

El Rancho Adult School

Spring 2012

January 30, 2012 - June 8, 2012

El Rancho Unified School District

9515 Haney St., Pico Rivera • (562) 801-5009 • www.elranchoadultschool.com

Approved Candidate for Accreditation, Western Association of Schools and Colleges (WASC)

PARTNERING TO BETTER SERVE THE PICO RIVERA COMMUNITY

Increased Services!

SASSFA SATELLITE OFFICE AT ERAS!

Another support service to assist our students in realizing their goals!

Work Connections

Partnerships have been formed to take advantage of the resources available through government agencies such as the Southeast Area Social Services Funding Authority (SASSFA).

1. **SASSFA Worksource Center** offers many free services and access to equipment for people who want to look for a job, obtain training, and plan their career.

2. **SASSFA Youth Program** provides services to youth between the ages of 17 - 21, who come from economically and educationally disadvantaged families in Pico Rivera and the surrounding cities.

Local job information and Job Board postings

Information about vocational and career classes offered

Continued Services!

Employment Development Department



EDD provides a variety of non-fee services that connect job seekers and employers:

Employers

- No-fee job listings – Using CalJOBSSM, employers can post job openings and view resumés online
- Assistance with tax credits
- Recruitment and referrals
- Assistance in meeting your hiring needs
- Provide bonding services for eligible new hires

Job Seekers

- Access to jobs – Using CalJOBSSM, job seekers can search for job openings and post resumés online
- Resumé preparation, interviewing techniques, and job search workshops
- Information about job fairs, events, and special services
- Notification of new job openings through a feature called Job Scout

Look What's New!

ERAS WELCOMES RIO HONDO COLLEGE!

- Partnering with ERAS, Rio Hondo College will be conducting classes on the ERAS Main Campus this Spring!
- The General Academic Advising course is designed to assist students in the awareness of college programs, services, and in exercising good judgment in the selection of classes and an academic path.
- Topics can include basic skills assessment, campus life, academic and career choices, and other related subjects.
- The General Academic Advising course will be meeting on **Tuesdays, 4:30 - 6 pm, February 21 - May 15, 2012** on the **ERAS Main Campus**.

Student Support Services!

ACADEMIC AND CAREER SERVICES

Set your goals and ERAS will help you achieve them! Successful transitioning!

Academic Counseling

- Transcript evaluation
- High school diploma or GED preparation consultation
- Academic assessment for correct placement
- Class assignment

Continuing Education Information and Guidance

- Information about local colleges and trade schools
- Financial aid and scholarship information
- Assistance in determining educational needs, interests and abilities

Scheduled Tutorials

- GED Preparation
- CAHSEE Preparation
- Adult Basic Education

CAREER SERVICES

Want to find out MORE about how these programs can serve you?

Just call the Main Office at (562) 801-5009 to make an appointment with Nora Garza, our Career Resource Coordinator in Room 1.

PARENT EDUCATION

Parenting the Preschooler

Classes are designed to help strengthen families by providing support to parents as they work to meet their child's developmental needs and prepare for school. Parent or caregiver attends with children (limited to 2) from 2½ to pre-kindergarten age. Ideas and support are offered through parent/child activities and early childhood education. Immunization record for all children required. **Registration fee: \$40 per adult.**

North Ranchito, Room 3	Monday, Friday Wednesday	8:30 am - 12:30 pm 8:30 am - 12:30 pm	4 years old 2½ - 3½ years old	Mrs. Romo Mrs. Romo
South Ranchito, Room 20	Monday, Friday Wednesday	8:30 am - 12:30 pm 8:30 am - 12:30 pm	4 years old 2½ - 3½ years old	Ms. Sirias Ms. Sirias

Parents Network

Students will form a social network to share ideas and solutions to family problems and concerns – parents helping parents! Classroom and online discussions will be used to accomplish these goals. **Registration fee: \$20 per adult.**

Main Campus, Room 13	Tuesday	6:00 pm - 9:00 pm	Adult	Mrs. Romo & Ms. Sirias
Main Campus, Room 13	Wednesday	6:00 pm - 9:00 pm	Adult	Mrs. Romo & Ms. Sirias

Now Featuring!

CAREER TECHNICAL EDUCATION

Improve your skills!

Business Career Pathways

Take 3 classes for only a \$70 course fee!

Certificate Program Candidates:

- ✓ Daily attendance is mandatory to meet program requirements
- ✓ Personalized support services available
- ✓ Program Fee \$25: unlimited access to e-lab services

One time Registration Fee of \$20 per Session.

