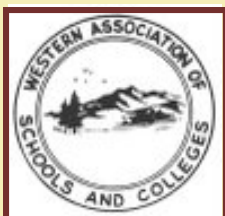


Ukiah Adult School

Serving Our Community Since 1965

1056 N. Bush Street, Ukiah, CA 95482 Phone: (707) 463-5217 Fax: (707) 463-0718

Adult Education Vocational Training 2011 –2012



www.ukiahadultschool.net



Table of Contents

IMPORTANT INFORMATION

Mission Statement	3
Holidays and Class Breaks	3
Costs, Fees, and Charges	3
Refund Policy	3
Office Hours	3

GENERAL INFORMATION

NURSING

Vocational Nurse	5-8
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GED/DIPLOMA/ESL

High School Diploma Classes	9-10
GED Test Preparation	10
English as a Second Language	11
Citizenship Class	12

Map	13
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MISSION STATEMENT

The Staff of Ukiah Adult School is dedicated to providing life-long educational opportunities for the diverse population we serve. We are committed to providing adults with the knowledge, skills, confidence, and dignity necessary to become contributing, productive members of society.

HOLIDAYS AND CLASS BREAKS

August 29, 2011.....	School Begins
September 5, 2011.....	Labor Day
August 29, 2011—December 21, 2011.....	Fall Semester
November 11, 2011.....	Veteran's Day
November 21—25, 2011.....	Thanksgiving
December 22, 2011—January 6, 2012.....	Winter Break
January 9, 2012—June 7, 2012.....	Spring Semester
January 16, 2012.....	Martin Luther King Jr. Day Observed
February 17, 2012.....	Lincoln's Birthday Observed
February 20, 2012.....	President's Day Observed
April 2, 2012— April 6, 2012.....	Spring Break
May 24, 2012.....	Vocational Nurse Graduation
May 28, 2012.....	Memorial Day
May 29, 2012.....	GED/Diploma Graduation

COSTS, FEES, AND CHARGES

Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional. Program fees and material costs are subject to change without notice.

REFUND POLICY

This school has and maintains a policy for the refund of the unused portion of tuition and fees in the event the person fails to enter the course or withdraws or is discontinued at any time prior to completion. Tuition and fees will be refunded on a pro-rated basis determined by the number of days of theory and clinical instruction remaining in the semester of withdrawal. Materials and services such as, but not limited to, books and liability insurance will not be refunded. Refunds, when due, are made within 45 days of the last day of attendance if written notification has been provided to the institution by the student, or from the date the institution terminates the student or determines withdrawal by the student.

OFFICE HOURS

Main Office

Monday—Friday: 8:00 am—4:00 pm



Ukiah Unified School District

Dr. Lois Nash,
Superintendent

Ukiah Adult School

Tracy Anderson,
Administrator

Board of Trustees

Myrinda Head, President
David Johnston, Vice President
A.R. "Buck" Ganter, Clerk
Beatriz "Bea" Arkin, Trustee
Kathy James, Trustee
Glenn McGourty, Trustee
William "Bill" Rantala, Trustee

Complaint Procedure

The Ukiah Unified School District's School Board of Education has established a policy for addressing complaints concerning school programs/personnel. Contact the Ukiah Adult School office to obtain a copy of this policy. Phone: 707-463-5217.

Tobacco Policy

All schools are non-smoking facilities.

Alcohol and Drug Use

Use of alcohol and drugs is prohibited by Board policy.

Equal Opportunity

Ukiah Unified School District does not discriminate on the basis of race, color, national origin, mental or physical handicap, age, or sex in any of its policies or procedures related to admission, employment, financial aid, educational services, programs or activities. For information call 707-463-5217.

Admission

Adult School classes are open to any person 18 years of age or over who can benefit from instruction. There is open enrollment in most classes. Adult education classes are provided in handicapped accessible settings.

Books

Required books are provided in class and are available for purchase at cost for home use.

Counseling

Counseling services are available for students in the Adult School Diploma and GED Test Preparation classes and for any other student needing assistance with scheduling. Drop in services are offered or appointments can be arranged by calling 707-463-5217.

