



Monrovia Community Adult School Student Handbook 2024-25



Message from the Director of Adult Education

Welcome to Monrovia Community Adult School!

I am confident that you have come to the best adult education school in the San Gabriel Valley. Monrovia Community Adult School is a WASC-accredited and NCAA-approved institution offering UC a-g classes in its high school diploma program. I am very proud of the variety of outstanding programs MCAS offers in short-term career technical education (CTE) training, career development education, English as a Second Language (ESL), basic education, and high school diploma and equivalency.

I am excited to report that MCAS enrollment continues to grow, but more importantly, the school's total number of Participants increased dramatically in 2023-24. The state defines a Participant as a student who attends MCAS programs for 12 or more hours and the number of Participants is an important performance indicator for the school. The number of Participants in 2023-24 increased 32% from the previous program year due to the hard work of faculty and staff.



Mr. Flint Fertig, Director of Adult and Alternative Education for Monrovia Unified School District

MCAS continues to be a strong hub for regional workforce development. In 2023-24 MCAS partnered with the California Employment Development Department (EDD) and dozens of regional employers to offer Job Fairs and hiring events that served nearly 1,000 potential employees. MCAS annually works with six Los Angeles County Workforce Development Boards (WDBs) and nearly 20 America's Job Centers of California (AJCCs) to provide Workforce Innovation and Opportunity Act (WIOA) services to hundreds of LA County residents. These partnerships ensure that hundreds of students enrolled CTE programs pay nothing for their classroom training. I can confidently state that no adult school in California is as effective as MCAS in partnering with regional WIOA Title I workforce agencies.

We are very fortunate that the Monrovia Board of Education and the Monrovia Unified School District have continually provided strong financial support and leadership to Monrovia Community Adult School. The support and assistance of our Board and district office has allowed this school to focus on what it does best: transforming the lives of our students through education.

With dedicated funding from the state through the California Adult Education Program (CAEP), MCAS has been able to maintain the new programs it implemented over the past three years. I urge you to stay informed about CAEP and how it affects your education. The website is:

<https://caladulthood.org/>

Our students continue to embrace a culture of progress and transition. Many MCAS ESL students graduated from the ESL program and also completed the HiSET. We saw increased diplomas earned and HiSET passage rates, continued excellence in our CTE certifications and employment rates, and student transitions to postsecondary schools.

MCAS remains a vital part of the Citrus College Adult Education Consortium (CCAEC), which means that MCAS continues to work together with regional adult schools and Citrus College to better provide you with programs and services. You can learn more about the CCAEC at our consortium website:

<http://www.ccadulthood.org/>

Welcome and please let me know, if there is anything we can do to serve you better.

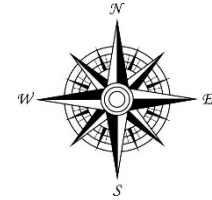
A handwritten signature in black ink that reads "Flint Fertig". The signature is written in a cursive, flowing style.

