



Valley Adult School

High School Diploma

Student Handbook

Location:

21330 Lemon Street, Wildomar, CA 92595

Online

<http://vas.leusd.edlioschool.com/>

Phone Numbers:

Office: (951) 253-7460

Valley Adult School Staff:

Mrs. Nohora Vazquez – Principal

nohora.vazquez@leusd.k12.ca.us

Mrs. Donna Wiley - Instructor

donna.wiley@leusd.k12.ca.us

Mr. Raul Kohl – Instructor

raul.kohl@leusd.k12.ca.us

Ms. Dawna Gatrost - Instructor

dawna.gatrost@leusd.k12.ca.us

Mrs. Patty Lopez-Counselor

patty.lopez@leusd.k12.ca.us

Ms. Susette Vazquez – Para-educator

susette.vazquez@leusd.k12.ca.us

Our Mission

The mission of Valley Adult School is to actively seek resources and to create lifelong learning opportunities for our adult community in an effort to achieve education, employment, and personal goals within a high quality and accessible learning environment.

Our Vision

The vision of Valley Adult School is to continue to meet and exceed the changing educational and employment needs of our ever-changing community.



Our SLOs indicate that students will:

VISUALIZE their future

- Identify and achieve short and long term goals
- Demonstrate perseverance in their pursuit of education and lifelong learning experiences

ACHIEVE academic and personal growth

- Show a measurable increase in knowledge and skills
- Increase 21st century skills, such as critical thinking, communication, collaboration, and technology
- Gain self-confidence and awareness of their abilities

SUCCEED in all post-secondary transitions

- Successfully access post-secondary and workforce pathways
- Obtain career growth and/or college admission and completion
- Contribute to their community with their additional skills and education

Distance Learning Program Overview

Distance learning is an alternative program of choice where students 18 years and older may receive their high school diploma through online courses in an independent study modality. Students will be given coursework that aligns with the state standards, College and Career Readiness standards, and the LEUSD high school curriculum.

Enrollment at Valley Adult School requires an enrollment assessment and an in-person orientation. CASAS tests will be scheduled by the office staff. If you do not keep your appointment and take your pre-test you will be dropped. To remain a student in good standing, you may be required to take a CASAS post-test. This will be scheduled after you have completed 40 hours of attendance.

Students are expected to work a minimum of 6 - 12 hours a week on their coursework at home. Generally, a ten-credit class will be assigned for four weeks and a five-credit class for two weeks. To receive attendance credit, students will be required to log in and complete work on the online program. Students may also receive attendance credit when meeting virtually with a teacher. When the final exam is completed, a new course will be assigned.

Instructor Office Hours

Virtual office hours can be made by appointment. Use this link below to access your teacher's calendar and schedule an appointment. We ask that each student meet with an instructor at least once during the first few weeks of enrollment.

Please add the Zoom App or website to your phone or computer.

Donna Wiley is available:
Monday – Thursday 9 am to 6 pm

[Book time with Donna Wiley: Tutoring](#)

Raul Kohl is available:
Tuesday and Wednesday from 4 to 7:30

Book a time with Raul

Dawna Gatrost is available:
Tuesday – Thursday 4 pm to 7 pm

Attendance Policies

- Students are expected to log on and work on their assignments at least 6 hours weekly.
- Active engagement and progress are considered attendance.
- Non-engagement is considered an absence. After 2 absences, you will be given a warning.
- After three weeks of non-engagement on assignments a student may be dropped from our program.
- Re-enrollment will be at the discretion of the instructors.
- Students with freshman or sophomore standing must check in once a week with the instructor.

Homework Policies/Work Assignments

- Assignments consist of tutorials, activities, and mastery tests.
- Each tutorial must be thoroughly read. Any tutorial completed in less than 30 minutes will be considered incomplete. If you find that you finished a tutorial in under 30 minutes, go back through the material, take notes, and check your written responses for accuracy.
- **All** tutorial activities must be done **carefully and completely**. Follow directions. If using sample answers or Ai to assist you, be sure that your responses are paraphrased and written by you. Answers using copy and paste will be flagged and the work will need to be resubmitted in your own words.
- A 5-credit class should be completed in 2 – 4 weeks unless otherwise approved by a teacher.
- Students must receive at least 70% on any assignment to pass the class. Work that falls below that level must be corrected.
- Credits will not be issued if tutorials are not complete.
- All work must be completed by the student.
- If a CASAS post-test is required, no new work will be assigned until the test is taken.
- Students will complete their courses online. When the course is done, the instructor will assign a new class.
- Although students may not be able to attend school in the classroom, they can schedule a Zoom meeting to receive one-on-one tutoring from an instructor.

