



San Juan School for Adults

Where Learning Never Ends...



2025-2026

Catalog
of Adult Education Courses
adulthoodeducation.sanjuan.edu/education

Academics. | Career Technical Education |
Community Education | College and Career Services

WELCOME!

The San Juan Unified School District Adult Education program has proudly served our community in the Greater Sacramento area for decades. We are pleased to continue supporting the vital needs of adults in several areas and we are participants in the District's Strategic Plan. We serve thousands of parents in our community through classes that will both support their children in school and success in the future.

Because we know our students lead diverse lives, we use in- person, hybrid, and distance learning models to accommodate our students' busy schedules. For those seeking an in-person classroom experience, we have campuses in Arden-Arcade (located at Encina High School) and in Citrus Heights (at our Sunrise Tech Center campus). We also offer several classes on- line for those who want to participate from home.

Students may take classes in High School Completion/Equivalency (HSD/HSE), learning English as a secondary language (ESL), career technical education (CTE), as well as enrichment course through our Community Education program. We are also an official GED Testing Center (at our Sunrise Tech campus). Our HSD program is WASC- accredited, so that our diploma is recognized nationwide on par with high school programs across the country.

Our HSD/HSE and ESL courses are offered free of charge, while our CTE and community education courses are fee-based.

For more information, check out our website at [San Juan Adult Education](http://SanJuanAdultEducation.org). You may contact us either by email at Adult.Education@sanjuan.edu or by phone at 916-971- 7654.

LOCATIONS

Sunrise Tech Center (in Citrus Heights)

7322 Sunrise Blvd. Citrus Heights, CA 95610

Telephone: 916-971-7654

Hours: Mon-Fri (except holidays)

8:30AM to 4:00PM

Encina Adult Center (in Arden-Arcade)

1400 Bell Street, Sacramento, CA 95825

Telephone: 916-971-8311

Hours: Mon-Fri (except holidays)

8:30AM to 4:00PM

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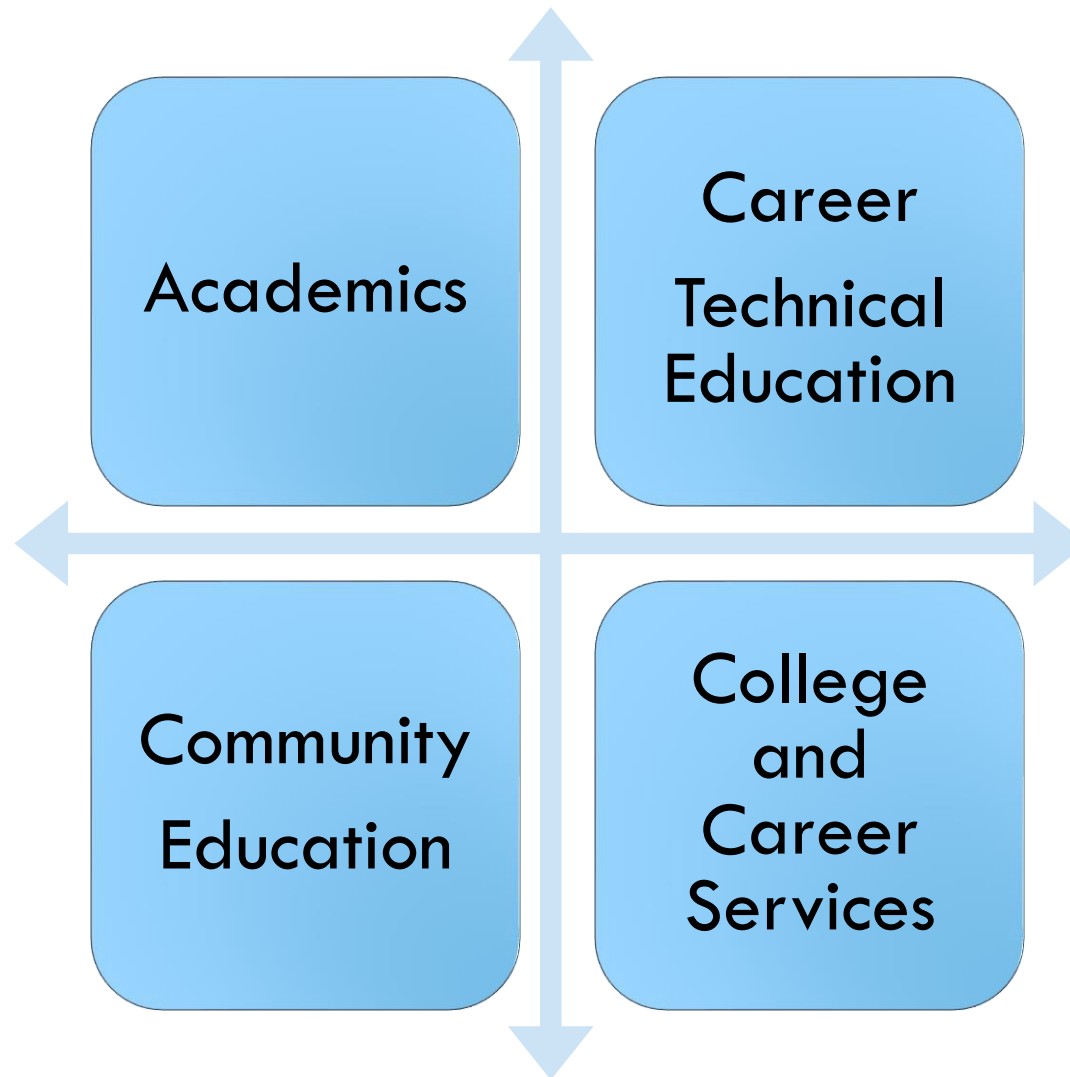
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San Juan Adult Education is a proud member of the Capital Adult Education Regional Consortium, or CAERC, as part of the California Adult Education Program (CAEP). The members and partners of CAERC work together to build, expand, and align adult education offerings and pathways and increase student support services throughout the region.