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Map of Campus



NORTH PARKING LOT

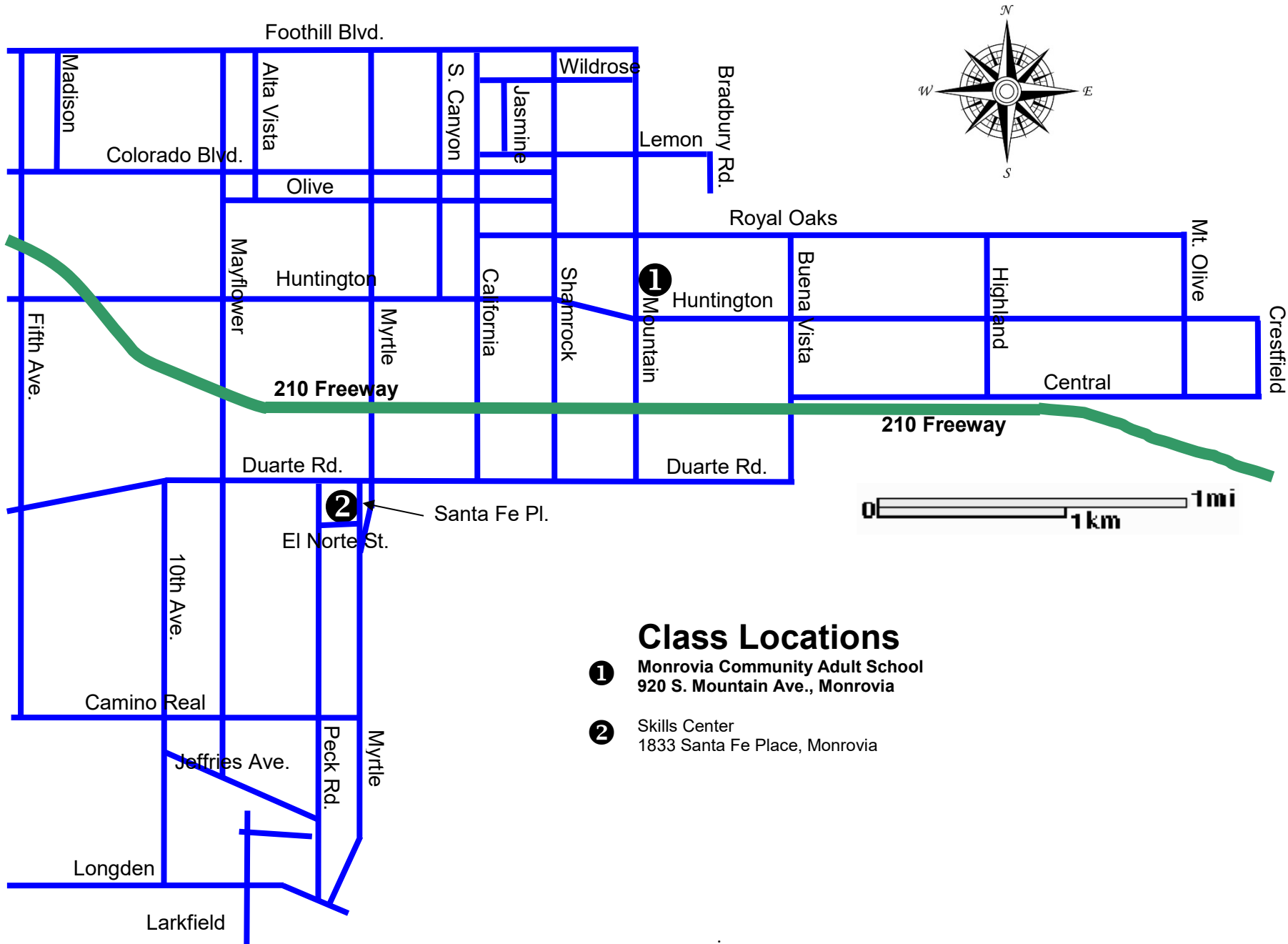
NO STUDENT DROP-OFF / PICK-UP



SOUTH PARKING LOT

Bike Rack

Map of MCAS Locations



Class Locations

- ❶
Monrovia Community Adult School
 920 S. Mountain Ave., Monrovia
- ❷
Skills Center
 1833 Santa Fe Place, Monrovia

Enrollment Information

Enrollment into All MCAS Programs Requires Testing

In order to enroll in any MCAS program (except for Community and some Career Center programs), students are required to take an assessment at the time of registration. The type and length of the entrance assessment differs depending on whether the student wants to enter a Career Technical, Academic, or English as a Second Language Program.

The purpose of this pre-enrollment assessment is at a minimum one of the following (and usually more than one applies):

1. to ensure a student is properly placed into the correct program level
2. to ensure a student is prepared for the academic rigors of a career technical or academic program
3. to learn what academic gaps exist for students so that the school can provide support to address those gaps



More detailed steps to enroll in each specific program can be found in this Handbook under that program's section.

