

## GENERAL INFORMATION

**\*We offer** classes such as work place skills, English as a Second Language, Computers, Basic Education or one day workshops and more at our or your site, business, school or center. Adult School instructors will tailor the curriculum to the needs of your employees, guests, customers and students. Please contact us for more details.

**\*Due to our funding** structure, pre-registration is required for most of our classes. ***We will cancel classes with insufficient numbers of students.*** Please register as soon as possible.

**\*Students in fee** classes that do not have the number of students in attendance needed at the first class meeting will be asked to choose one of the following options:

- A) Pay an additional registration fee based on the number of students and hours of instruction of the class.
- B) Reduce the number of instructional hours.
- C) Cancel the class.

**\*Mature adults** age 55 and older will have 50% off most classes. Please contact us for details.

**\*Take one class** and have the second one half off “applies to certain programs.”

**\*Bring a friend** to school and take a class half off “applies to certain programs.”

**\*Check for new workshops** or classes that we will add to our schedule later in the session.

**\*Contact us** at mharirsaz@pgusd.org if there is a need for a class, program or subject that we are not offering.

**\*Email us** at mharirsaz@pgusd.org if you would like to teach at Pacific Grove Adult School.

### **Refund Policy**

Please select your classes carefully. Full refunds will be made only when a class is full or has been canceled. Students who voluntarily withdraw before the first class meeting may receive full credit toward a future course. No refunds will be made after the first class meeting.

### **Who May Register**

**\* An adult is 18 years** or older (or who will be 18 before the end of the current session).

\* Enrollment is on a “First Come, First Served” basis.

## Ask about our Scholarship Program

### **PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

Board of Education:

Jessie Bray, Mike Niccum, Anthony Sollecito, Beth Shammas, Bill Phillips  
 Superintendent .....Ralph Gomez Porras  
 Asst. Superintendent .....Robin Blakley

### **PACIFIC GROVE ADULT SCHOOL**

Principal.....Mahnoush Harirsaz

**Leadership Team:** LaVerne Baker-Leyva, Hillary Bennett, Bruce Cates, Kelly Cool, Mike Cassidy Eleanor Mahon, Gail Root, Kim Biggio, Janice Russo, 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.