Free Classes

There is no registration fee for the following state supported classes:

Adult Basic Skills ✕ GED Test Preparation ✕
Adult School Diploma Classes ✕ English as a
Second Language ✕ Citizenship ✕ Older Adult
Classes ✕ Adults with Disabilities ✕ Parent
Education

Official Records

Transcripts can be requested.

Parking

Free on campus parking is available at most locations.

Vocational Nursing Program



A Licensed Vocational Nurse administers complete bedside nursing care, assisting patients being cared for in the hospital, home, extended care facility, doctor's office or other outpatient facility. When assigned, the Licensed Vocational Nurse may also administer medication and treatments.

Ukiah Adult School offers a three-semester comprehensive Vocational Nursing Program. Upon successful completion of the program, graduates receive a certificate of completion and are eligible to take the State Licensure Examination for Vocational Nurses.

The program incorporates nursing theory in the classroom environment and nursing practice in local hospitals and other health facilities. Classroom and Clinical attendance under direct supervision of an instructor is required 30 hours a week, Monday through Thursday. Study time requires an additional 10-12 hours per week..



Next Program Begins: August 2012

Applications Available: February 2012

Fees: \$4500.00 (subject to change)



The course is divided into units of instruction including, but not limited to the following:

- Basic Nursing
- Nursing Care of Mothers and New-born Infants
- Nursing Care of Medical-Surgical Patients including Geriatrics
- Pediatric Nursing
- Pharmacology
- Nutrition
- Leadership Skills
- Interpersonal Relationships



Vocational Nursing Program Requirements

Application Fee: there is a \$50.00 non-refundable application fee. Cash, Checks, or Money Orders payable to Ukiah Adult School are acceptable forms of payment.

Transcript Request Form: Official high school diploma graduation transcripts or documentation of a passing score on the GED Test are required. College transcripts and/or certificates received for pertinent training should also be included. Mail or fax the Transcript Request Form to the schools you have attended. Copying the original form is acceptable. Transcripts must be sealed and mailed directly to Ukiah Adult School. Be advised that it may take several weeks to receive transcripts. *All foreign transcripts must be accompanied by an official English translation.*

Employer Reference Form: Applicants must provide at least three (3) references. Reference forms should be sent to your current and/or previous employers. References may be obtained from immediate supervisory personnel. If you do not have three employer references, personal references from someone who knows you in a professional capacity (teacher, minister, etc.) may be substituted. Reference letters from family members are not acceptable. Please use the attached Employer Reference Forms (additional forms are available at the school office). Completed forms must be mailed directly to Ukiah Adult School by the employer. Including a stamped envelope addressed to Ukiah Adult School along with the reference request may insure that your references are sent to us promptly.

All applicants must take an Entrance Exam. A drug test and criminal background check will also be administered at a later date prior to final program acceptance.

Program Attendance: The program incorporates nursing theory and nursing practice in Lake County and Mendocino County hospitals and health care facilities. Students attend classes and receive instruction and experience in hospitals as well as other health care facilities, always under the direction of an instructor, for 30 hours a week, Monday through Thursday. During the first three weeks of the program the schedule is 7 hours a day, 5 days a week. Thereafter, the schedule is Monday Class 8:30 am—3:00 pm; Tuesday Class 8:30 am—12:30 pm; Wednesday and Thursday, Clinical 6:30 am—4:30 pm.

In order to apply for the National Council Licensure Examination, each student must satisfactorily complete the required number of hours in the program, maintaining at least a 75% average in each unit of instruction, and demonstrating satisfactory clinical performance. Additionally, interpersonal relationships are very important and must be satisfactory. All students must adhere to the ethical principles and dress code of the school and the participating hospitals.

Vocational Nursing Program Requirements

Career Opportunities: Although the school does not operate an employment placement service, there seems to be no lack of opportunity for the graduate.