Check out CAERC's online tool to find available adult ed programs www.capitaladulthood.org.

From High School Completion and GED Preparation to English as a Second Language (ESL) to Career Education and Advice, we can help you build the academic program that will help you get where you want to go

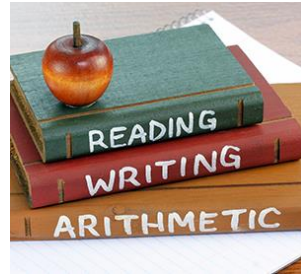


QUICKLINKS: Click the link below to find out about the courses you need.

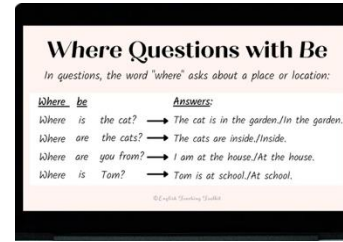
ACADEMICS



High School Diploma
High School Equivalency



Basic Education



English as a Second Language



Citizenship

Career and Workforce Readiness



Clinical Medical Assistant

Medical Terminology	
Combining Form	Definition
• arthr/o	joint
• chondr/o	cartilage
• cost/o	ribs
• crani/o	skull/head
• -desis	fixation/bind together
• kyph/o	humped-back, hill
• lord/o	curve, swayback
• -lysis	destruction
• lumb/o	loins
• -plasty	surgical repair
• -centesis	surgical puncture

Medical Terminology
Medical Coding



Dentistry



Careers with Children

Quick Links: Click the links to the course information you need.

Career and Workforce Readiness Apprenticeships



Firefighter



Roofer

Career and Workforce Readiness



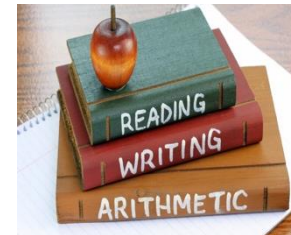
Microsoft Office



CBEST Test



Instructional Assistant



Job Readiness

Quick Links: Click the links to the course information you need.