Session III: January 30, 2012 - March 28, 2012

Session IV: April 10, 2012 - June 6, 2012

Office Clerk

(Average Yearly Salary: \$20,904*)

Be prepared to enter the business world with a certificate in Office Clerk. In this program, you will learn entry-level computer skills in keyboarding and Microsoft Word and Excel, as well as how to prepare yourself to get a job and keep it. **Course fee: \$25 plus cost of materials.** Courses may be used for high school credit, see counselor.

Required courses:

- Beginning Keyboarding / 35 wpm
- Introduction to Computers
- Office Skills
- Business Math
- Employability Skills
- Word I
- Excel I



Administrative Clerk

(Average Yearly Salary: \$35,543**)

A certificate in Administrative Clerk is the intermediate level in our Business Career Pathways. Through this program, you will increase your computer proficiency as well as learn the basic communications and math skills required in the workplace. **Course fee: \$25 plus cost of materials.** Courses may be used for high school credit, see counselor.



Required courses:

- Office Clerk Program Certificate
- Intermediate Keyboarding / 45 wpm
- Word II
- Excel II
- PowerPoint I

Administrative Assistant

(Average Yearly Salary: \$44,078***)

Show a prospective employer that you have the necessary skills to provide a high level of administrative support by earning an Administrative Assistant certificate. Through a series of courses, you will learn how to keep an office organized and running smoothly. In addition, you will acquire the advanced techniques of Microsoft Office Suite. **Course fee: \$25 plus cost of materials.** Courses may be used for high school credit, see counselor.



Required courses:

- Administrative Clerk Program Certificate
- Advanced Keyboarding / 60 wpm
- Word III
- Excel III
- Powerpoint II
- Outlook

All salaries taken from www.labormarketinfo.edd.ca.gov/ocguides for Los Angeles County.

*25th percentile Office Clerk; **75th percentile Office Clerk; ***Median Executive Secretaries & Administrative Assistants

CLASS	SESSION III January 30 - March 28	SESSION IV April 10 - June 6	DAYS TIME	ROOM	INSTRUCTOR
Introduction to Computers	X		MTW 8:30 am - 11:00 am	Room 12	Mrs. Noriega
	X		TW 6:30 pm - 8:30 pm	Room 12	Ms. Valdez
		X	TW 6:30 pm - 8:30 pm	Room 12	Ms. Valdez
Keyboarding	X		MTW 11:15 am - 1:45 pm	Room 12	Mrs. Noriega
	X		TW 6:30 pm - 8:30 pm	Room 12	Ms. Valdez
		X	MTW 11:15 am - 1:45 pm	Room 12	Mrs. Noriega
		X	TW 6:30 pm - 8:30 pm	Room 12	Ms. Valdez
Excel I, II, III	X		MTW 8:30 am - 11:00 am	Room 11	Mrs. Johnson
	X		TW 6:30 pm - 8:30 pm	Room 11	Ms. Vicent
		X	TW 6:30 pm - 8:30 pm	Room 11	Ms. Vicent
Business Math	X		MTW 2:00 pm - 4:30 pm	Room 13	Ms. Valdez
Word I, II, III	X		TW 6:30 pm - 8:30 pm	Room 11	Ms. Vicent
		X	MTW 8:30 am - 11:00 am	Room 12	Mrs. Noriega
		X	TW 6:30 pm - 8:30 pm	Room 11	Ms. Vicent
PowerPoint I, II	X		MTW 11:15 am - 1:45 pm	Room 11	Mrs. Johnson
	X		TW 6:30 pm - 8:30 pm	Room 11	Ms. Vicent
		X	TW 6:30 pm - 8:30 pm	Room 11	Ms. Vicent
Office Skills		X	MTW 11:15 am - 1:45 pm	Room 11	Mrs. Johnson
Outlook		X	MTW 8:30 am - 11:00 am	Room 11	Mrs. Johnson
Employability Skills		X	MTW 2:00 pm - 4:30 pm	Room 13	Ms. Valdez

ONLINE COURSES El Rancho Adult School now offers Online Courses!

New!

Check it out!

Let us know what you think!

ed2go

Learn more



Along with the local community colleges, El Rancho Adult School will be an affiliate of Ed2Go. Through Ed2Go students can participate in a wide variety of **low cost, quality and interesting** online courses and career training programs. Study from the comfort of your home!

Visit www.elranchoadultschool.com and click on the Ed2Go banner!

Study at home!