Cost of the Program: Approximate total cost of the program is \$4,500. First semester tuition and fees are due on the day of orientation (\$1500.00). Tuition and fees for the remaining two semesters are due the first day of each semester. Diploma and subsequent transcripts will not be issued if any fees are unpaid. Ukiah Adult School accepts cash, checks and money orders. Credit/Debit Cards are not accepted. In addition, the student is responsible for the following: white shoes (with soft soles), white slacks or white skirt (if appropriate) to wear with the uniform tops, and a watch with a second hand. The purchase of a stethoscope is also required. Near the end of the program, students will have additional costs for the application for the National Council Licensure, a State Board application fee, fingerprint fees and white uniform/shoes to be worn for graduation exercises. Following the licensure examination, there is an additional fee for the license and a fee for an interim permit which is payable directly to the Board of Vocational Nursing and Psychiatric Technician Examiners. Working while in the program is discouraged. In general there is one to two hours of prep time for each hour of lecture as well as studying for tests. If acceptable grades are maintained, part-time work on the weekend may be acceptable. Summer break allows students the opportunity to work. Some students may qualify for financial aid and/or scholarships offered by community agencies.

Financial Aid: Please visit www.ukiahadultschool.net for the most current scholarship and financial aid information.

Eligibility: Program applicants must be at least 18 years of age. Good physical and mental health, good eyesight, and hearing are required. If accepted, immunizations, including the hepatitis series and annual TB skin test, must be current before the program begins. The applicant must be interested in people, have a pleasant personality, and be able to work well with others. Most important is a willingness to follow directions, a mature attitude, and good practical judgment. Dependability is a must. The nurse should be an example to others in health practices, it is expected that the vocational nursing student attempt to maintain good health. This will be achieved by following principles of healthful living including proper diet, adequate rest, adequate exercise, weight control, stress control, and avoidance of harmful agents (smoking, drugs and alcohol). It is recommended that steps be taken prior to entrance into the program to overcome any smoking, drug, alcohol, or weight problems. Random drug tests will be performed.

Vocational Nursing Program Requirements

Admission Requirements

- 18 years of age.
- High School Diploma or passing score on the GED Test.
- Application/Personal Information Form completed and returned.
- Three employer references.
- A passing test score on the entrance examination.
- Personal interview.
- Physical examination, laboratory tests, and immunizations as required.
- Possess and maintain a current Child/Adult CPR card
- Pass drug screening.
- Pass a criminal background check.

The Faculty

The nursing faculty are all registered nurses with teaching credentials who have been approved by the State Board of Vocational Nursing and Psychiatric Technicians.

Continued Education

Although Ukiah Adult School does not offer college credit for vocational nursing courses, some community colleges will evaluate transcripts of nursing graduates and award college credit.



Class of 2008

The tassel is worth the hassle!

Didn't graduate from high school?

Low ability in some areas?

Tried some things that just didn't work?

Think no one cares?

We Do!

High School Diploma, GED Test
Preparation, credit for prior work.....

Ukiah Adult School



HIGH SCHOOL DIPLOMA PATH

Earning a high school diploma can lead to greater personal and professional success! Our goal is to serve adults who seek to complete the high school coursework. We will WORK with you to get your diploma.

This is the process:

1. Come to Ukiah Adult School for an orientation/assessment meeting. Drop-ins welcome
2. Take a quick placement test
3. Meet with a counselor to have your high school transcript evaluated and to discuss the best learning plan for you.
4. Once your learning plan is formulated, you may begin the coursework in the classroom setting.
5. Class sessions are offered in the morning, afternoon and evening.

Diploma/GED Classes

Graduation Requirements

English	40
Math	10
Algebra	10
Science	20
World History	10
U.S. History	10
U.S. Government	5
Economics	5
Fine Arts	10
Physical Education	20
<u>Electives</u>	<u>70</u>
Total	210

Pass the CAHSEE (California High School Exit Exam)



The GED Advantage

The GED (General Educational Development) offers adults who did not complete high school the opportunity to earn a high school diploma equivalency.

More than 95 percent of employers in the U.S. say they hire GED graduates on the same basis as high school graduates.

Our FREE classes prepare you to pass the GED Test. Practice tests are offered for each of the five parts of the test (writing, social studies, science, reading, and math). Individual areas of need are targeted and remediated.