Community Education



[Concert Band](#)



[Ceramics](#)



[Microsoft Office](#)



[Computer Basics](#)

Registration Information

- On-line registration is required for all classes. Computers are available at the Sunrise Tech and Encina offices for students to use for registration.
- ESL, and CTE courses require mandatory attendance to an Orientation meeting prior to enrollment into courses.
- Registration is on a first-come, first-served basis until classes are full.
- Classes that don't meet the minimum enrollment or that have low attendance may be cancelled. Any applicable fees will be refunded.
- Unless the course is cancelled by the school, refunds for fee-based courses are NOT available.
- San Juan Unified School District Adult Education classes are open to all adults age 18 and above and are designed to meet the needs of adults.

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Community Partners

San Juan Adult Education works with several partners to help you succeed along your learning pathway.

The following partners **provide classroom space** in their facilities to make our ESL classes more accessible to our immigrant students:

EL Camino High School

General Davie Jr. Primary Center

Will Rogers Middle School

Rio Americano High School

The following partners provide **services and financial assistance** to qualified students in our Career and Technical Education classes. These include:

Folsom Cordova Community Partnership

- Resume building
- Interviewing skills
- Subsidized employment
- Refugee/asylee employment assistance services
- Typing test certification



Sacramento Employment and Training Agency (SETA)

- Career coaching
- Job skills



The following partner provides services and classes to the SJUSD Community

San Juan Unified School District Family and Community Engagement Department (FACE)

The Family and Community Engagement Department offers a variety of virtual and in-person family education classes, workshops and conferences throughout the school year.

For more information or to register, visit [San Juan Family Education and Engagement](#) or call FACE at 916-971-7929.

Where will your learning pathway take you?

Looking forward to college and a career? From High School Completion and GED Preparation to English as a Second Language (ESL), we can help you build the academic program that will help you get where you want to go

Academics and ESL

- English as a Second Language
- Citizenship
- Bridge to Adult Secondary Education
- High School Diploma
- High School Equivalency (GED)
- Adult Basic Education



Ready to jump ahead to your new career? Check out our Career Technical Education (CTE) pathways. We offer career pathways in Healthcare, Office Business and Finance, Child Development, and apprenticeship partner programs.



Career Technical Education & Workforce Readiness

- CBEST Preparation
- Dental Assisting
- Instructional Assistant Prep
- Job Readiness
- Medical Assisting
- Medical Coding
- Microsoft Office

Community Education

- Concert Band
- Ceramics
- Computer Basics
- Microsoft Office





Academics

High School Diploma & High School Equivalency

High School Diploma

Adult students can earn their high school diploma at San Juan Adult Education.

Our high school completion program is accredited by the Western Association of High Schools and Colleges (WASC), the same organization that accredits all high schools in the district.

At SJAE, students work at their own pace either in an independent study program or in a multi- subject classroom. under the direction of credentialed teachers. Classes are free and open entry, which means you can start any time. Your first step is to register at [High School Diploma Registration](#). Once you have registered, one of our HSD staff members will reach out to you to set up an orientation and enrollment.

For more information, click on [San Juan Adult Education](#) or call our Main Office at 916-971-7654.

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High School Equivalency

San Juan Adult Education offers GED preparation courses to equip students for success. Students work at their own pace as they focus on the skills they need to improve for this high school equivalency program.

All students interested in GED classes must attend an orientation session to determine level for appropriate course placement. Your first step is to register at [High School Equivalency Registration](#). Once you have registered, one of our HSE staff members will reach out to you to set up an orientation and enrollment.

For more information, click on [San Juan Adult Education](#) or call our Main Office at 916-971-7654.