ADULT LITERACY/HIGH SCHOOL DIPLOMA

Adult Secondary Education (ASE)

HIGH SCHOOL DIPLOMA PROGRAM

All students working toward a high school diploma must meet with a counselor prior to enrolling. Counseling is available during evening hours only. Appointments can be made by calling (562) 801-5009 or stopping by the main campus office. Check times available on back page. Students need to bring a copy of all high school transcripts for evaluation. A placement test is given to all new students at 9:00 am and 6:00 pm and takes approximately 1 hour. This test provides diagnostic information required for counseling and proper course placement. An 8th grade reading level is required for enrollment in high school courses. **Registration fee: \$20 per semester.**

Registration for High School Diploma Students - Students must enroll by the second class meeting after seeing a counselor. Returning students register according to the registration schedule.

GED Preparation Classes

Classes are held in the Individualized Learning Center where a teacher is available to answer questions and give direction. GED instructional DVD's and interactive online websites are also available to assist in preparing you for the GED test. **(For in-class use ONLY.)**

Registration fee: \$20.

Monday - Wednesday 9:00 am - 12:00 pm Room 16
 Tuesday & Wednesday 6:00 pm - 9:00 pm Room 16

GED Scheduled Tutorial

Main Campus - Room 9
 Thursday 9:00 am - 1:00 pm
 Ms. Lex

GED Testing: Testing is scheduled for February through June in English and Spanish. You must see the counselor prior to the mandatory meeting and registration is not complete until the full registration payment is made.

The fee for the GED: \$150. Re-takes: \$35.

Independent Study Program (ISP)

Students who qualify can study at home to earn High School Diploma credits. Be prepared for the CAHSEE - also available through ISP as a web-based online prep course! To determine eligibility, students must meet with a counselor.

New students may enroll on Tuesdays only from 3:30 pm to 8:30 pm. Previously enrolled students may drop off and pick up work on Tuesdays only or by arrangement with Dr. Esqueda.

Registration fee: \$20 plus a \$35 refundable cash book deposit.

Main Campus, Room 15 Tuesday 3:30 pm - 8:30 pm Dr. Esqueda

Individualized Learning Center (ILC)

Designed for students to progress at their own pace within a flexible schedule of classes. Self-instructional materials are provided and a teacher is available for assistance. All work is completed in the classroom.

No materials may be taken home. **Registration fee: \$20.**

Main Campus, Rooms 16-17 MTW 9:00 am - 12:00 pm Ms. Flores
 Main Campus, Rooms 16-17 TW 6:00 pm - 9:00 pm Ms. Flores

A high school diploma will be awarded in June upon the completion of the following requirements** and passing the CAHSEE:

Subject	Required
English	35 credits
Mathematics*	20 credits
Science	20 credits
1. Biological Science (10 credits)	
2. Physical Science (10 credits)	
Social Science	30 credits
1. United States History & Geography (10 credits)	
2. American Government and Civics (5 credits)	
3. Economics (5 credits)	
4. World History, Culture & Geography (10 credits)	
Visual or Performing Arts or Foreign Language	10 credits
Electives	65 credits
Total:	180 credits

* Must include one year of Algebra.
 ** 10 unit residency requirement.

GED Testing Schedule

*** Please note:** The following dates are tentative and depend on the number of students registered for a specific date. In the event that a test date does not fill, testing for that month will be cancelled and rescheduled the following month.

Mandatory Meeting: Wednesday, February 15, 2012
 Test in Spanish: T & W, February 21 & 22, 2012
 Test in English: W & Th, February 22 & 23, 2012

Mandatory Meeting: Wednesday, March 21, 2012
 Test in Spanish: T & W, March 27 & 28, 2012
 Test in English: W & Th, March 28 & 29, 2012

Mandatory Meeting: Wednesday, April 18, 2012
 Test in Spanish: T & W, April 24 & 25, 2012
 Test in English: W & Th, April 25 & 26, 2012

Mandatory Meeting: Wednesday, June 20, 2012
 Test in Spanish: T & W, June 26 & 27, 2012
 Test in English: W & Th, June 27 & 28, 2012

Mandatory Meeting Time & Location:
 Wednesday, 6 pm, Casa Montenegro.

GED Testing Time & Location:
 4:30 pm, Casa Montenegro.

CAHSEE Testing Schedule

English Language Arts: Tuesday, March 13, 2012
 Math: Wednesday, March 14, 2012

Testing Time & Location:
 4:30 pm - 9:00 pm, Casa Montenegro.



ENGLISH AS A SECOND LANGUAGE INGLÉS COMO SEGUNDO IDIOMA

Learn English to...