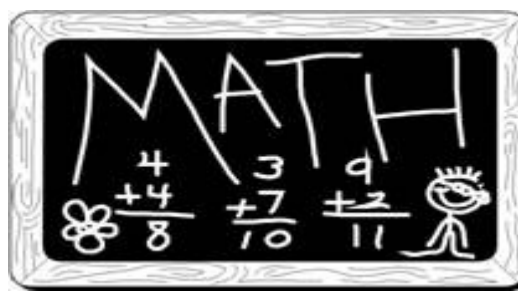
Instruction and testing is available in either English or Spanish.

UAS is an official GED testing center and gives tests once a month. Registration is on a first come, first served basis. Visit our website: www.ukiahadultschool.net for the exact testing dates and test times.

The GED test fee is \$30 per test, or \$150 for all five parts.

Diploma and GED Class Schedule

<u>Day</u>	<u>Time</u>	<u>Dates</u>
Mon - Thurs	8:30 -11:30 am	Open Entry
Mon - Thurs	1:00 - 4:00 pm	Open Entry
Mon - Thurs	5:00 - 8:00 pm	Open Entry



LEARN TO SPEAK ENGLISH

Classes are beginning through advanced levels. Classes are designed to improve speaking, listening, reading and writing skills for the community and workplace. Classes are free!

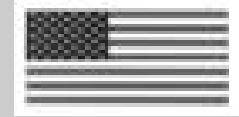
Tome la clase de ESL (inglés como segundo idioma). Excelente maestros le harán sentirse cómodo mientras que aprende inglés. ¡Las clases son gratis!

ESL at Ukiah Adult School

Mon/Tues/Wed/Thurs/Fri	8:30 - 11:30 am	Room #8	Beginning	Cecile
Mon/Tues/Wed/Thurs/Fri	8:30 - 11:30 am	Room #9	Intermediate	Marla

Free English Program for Adults!
Learn more English!
Help your children with schoolwork!

Citizenship Classes



**Ukiah Adult School
offers FREE citizenship classes.
The first class session for
the 2011- 2012 school year
will start on
August 29, 2011
6:30 - 9:30 pm
Come to Room 8 at Ukiah Adult School!**

Enroll now to improve your citizenship skills and learn to complete the naturalization application. A series of citizenship classes is offered on Monday evenings. Students are taught important events in U. S. History; the Constitution and its background; the organization, powers and duties of federal, state and local governments; American institutions and ideals; the privileges, duties and responsibilities of citizenship.

The **FREE** classes are held every Monday night for five weeks. A new class session starts on the sixth Monday. Class hours are 6:30 - 9:30 pm. Registration takes place during class. It is recommended that students attend all five Mondays.

For more information, please call Dave Gengoux at (707) 463-5217.

**The Citizenship Immigration Service application fee for the N-400 is \$680
(\$595 (N-400) + \$85 (biometric/fingerprints).
This increase in the biometrics fee started November 23, 2010.**

www.ukiahcitizenship.com



Ukiah Adult School



Ukiah Valley Association for Habilitation

The Ukiah Adult School offers an award winning program to help adults with disabilities meet their full potential as individuals and productive citizens in our community by providing a wide range of services, a supportive environment and by educating and involving the community in an effort to integrate people with disabilities into community life. UVAH provides community based vocational training to maximize work skills, habits and earnings of people with diagnosed developmental, emotional or physical disabilities.

Older Adult Physical Fitness & Creative Skills

Schedule of Classes				
CLASS	LOCATION	DAY	TIME	FREQUENCY
Physical Fitness	Presbyterian Church	Mon ~ Wed ~ Fri	8:50 - 9:50 am	Ongoing
Physical Fitness	Autumn Leaves	Wed ~ Fri	11:10 - 12:10 pm	Ongoing
Physical Fitness	Brookside Retirement	Tues	11:10 - 12:10 pm	Ongoing
Fine & Applied Arts	Brookside Retirement	Wed	1:00 - 3:00 pm	Ongoing

Additional Locations for Older Adult Classes

Ukiah Healthcare
 Mountain View Assisted Living
 Autumn Leaves
 Presbyterian Church

Brookside Retirement Residence
 Redwood Cove Healthcare Center