Secondary and Basic Education Locations

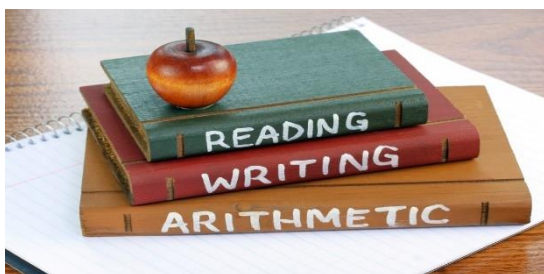
Adult high school, GED, and basic education courses are offered at the following locations and on-line, however, not all classes are offered at all locations:

- Sunrise Tech Center Adult Education

Adult Basic Education

Math for College & Career Readiness

Math Success Academy is a free comprehensive course that teaches basic math concepts and provides tools to boost the confidence and skills students need to be successful in their academic pathway. Eligibility: No prerequisite.



Reading and Writing for College & Career Readiness

This free class helps students sharpen their vocabulary, and critical reading and writing skills to prepare for job advancement or college entry. Eligibility: Placement test or teacher recommendation.

GED® Testing – San Juan Adult Education's Sunrise Tech Center is a Pearson VUE- Authorized Test Center.

Please go to [GED](#) for more information about the tests. Please be aware all GED® registration, payment, and test scores are exclusively accessed through GED® testing service at [GED](#) (GED.com).

For more information on our academic bootcamps, call (916) 971-7654

Academics

English as a Second Language

English as a Second Language

Literacy, beginning, intermediate, and advanced ESL classes are offered on a continuous open-enrollment basis. With a focus on English for work, home, school, and the community, these classes help develop and improve skills in listening, speaking, reading, and writing.

Basic Computer Skills for ESL Students

In the Basic Computer Skills class, ESL students will learn essential computer skills including accessing and using Gmail and other Google apps (Docs, Slides, etc.), and safely using web browsers and search engines. Additionally, students can practice keyboarding, writing simple emails, and preparing a resume.



The Communications Skills classes (low and high levels) help students develop their conversational skills and increase their fluency in spoken English. Students will learn to use appropriate vocabulary to communicate clearly and practice pronunciation, sound discrimination, stress, and intonation.

Citizenship Preparation

The Citizenship Preparation class prepares students for the US Citizenship and Immigration Services (USCIS) interview as they study to improve their English reading, writing, listening, and speaking skills.

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ESL Bridge to Adult Secondary Education

Prepare for your GED and HSD

This bridge class helps ESL students prepare for the GED® and HiSET® tests.

This class is designed to meet the English language needs of adult learners who would like to transition from the ESL program to either the GED or High School Diploma program.

This course covers **intermediate English language skills and Mathematics**. Students will master the English and Math skills needed to be admitted to the high school completion program.

ESL Class Locations

ESL classes are offered at the following locations, however, not all classes are offered at all locations, and vary depending on the space availability:

- Sunrise Tech Center (SJAE's Main Campus)
- Encina Adult Center**
- General Davie Primary Center**

**As a service to parents in class, free short-term childcare is offered on a space-available basis for

Career Technical Preparation & Workforce Readiness

Clinical Medical Assistant

Clinical Medical Assistant (CMA) (Externship included)

In this full-day, fast-paced, comprehensive certificate program, students can learn medical terminology and receive industry-standard clinical/back-office training in just one semester.

The CMA program includes two concurrent segments:

1. **Medical Terminology:** Learn the language of medicine by understanding word elements and how they correlate with the human body's anatomy and physiology and associated diseases, conditions, and treatments. Students will learn to pronounce, spell, and analyze medical words, and read medical reports, records, and prescriptions. In addition, this segment also includes front-office skills such as scheduling appointments and some medical office computer training.

NOTE: Students successfully completing this segment are eligible for community college credits through American River College.

2. **Clinical Course:** Students learn CMA clinical skills, including how to interview patients, position patients for all medical exams, take adult/infant vitals, give injections, perform a venipuncture, read an EKG/ECG, and more. Students practice their clinical skills on each other. This segment also includes CPR certification through the American Heart Association (mandatory; additional fees apply).