Student Information for MCAS Career Technical Education Programs

Monrovia Community Adult School offers numerous short-term vocational programs that help you earn certifications and give you the skills you need to start a new career. MCAS teachers are experienced professionals who share their industry knowledge to give you a solid foundation for success in a new profession. These teachers also have significant industry contacts and resources to ensure that students who successfully complete our vocational programs have a high rate of job attainment.

Thank you for choosing Monrovia Community Adult School as a partner for your training, certification, career development, and job search. We are proud of our short-term vocational and job development programs and the outcomes they provide for students.

CTE Enrollment Information

All potential CTE students must take an entrance exam before enrolling. When registering, you will need to be available for at least 1.5 – 2 hours to complete the registration, testing, and counseling process. Please plan accordingly.

Since all students must test before enrolling into any class, MCAS does not offer online registration and enrollment into any CTE program.

Below are the steps to enroll into the MCAS CTE program:

1. Please call and schedule an appointment for testing / career counseling.
2. On the date and time of your appointment, register in-person at our Mountain campus.
3. Complete the Comprehensive Assessment System for Adult Students (CASAS).
4. After the exam, meet with an MCAS Counselor. In your meeting, the MCAS Counselor will:
 - a. Discuss your career goals.
 - b. Explain the Enrollment Contract and have you sign it.
 - c. Explain the American Job Centers of California (AJCC) financial aid process: the application to be completed and the documentation that needs to be gathered.
5. You may potentially learn which American Job Center of California (AJCC) that will be assisting you.

Career Technical Education Entrance Requirements

Students are required to score at a minimum academic level to participate in CTE programs.

Required Minimum Scores by CTE Program*

Program	Required Minimum Score**
A+ Certification	ELA 9 / Math 9
Certified Medi-Cal Peer Support Specialist	ELA 9 / Math 9
Construction	ELA 6 / Math 6
Home Care Aide	ELA 5 / Math 5
Medical Assisting	ELA 7 / Math 7
Pharmacy Technician	ELA 9 / Math 9
Pre-Certification CNA	ELA 6 / Math 6
Security Officer	ELA 6 / Math 6

Programs that Require HS Diploma or Equivalency

Pharmacy Technician and Medi-Cal Peer Support Specialist

**Students that score below requirements may be admitted into a CTE program at discretion of school, if student takes ABE course as a support.*

English Learner students who score level 9 on the entrance assessment must co-enroll into a vocational ESL class.

CTE Financial Aid Information

More than 90% of MCAS CTE students receive financial aid. In most instances this means that students take the class at NO COST to them. As noted above, MCAS works with AJCCs to help with funding, but the school accesses a variety of funding sources to help students with financial aid for CTE programs.

If a student does not qualify for funding through an AJCC, he or she can complete a scholarship application that will be reviewed by the MCAS Scholarship Committee. That committee works with students based on need and interest in a program. In order to be eligible to submit a scholarship application, students are first required to try and get approved through AJCC approval process in almost all instances.

The process of getting approved for funding by an AJCC does take some effort. Students will need to gather documents, meet with an AJCC case manager and fill out forms. We work to prepare students and to make the process as seamless as possible, but sometimes difficulties arise.

When students meet with the MCAS Counselor, she will provide a more detailed To Do List for each student. However, below are general steps for all students:

1. Register on CalJobs website: <https://www.caljobs.ca.gov/>
2. Upload a resume on CalJobs
3. Gather the following documents:
 - a. Passport OR CA ID and Social Security Card
 - b. Proof of address (utility or insurance bill)
 - c. Birth certificates of any dependents
 - d. Status Letter from selective service (males only)
 - e. Layoff or termination letter, if applicable
 - f. Proof of Unemployment, EBT, etc., if applicable
 - g. Last paystub
4. Await further instructions from Counselor

Goal for CTE Program – Students Must Find Employment in Training Area

MCAS expects all Career Technical Education students to use MCAS training to earn employment in the program area for which they studied. If funding was provided by an AJCC and the student does not find employment within thirty days of the end of the training, they could be responsible for reimbursing either the school or the AJCC for the entire amount of tuition.

