

# GENERAL INFORMATION

## REGISTRATION

- Register for classes one of 5 ways:
- Mail enrollment form and fees to office.
- Register in the Adult Education office.
- Register online at [www.pgusd.org](http://www.pgusd.org)
- Register by phone 831-646-6580.
- Fax completed enrollment form to 831-646-6578
- **Main Office Hours** Monday - Thursday 8 am - 9:30 pm Friday 8 am - 5 pm

## Refer to One-Stop Center for help regarding your expenses:

One Stop Centers will provide help with your educational expenses - Please refer to

Seaside Office: University Plaza Shopping Center 1760 Fremont Blvd., Suite D-2 Seaside, Ca 93955 831-899-8236

Salinas Office: Salinas Airport Business Park 730 LaGuardia St. Salinas, Ca 93905

## FEES

- **Adults 65+** will get 25% off class fees for classes held on Adult School or PG High campuses only. (Some classes are exempt. Inquire at first class meeting.)
- Register for multiple classes and take 25% off the lower or lowest fee class or classes.
- Payment plans are available.
- Ask about our Scholarship Programs

## REFUNDS

- Refunds will be made **ONLY** if a class is cancelled.
- Students who withdraw from a class within the first week will receive credit toward a future course.

## CLASS CANCELLATION

Classes with insufficient number of students will be cancelled.

## CONTACT US

If you have an idea, suggestion or need for a class that we are not offering please send an email to [mharirsaz@pgusd.org](mailto:mharirsaz@pgusd.org) or call 831-646-6580

## SCHOOL DIRECTORY

Main Office:	(831) 646-6580
Computer Office:	(831) 646-6657
Parents' Place Office:	(831) 646-6623
Pre-School Co-op	(831) 646-6583
Pre-School Plus	(831) 646-6667
Lighthouse Pre-School	(831) 646-6655
Certified Nursing Assistant	(831) 646-6645
Learning Center	(831) 646-6511
GED/High School Diploma	(831) 648-0163
FAX	(831) 646-6578



**The Pacific Grove Adult School is accredited by the Western Association of Schools and Colleges**

### PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Board of Education:

Jessie Bray, Mike Niccum, Anthony Sollecito, Beth Shammass, Bill Phillips

Superintendent .....Ralph Gomez Porras

Asst. Superintendent .....Robin Blakley

### PACIFIC GROVE ADULT SCHOOL

Principal.....Mahnoush Harirsaz

Leadership Team: Mahnoush Harirsaz, LaVerne Baker-Leyva, Hillary Bennett, Bruce Cates, Kelly Cool, Chantal Melendrez, Eleanor Mahon, Gail Root, Jennifer Ross, and Susan Lozada

# PROCEDURES

**COMPLAINT PROCEDURES** The Pacific Grove Unified School District Board of Education recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational programs, and special programs.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

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

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

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal complaint investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

**COMPLIANCE OFFICER**

The Pacific Grove Unified School District Board designates the following officer to receive and investigate complaints and ensure district compliance with law:

Pacific Grove Unified School District - HR Dept.  
555 Sinex Avenue  
Pacific Grove, CA 93950  
831) 646-6507

At the Pacific Grove Adult Education Center our Expected Schoolwide Learning Results (ESLR's) are: 1. Students will be self empowered.

2. Students will be productive and responsible community members. 3. Students will be lifelong learners. Through these means, we will be able to achieve our Mission of: Providing a program of quality academic, vocational and physical education for adults. In achieving this goal, Pacific Grove Adult Education has built its curriculum on the philosophy that increasing knowledge allows any subject to be enjoyed, pursued, accepted or defended to greater degrees. We believe strongly in the right of every adult in the community to gain an education regardless of age, heritage, challenges or background.

**TOBACCO FREE ENVIRONMENT**

In the interest of public safety, the Pacific Grove Unified School District is providing a healthy, tobacco free environment and requires that people refrain from using tobacco products on school district property. Thank you for your cooperation.

**PARKING**

Parking is available, on campus, at the Adult Education Center. Enter the parking lot from Ridge Road. Handicapped parking is available in parking lot. The parking in front of the center is a 20 minute parking zone.

**ACCREDITING COMMISSION**

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

**INFORMATION AND OPINIONS**

Information provided and opinions expressed by Adult Education instructors are their own and do not necessarily reflect those of the members of the Pacific Grove Unified School District or the Pacific Grove School District Board of Education, the District administration and/or the Pacific Grove Adult Education administrators.

**PUBLICITY AND PHOTO RELEASE**

As a student in the Pacific Grove Adult School, you may be photographed or filmed for campus or district (PGUSD) displays and for other publicity and public relation purposes. Signature on the registration form indicates your agreement for these purposes. If you feel otherwise, please submit a letter to the Adult School Administration.