Campus: Sunrise Tech Center/ Encina Campus
See our website for current cost and scheduling information: [SJAE Clinical Medical Assistant](#) and [SJAE Medical Co](#)

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Prerequisites and Requirements

- Proof of high school diploma (in English) or GED;
- Written proof of a current TB test within 2 weeks of class start date;
- Scrubs (within 2 weeks of class start);
- English fluency as determined by a CASAS reading score of 230 or better.
- Basic computer skills including the ability to create, save, and email a document.
- Minimum typing speed of 25 words per minute

**To be assessed during orientation prior to class starting.*

Upon successful completion of both segments of the CMA program, students will earn a Certificate of Completion, qualify to take the national or state CMA licensing exam (additional fees apply), and may be recommended for an externship with a local partner health care provider. To receive a recommendation for a 160-hour externship with a local health care provider, students must achieve the following in the CMA program:

- Attendance of 90% of course hours (both segments)
- Grade average of 90%;
- Completion of **ALL** (100%) of course skills/assignments;
- Mastery level competency and comprehension of the learned skills.

Career Technical Preparation & Workforce Readiness

Medical Terminology & Coding

Introduction to Medical Terminology



Learn the language of medicine by understanding word elements and how they correlate with the human body's anatomy and physiology and associated diseases, conditions, and treatment. Students will learn to pronounce, spell, and analyze medical words and read reports, records and prescriptions.

Tuition: See website for current cost [SJAE Medical Terminology](#)

Instructional hours: 144 hours

Medical Coding

Receive industry standard medical coding instruction designed to prepare the student for an outpatient (physician-based) national exam for national certification. Certification is required by most major medical groups.

Prerequisite: Introduction to Medical Terminology

Tuition: See website for current cost [SJAE Medical Coding](#)

Instructional hours: 198 hours



NOTE for ALL Clinical Medical Assisting and Medical Coding Enrollees

Students interested in the Clinical Medical Assisting or Medical Coding programs must attend an orientation and assessment session prior to the start of class.

Orientation/Assessment sessions are held at Sunrise Tech Center. Please allow 2 hours for the orientation and assessment. Consult our website for current scheduling dates and times.

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To learn more about the Healthcare Careers pathway, come take a tour and observe part of a class. Call the office at 916-971-7654 for more information. For specific questions about this program, please reach out to our CMA instructor, Julie Whittemore at julie.whittemore@sanjuan.edu

Career Technical Preparation & Workforce Readiness

Dentistry

Dental Careers for Adults

The San Juan Unified School District's Dental Careers CTE Program is a two-semester program focused on dental assisting and careers in the dental field. Dental Careers is a ten-month program which begins in August and ends in June. The course is taught on the Encina Preparatory High School's campus in room E-2. Certifications earned during the program include:

- Eight Hour Infection Control
- California Dental Practice Act (DPA)
- OSHA Bloodborne Pathogen Standards
- Health Insurance Portability and Accountability Act (HIPAA)
- Healthcare Provider Level of CPR



All certificates earned during the Dental Careers CTE Program are required by the Dental Board of California for entry level employment as an unlicensed Dental Assistant (DA) and for qualification to take California's state board examination to become a licensed Registered Dental Assistant (RDA).

Dental core and operating procedures taught during the Dental Careers Program include, but are not limited to dental anatomy, restorative and periodontal charting, names and functions of dental hand instruments and equipment, sterilization, disinfection, operatory preparation, performing four-handed dentistry, and assisting the dentist throughout routine dental procedures.

The Dental Radiation Safety Program is a separate course which is taught during the second semester for an additional fee. Students enrolled in the Dental Careers CTE Program will be required to take the Dental Radiation Safety Program while attending an internship.

