cards, check cashing cards, and bus passes are not acceptable forms of identification.

On Test Day

Report to Room #203 with approved ID and wait to be called in by the HiSET® Examiner.

NOTE: Examinees arriving late will not be tested and will need to reschedule after paying any required rescheduling fees.

Test Reminders

- Bring approved ID, appointment confirmation, and payment receipt to every testing session.
- **Turn off** all cell phones and other electronic devices. Your test will be taken if seen or heard during testing session.
- Examinees are not permitted to leave testing room during the course of testing. If an examinee leaves the testing room, the test he/she is working on will be invalidated.
- Examinees are not permitted to use their own scratch paper. All necessary test items are provided by the test center.
- No hats or hoodies are permitted in testing room

***Cancellation Policy**

To cancel a reserved time slot, cancellations must be requested directly to office personnel **in person**, by 3pm, at least 1 business day prior to the reserved testing date. Phone calls, voicemails, and email messages are **not** acceptable forms of cancellation requests.

Scores

In general, it usually takes 7-10 business days for each test to be scored. To access your HiSET® scores: **1)** Go to: hiset.org **2)** Login to your user profile **3)** In main menu, click the **"My HiSET Scores"** link, **4)** print if desired, **5)** log off.

If you do not have access to a computer, you may use a computer in our Training Center located in room # 106.

CAJ REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than $100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
6. No refund on HSE testing fees (HiSET) or Forklift Certification
7. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (See section on limited contract instruction.)

COSTS, FEES AND CHARGES

Program fees do NOT include books, materials, or additional requirement costs.

A non-refundable registration fee is required for all fee-based programs and courses. Details are outlined in the program description.

Students are responsible for paying for all books, materials, and additional requirement costs for their program. For those students with funding assistance, books and materials are included only if specifically noted. Workbooks and study guides purchased must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program may be subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

Program fees and material costs are subject to change without notice.
Student is responsible for increases prior to purchase.
All fees must be paid in full to receive certificate of completion, transcripts, and participate in the graduation ceremony.

SCUSD
ADULT
EDUCATION

Sacramento City Unified School District

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