- communicate with others, such as teachers, doctors, stores, banks, and businesses.
- Help your children with their homework!
- Improve your position in the workforce!



Listening, speaking, reading and writing English for non-English speaking adults. Due to the heavy demand for these classes, students are urged to enroll early. A waiting list will be formed when classes are filled. Registration and testing begin January 23, 2012 for NEW students.

Registration fee: \$20.

Tuesday, Wednesday 9:00 am - 12:00 pm

Beginning ESL Literacy	Mrs. Fierro
Beginning Low	Mrs. Abarca
Beginning High	Mr. Candelaria
Intermediate Low	Ms. Ikeda
Intermediate High	Mrs. Taylor
Advanced	Ms. Lex

Tuesday, Wednesday 6:00 pm - 9:00 pm

Beginning ESL Literacy	Mrs. Galvan
Beginning Low	Mrs. Abarca
Beginning High	Ms. Cottini
Intermediate Low	Ms. Ikeda
Intermediate High	Mrs. Taylor
Advanced	Mrs. Bañuelos



Practice makes perfect!

ESL Multi-Level

This class focuses on preparing students to use English to achieve tasks within a variety of real-life situations. Students will learn and have the opportunity to practice basic skills in computers, conversation and writing. **One time Registration fee of \$20 per Semester.**

Main Campus, Room 3
 Thursday 9:00 am - 12:00 pm Mrs. Fierro
 Ms. Ikeda
 Mrs. Taylor

Adult Basic Education (ABE)

ABE Academic – Students learn the basics in math, reading, writing and grammar. A Certificate of Completion will be issued upon achieving a score of 8.0 in both math and language arts. **Registration fee: \$20.**

Main Campus, Room 2 MTW 9:00 am - 12:00 pm Ms. Aeiko
 Main Campus, Room 2 TW 6:00 pm - 9:00 pm Ms. Aeiko

ABE Tutorial – This academic support service provides further assistance for our ABE students in successfully transitioning to our Adult Secondary Education (ASE) program. **Registration fee: \$20.**

Main Campus, Room 2 MT 12:00 pm - 1:00 pm Ms. Aeiko
 Main Campus, Room 2 Th 9:00 am - 12:00 pm Ms. Aeiko

Math Review – We can help you with basic math, fractions, decimals, percents, algebra and understanding word problems to assist with your child's homework and to have the basic math skills for the workplace.

Registration fee: \$20.

Main Campus, Room 9 TW 8:00 am - 9:00 am Ms. Lex

**We are here for you!
 call (562) 801-5009!**

GENERAL INFORMATION



EL RANCHO ADULT SCHOOL

9515 Haney Street, Pico Rivera, CA 90660



California Adult Schools
LEARNING FOR LIFE

OFFICE HOURS:

Monday, Thursday, Friday: 7:30 am to 4:30 pm ■ Tuesday, Wednesday: 7:30 am to 9:00 pm

Adult School Office: (562) 801-5009 ■ Counseling: (562) 801-5009

English as a Second Language (ESL) - Inglés como segunda idioma: (562) 801-5012

Fax: (562) 948-2041 ■ Web: www.elranchoadultschool.com

ERAS is a Candidate for Accreditation in the following programs:

- Adult Literacy / ABE & ASE
- Career Technical Education (CTE)
- English as a Second Language (ESL)
- Parenting the Preschooler

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200, Burlingame, CA 94010
(650) 696-1060

SPRING 2012 CALENDAR

January 21 - 22 E-waste Recycling Event
January 23 **Spring Registration Begins**
January 30 **Spring Semester Begins**
CTE Session III Begins
 February 13..... Lincoln Day (No School)
 February 20 Washington Day (No School)
 March 12..... Furlough Day (No School)
 April 2 - April 6 Spring Recess
 April 9..... Furlough Day (No School)
April 10..... **CTE Session IV Begins**
 May 28..... Memorial Day (No School)
 May 29..... Furlough Day (No School)
June 6 **Commencement Ceremony**
June 8 **Last Day of Spring Semester**

Admission

Classes are open to adults who are 18 years of age or older and to high school graduates of any age.

Cancellation of Classes

Classes may be closed if the minimum student enrollment is not met within the first 2 weeks of the session. If classes are closed by administration, registration and course fees will be refunded.

Counseling

Academic and career counseling are available to all students. Appointments can be made by calling (562) 801-5009 or stopping by our Main Office.