Tuition: See website for current cost and scheduling [SJAE Dental Careers](#)

Class Dates: 8/19/2023 - 6/10/2025

Class Days: Monday - Friday

Class Time: 9:00am - 12:00 pm

Location: Encina High School, Room E2

REGISTER NOW



Microsoft Office Preparation

Unlock the power of Word, Excel, and PowerPoint. This **FREE** hands-on class will guide you through creating eye-catching documents, organizing data in spreadsheets, and designing dynamic presentations. With engaging project-based activities, and practice tests, you'll gain the skills and confidence to tackle real-world tasks and excel in the workplace. By the end, you'll be ready to take the test to earn the **MOS Associate Certification**:

Class Dates: 9/08/2025 - 11/10/2025

Class Days: Monday and Wednesday

Class Time: 4:30pm – 7:30 pm

Location: Online

Career Technical Preparation & Workforce Readiness Childcare and Apprenticeships

Childcare Careers for ESL Students (Class dates to be determined)

Childcare is a fun and rewarding career that requires knowledge of child development, health, nutrition, and safety, as well as strong verbal and written communications skills. The Encina Adult Center is opening a new Child Development Career Pathway for ESL students. The Child Development Career Pathway is still under development. Initial class offerings will likely include Work Skills in Child Development and Careers in Child Development. We anticipate classes opening in the Fall.

To learn more about the Child Development Careers pathway, call the office at 916-979-8313 for more information.



Apprenticeships

SJUSD Adult Education partners with local apprentice programs to provide apprenticeship training for students wishing to become fire fighters and roofers. The approved apprentice training programs meet the requirements of the Division of Apprentice Standards (DAS). All apprentices must be registered through DAS to be adult education students.

Go to Ca Division of Apprenticeship Standards

Fire Fighters: CFFJAC

Apprenticeship through the California Fire Fighters Joint Apprenticeship Committee (CFFJAC). Further details can be found online at CFFJAC or by calling 916-648-1717.



Roofers

Apprenticeship through the Valley Roofers and Water- proofers Joint Apprenticeship Committee. Additional information can be found online at Cal Apprenticeship.org

Career Technical Preparation & Workforce Readiness

CBEST and Instructional Aide Preparation, Job Readiness

CBEST Preparation

This class is designed to help prepare students for the CBEST test, which is one of the requirements for becoming a guest teacher in California.

The course will be offered in weekly sessions over a 5-week period. Each week we will practice a different test section, including strategies for breaking down problems, extra practice problems and helpful hints for the test.

Learn more here:
[CBEST Preparation, Instructional Assistant Preparation, and Job Readiness](#)



Instructional Assistant Preparation

The purpose of this class is to assist students in preparing for the SJUSD Instructional Assistant test. The test is comprised of three parts as follows: Assisting instruction; English/Grammar/Reading comprehension; and mathematics (focusing on basic skills and pre-algebra concepts).

Students will use a variety of materials, resources (including online programs) and technology in the classroom. Students will work independently, as well as collectively, by being part of whole-class instructional lessons and related activities, assignments, and skill-building tasks. **There is no cost to enroll.** Visit **our website for additional information:**

[Instructional Assistant](#)

REGISTER NOW



Job Readiness

Job Readiness is a course that provides instruction on basic computer skills, résumés, cover letters, references, and thank you letter writing. In addition, the curriculum includes interviewing, overcoming barriers to employment, labor market information, and interest profiler assessment.

The class consists of a total of 24 hours of instruction over 4 weeks, with 6 hours per week: 5 hours in-person and 1 hour on-line. Lessons repeat every 4 weeks, so students may enroll at any time and attend for a 4-week period. A certificate is issued for successful completion of the course. **There is no cost to enroll. Visit our website for additional information:** [Job Readiness](#)

Community: Fun and Fulfilling Classes

Sacramento Concert Band (at Rio Americano High School)

This class is for experienced musicians. We perform a variety of music from classics to pop. Performances include formal indoor settings and outdoor casual park concerts. Class enrolls new students throughout the year based on space and interest. Visit our website for additional information: [Concert Band](#) **Tuition:** See website for current cost and scheduling information



Ceramics

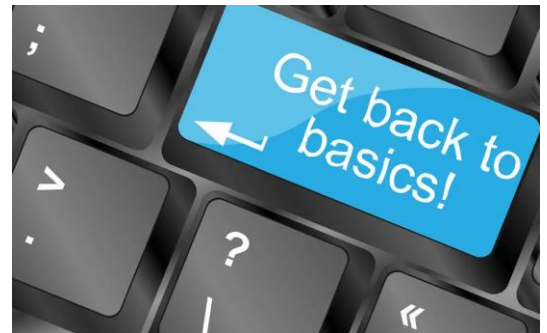
This course will introduce students to basic hand building skills, a variety of surface treatments, and glazing techniques. Using the skills they learn, students will be able to choose their projects within each technique, and their own designs for surface treatments, creating useful and beautiful pieces of pottery. Each session will address one type of hand building, as well as basic wheel throwing skills