Childcare

Childcare is available for children of students when students are on campus. Children must be at least two years old and be potty trained and can be no older than 12 years old.

Childcare is available:

Monday – Friday

9 am to 12 pm

Monday - Thursday

5 pm to 8:30



LEUSD Graduation Requirements for Valley Adult School

Class of 2026/2027

	<u>Courses</u>	<u>Credits</u>
1.	<u>English</u>	
	English 9	10
	English 10	10
	English 11	10
	English 12	10
2.	<u>Social Science</u>	
	World History	10
	U.S. History	10
	Government/Economics	10
3.	<u>Science</u> , 2 courses	
	Life Science	10
	Physical Science	10
4.	<u>Mathematics</u> , 3 courses	
	Mathematics	20
	Algebra 1	10
5.	<u>Fine & Vocational Arts</u> , 1 course	
	Art, Music, Drama, Foreign Language, or CTE	10
6.	<u>Electives</u>	40
7.	<u>Effective Work Skills</u>	5
	Total Credits	175

Students can submit additional transcripts and certificates from all previous high schools, adult schools, colleges, and trade schools to the teacher for review.

A minimum of 5 credits must be earned at Valley Adult School to earn a VAS diploma.

2026 – 2027 School Year Calendar

August 10, 2026	Registration begins for Adult Education Classes
September 7, 2026	Labor Day*
October 28, 2026	District Employee Professional Development*
November 11, 2026.....	Veteran’s Day*
November 23 - 27, 2026	Thanksgiving Break*
December 21, 2026 - January 10, 2027	Winter Break*
January 11, 2027.....	Spring Semester Begins
January 12, 2027.....	District Employee Professional Development*
January 19, 2027.....	Martin Luther King Day*
February 12 & 15, 2027	President’s Days*
March 29 — April 2, 2027.....	Spring Break*
May 31, 2027.....	Memorial Day*
June 4, 2027.....	Last Day of School
June ?, 2027.....	Graduation Day*

* = no school

Additional Information:

- Valley Adult School is partnered with California Family Life Center, Planet Youth Program to provide all students with basic career services. The center is located at 400 W. Graham Ave. in Lake Elsinore (951-471-8415). Additional support is provided for students aged 16 – 24.
- A college and employment counselor is available through Valley Adult School. The counselor can assist you with applications, financial aid, and other college and employment guidance. Let your teacher know if you are in need of assistance.
- Riverside County American Job Center (AJC) is partnered with Valley Adult School to assist all exiting students needing employment or vocational training. AJC may provide up to \$8000 for vocational training classes and programs.
- All students enrolled at Valley Adult School have access to Office 365. Your teacher will provide you with your username and password. See the flyer on the next page for additional information.

Office 365

WHAT IS OFFICE 365?

Office 365 is a cloud-based program that allows users to create documents, store them, and share them with others. While a majority of work can be completed online, students in Lake Elsinore Unified School District also have free access to download five full licenses of Office software to install on any devices they choose (Mac, PC, iPad, or smart phone). These licenses can be moved, reassigned, and installed an infinite amount of times.

Office 365 comes with access (online and offline) to Word, PowerPoint, Excel, and Outlook (email). In addition, users have access to OneNote and OneDrive, where they can take notes and store up to 1 TB of documents and files.



Office 365 allows access to your email, your work and Office products 24/7



HOW DO I SIGN IN?

Students already have their accounts created. Signing in and using Office 365 is as simple as three steps.

1. Open a web browser and navigate to <http://portal.office.com>
2. Type in your email address as your username (this is also your LEUSD email address)
 - a. Your Office 365 account username is a combination of your six-digit student id, and @leusd.k12.ca.us
 - i. If John Smith had a student number of 123456, his Office 365 username (and email address) is 123456@leusd.k12.ca.us
3. After you type in your username, you will be redirected to LEUSD's Office 365 login. Finish login in by typing in your eight-digit date of birth, with no slashes or dashes
 - a. If student John Smith was born January 1st, 2008, his password would be 01012008

That's it! Welcome to Office 365!