Counselor is available:

Tuesday, Wednesday 4:00 pm - 9:00 pm

Career Resource Coordinator is available:

Monday - Wednesday 9:00 am - 12:00 pm
 Monday 1:30 pm - 4:30 pm
 Thursday (Appointment ONLY) 12:00 pm - 4:00 pm

Fees & Refunds

There is a non-refundable registration fee of \$20 for all programs. For course fee information, refer to the individual class listings. Course fees are non-refundable and non-transferable after 2 weeks following enrollment date.

Method of Payment: cash only!

Registration

For ESL and Parent Education, see course descriptions for specific registration requirements. New students entering our Adult Secondary Education (ASE) program must meet with a counselor prior to enrolling. Appointments can be made by calling (562) 801-5009 or stopping by the Main Office.

Textbook Policy

Textbooks may be purchased Monday, Thursday and Friday, 7:30 am - 4:30 pm & Tuesday, Wednesday, 7:30 am - 9:00 pm. Cash only! Please note: no refunds on textbooks.

DISTRICT POLICIES

Academic Honesty - The Governing Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. For detailed information regarding academic honesty, refer to BP 5131.9.

No Smoking - In the interest of public health, please refrain from using any tobacco product on school district property. (Board Policy 3513.3)

Nondiscrimination and Sexual Harassment Policy - El Rancho Unified School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. BP 0410 (a) Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender. AR 4119.11 (a), 4120.11, 4121.11

Uniform Complaint Procedure - Complaints alleging unlawful discrimination or failure to comply with State or Federal law must be made in writing to the Assistant Superintendent of Human Resources, 9333 Loch Lomond Drive, Pico Rivera CA 90660, (562) 801-5199. BPI312.3 (a)

All District Policies can be located in Board Policies and Administrative Regulations at the Adult School Office or on our website www.elranchoadultschool.com

El Rancho Unified School District

Board of Education

Joseph Rivera, Ed.D., President
 Delia Alvidrez, Vice-President
 Rita Jo Ramirez, Clerk
 Rachel Canchola, Member
 Alfred Renteria, Jr., Member

Myrna Rivera Coté, Ed.D., Superintendent

Adult School Staff

Chuck Collings, *Principal*

Mission Statement:

El Rancho Adult School's mission is: 1) to offer a safe, diverse, and supportive educational environment; 2) to engage our students and assist them in reaching their immediate and lifelong goals; 3) to provide the necessary tools to respond to changing technology and challenging economic times. Furthermore, we are committed to making our community aware of educational opportunities and the benefits that can be derived from continuing education.

Student Learning Outcomes (SLOs)

Students will be able to, as a:

Life-long Learner

- ✓ Take personal responsibility and initiative for their learning
- ✓ Access and apply school and community resources
- ✓ Continue to gain the knowledge and skills for personal growth

Effective Communicator

- ✓ Effectively use oral and written language
- ✓ Demonstrate respect and understanding for diverse cultures and backgrounds
- ✓ Demonstrate knowledge and use of current technologies in a global context

Critical Thinker

- ✓ Apply classroom knowledge to the increasing challenges of everyday life
- ✓ Evaluate options to make reasonable decisions

Responsible Individual

- ✓ Participate in school and community events
- ✓ Understand and participate in the democratic process
- ✓ Show tolerance for individual differences

INFORMACIÓN GENERAL

1. En todas las clases, hay inscripción continua.
2. Si una clase está llena, usted puede poner su nombre en una lista de espera y será notificado cuando haya lugar.
3. Hay un set de libros que se ocupan en ciertas clases. Se recomienda que si usted gusta tener sus propios libros para uso en casa, los puede comprar en la oficina.
4. El programa CalWORKs sirve a los beneficiados del AFDC (Ayuda a familias con niños dependientes) que son mandados por el Departamento de Servicios Públicos y Sociales. Los participantes del programa CalWORKs tomarán clases de inglés como segundo idioma, Educación Básica, GED, Diploma de escuela preparatoria o preparación para empleo.
5. La escuela para adultos no posee aseguranza para estudiantes.

Serving the community since 1959!



School Sites

1. **El Rancho Adult School Office** ■ 9515 Haney St. Montebello Bus Line 60 on Passons Boulevard
2. **District Office** ■ 9333 Loch Lomond Street
3. **North Ranchito Elementary School** 8837 Olympic Boulevard MTA Bus Line 266 on Rosemead Boulevard
4. **South Ranchito Elementary School** 5241 South Passons Boulevard

Public Transportation

Pico Rivera Dial-a-Ride (handicapped or over 65) (323) 721-5666
 MTA (800) 266-6883
 Montebello Transit (323) 887-4600

El Rancho Adult School