Tuition: See website for current cost [Ceramics](#)



Computer Basics

The computer basics class is designed for absolute beginners and aims to provide a foundational understanding of computers, covering hardware, software, operating systems, internet usage, email, and basic file management, equipping students with basic digital literacy skills. This 4-week, in-person class is **FREE** to adults 18 years old and over. See website for scheduling information: [Computer Basics](#)



Microsoft Office Preparation

Unlock the power of Word, Excel, and PowerPoint. This **FREE** hands-on class will guide you through creating eye-catching documents, organizing data in spreadsheets, and designing presentations. With engaging project-based activities, and practice tests, you'll gain the skills and confidence to tackle real-world tasks and excel in the workplace. By the end, you'll be ready to take the test to earn the **MOS Associate Certification**. See website for scheduling information: [Microsoft Office Preparation](#)



REGISTER NOW



College and Career Services



Shazia Nabizada is San Juan Adult Education's College and Career Technician.

She offers services such as:

- ⇒ Job Referral to a SETA Job Center
- ⇒ Assistance applying to college
- ⇒ Mental Health Referrals
- ⇒ Transcript Evaluation referrals for foreign educational documents including high school diplomas, professional certificates, and university degrees.

Students must make an appointment to meet with Shazia at shazia.nabizada@sanjuan.edu
She is available at these campus locations:

- ⇒ **Encina Adult Center** Monday Wednesday, and Friday 9:00 am to 4:00 pm.
- ⇒ **Sunrise Tech Center** Tuesday and Thursday, 9:00 am to 4:00 pm.

Click on the link below or the QR code for Community Resources such as information on:

- College including Foreign Transcript Evaluation
- Jobs and Trainings
- Events and Job Fairs
- Scholarship opportunities
- Apprenticeship and Internship opportunities
- Youth Employment Services
- Mental Health Resources



[San Juan Adult Education College and Career Community Resources](#)

General Information

Registration and Attendance

Registration is required for all classes. Early registration is recommended as some classes fill quickly. Registration is on a first-come, first served basis until classes are full.

- You can register online (<http://bit.ly/SJAEregister>) or in person for most Career Technical Education and all Community Education classes.
- Academic and ESL classes require in-person on-site registration.
- High School Diploma and Independent Study require meeting with our counselor.

Classes that don't meet the minimum enrollment or that have low attendance may be cancelled. The District reserves the right to discontinue, shorten, postpone, or combine classes, and/or change instructors. Classes may be discontinued on or before the first scheduled meeting if fewer than the required minimum number of students are enrolled. Checks will be held until classes meet minimum enrollment.

Attendance is required to remain enrolled in classes. Students in academic classes will be dropped after 2 weeks of unexcused absences.

Funding and Tuition

Community Education classes are offered to meet the needs and interests of adult learners and are entirely supported by tuition and receive no state funding. Tuition is nominal and covers the cost of the instructor, facility, and related expenses. Students may register for community education courses online or in person.

State and Federal Subsidized Courses are partially funded by the State of California and the federal government through grants. Students must register for subsidized classes in person. Registration is typically open throughout the school year.

Refunds for classes will ONLY be given if the class is cancelled by the District. If a class is cancelled due to insufficient enrollment, a full refund will be made in the form of a check issued by the District. No cash refunds. A minimum enrollment is required for each class. Refund checks will be mailed only to the registered party or individual who made the payment and may take six weeks for processing. Please select your classes carefully as there are no refunds. If you miss the first class session, you may be dropped, and there is no refund.

Tuition is subject to change. Class tuition is based on costs to offer the program. Tuition must be paid at the time of registration. Books and supplies are additional, unless otherwise indicated. A \$25 fee will be charged for all checks returned due to insufficient funds.

- Tuition does not include books unless specified.
- Tuition does not include state exam or licensing fees.
- We do not sell books. Unless noted in course information, students are required to purchase books through an online or local vendor of their choice.
- Some students may need more time to complete all courses.
- Tuition must be paid in full at time of registration.
- No refunds are available unless your class is cancelled.
- Classes will be cancelled one week prior to start date if classes do not meet a minimum enrollment.
- We are on the SETA ETPL/LTPL provider list. Some students may qualify for financial aid or assistance through SETA or another funding agency. You are encouraged to visit a local One Stop agency to seek financial assistance or to see if you qualify.
- GED® test registration and payment is exclusively through GED® Testing Service at www.ged.com.



Since 1957, San Juan Adult Education has helped over 9,010 students earn a high school diploma.

Since 2002, San Juan Adult Education has awarded over 3,130 GED® certificates.

Interested in teaching a San Juan Adult Education class?
We are always looking for new class ideas and credentialed instructors.
Contact Richard Judge at 916-971-7654 or email rjudge@sanjuan.edu

Nondiscrimination Policy

(Federal Regulation, Title IX; District Policy 0410)

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in District programs and activities.

District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding the equal opportunity policies and the filing of grievances or requests for copies of the District's grievance procedures, may be directed to: Title IX coordinator, 916-971-7110.

The District is committed to maintaining neutrality toward religions, neither promoting nor encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. The Board encourages staff to be sensitive so that students may participate in school and extracurricular activities without undue burden on the free exercises of their religious beliefs.

Students whose religious beliefs need to be accommodated in some way are expected to inform the appropriate school staff at the outset of the school year and request, in writing, such accommodation.

The lack of English language skills will not be a barrier to admission and participation in the District's programs. Additional information can be obtained from staff who are bilingual in Spanish, Farsi, Russian, Romanian, Ukrainian, Armenian, Lao, Korean, or Vietnamese by calling the District's English language development coordinator at 916-971-5260.

The San Juan Unified School District recognizes its obligation to provide overall program accessibility throughout the District for handicapped persons. Contact the District coordinator at 916-971-7220 to obtain information about the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination or the District's compliance may also be directed to:

U.S. Dept. of Education Office for Civil Rights, Old Federal Building, 50 U.N. Plaza, Room 239, San Francisco, CA 94101; 415-556-7000; TTY 415-556-6806.

Sexual Harassment

(District Policy 5145.7)

The District has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. "The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal." Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or the District Title IX Coordinator.

If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the District Title IX Coordinator at 916-971-7110.

Uniform Complaint Procedure

The Superintendent or designee shall annually provide written notification of the District's uniform complaint procedures (UCP) to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the District's uniform complaint procedures free of charge. (5 CCR 4622)

The District is primarily responsible for compliance with state and federal laws and regulations.

The position(s), or unit(s) responsible for receiving complaints is: J.D. Compliance Officer
Legal Services
3738 Walnut Avenue
Carmichael, CA 95608

The District shall investigate and seek to resolve complaints at the local level using policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career technical and technical education and training programs, Indian

education, migrant education, child care and development programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate. The District complaint review shall be completed within 40 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's decision. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision. The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the District's decision to the CDE by filing a written appeal with the State Superintendent within 15 days after receiving the District decision. The appeal must:

1. Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of the District's decision.

Civil Law Remedies

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Adult Education programs herein are funded in part by Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332), Adult Education and Family Literacy Act P.L. 105-220, Section 231 and Section 1000: English Literacy and Civics Education.

Locations

Main Campus Locations

★ Sunrise Tech Center
7322 Sunrise Blvd.
Citrus Heights, CA 95610
916-971-7654

★ Encina Adult Center
1400 Bell Street
Sacramento, CA 95821
916-979-8311

Satellite Class Locations

★ General Davie Jr. Primary Center
1500 Dom Way
Sacramento, CA 95864
916-971-7654