Please understand your job is to get a job!



CTE Attendance and Course Competency Policy



Students are expected to attend all scheduled class meetings. Exemplary attendance is a critical component for student success and completion of MCAS programs. Each course is based on course outlines that have learning objectives, a syllabus, and a requisite number of hours of instruction. Students are expected to attend hours to fulfill course outline requisite hours. Course outlines are on file in the MCAS office with the office manager and available for student viewing upon request.

Though students should have attendance that equals course outline requisites, MCAS understands that health issues or urgent personal circumstances may affect a student's attendance. In cases where students have not met requisite hours of attendance, in some circumstances program instructors may rely on the student's ability to demonstrate competency of course outline learning objectives to make-up for missed attendance.

Student Academic and Behavior Interventions and Drop Policy

MCAS offers all courses with the desire to meet student goals, improve student skills and increase future student opportunities. However, some students do not give their best effort or engage in poor behavior that affects the learning process. MCAS calls these Need for Growth (NFG) behaviors. These NFG behaviors are extensive and cannot be listed in this handbook in their entirety, but would include: excessive tardies or absences, poor academic progress, cheating or plagiarism, harassment of other students, attending class under the influence of alcohol or drugs, and committing minor illegal acts, among others.

Thus, in order to address poor academic progress or NFG behaviors, MCAS does have procedures that can lead to student dismissal from a program, if a student does not correct Need for Growth behaviors. The process provides a number of interventions to give students significant opportunities to correct NFG behaviors or reconcile mistakes. Below are these levels of intervention:

1. Classroom Intervention
 - a. Teachers will address a number of issues in writing or in a private consult with the student
2. Counselor Intervention
 - a. If NFG behaviors do not improve after initial teacher intervention, a student will be referred to the MCAS counselor where an action plan will be created to improve them
3. Administration Intervention
 - a. If the counselor's action plan is not followed and NFG behaviors persist, students will be referred to administration

Students that do not improve NFG behaviors after these interventions risk dismissal from the program.

In some instances, student behavior is so egregious that the above procedures cannot apply. MCAS calls this Egregious Behavior and students who engage in such will be dropped/dismissed immediately from a program. While Egregious Behavior is not as extensive as NFG behaviors, this handbook does not spell out all Egregious Behaviors. Some examples would be: endangering patient safety either willfully or through carelessness, stealing drugs or other items from an internship employer, or committing a grave illegal act at school or an internship site.

If a student is dismissed from a program, they will receive no refund. If a student is in a program as the result of tuition assistance from an American Job Center of California (AJCC) or another state or federal entity, they could be responsible for reimbursing the organization for the entire amount of tuition.

Student Information for MCAS Academic Programs

MCAS offers a variety of academic programs to meet all students' educational goals. Students can earn a WASC accredited, NCAA-approved high school diploma and take UC a-g courses while doing so. Diploma classes are primarily delivered through online classes in Edgenuity. For those students who wish to pursue a high school equivalency, MCAS offers classes to prepare for the High School Equivalency Test (HiSET) and serves as a HiSET testing site. MCAS offers basic academic Math and English classes for students who wish to improve their academic skills to better prepare them for MCAS HiSET or diploma programs. These basic academic classes can be mandatory for CTE students who test below the minimum level for entry into a program.

Academic Enrollment Information

As previously mentioned in this handbook, all potential Academic students must take an entrance exam before enrolling. When registering, you will need to be available for at least 3 hours to complete the registration and testing process. Testing and registration for returning students takes approximately 1.5 hours. Please plan accordingly.

Since all students must test before enrolling into any class, MCAS does not offer online registration and enrollment into any Academic program.

Below are the steps to enroll into the MCAS Academic program:

1. You must call and schedule an appointment for testing.
2. For the HS Diploma program only, before you schedule your appointment you will need to obtain an official copy of your high school transcript.
3. On the date and time of your appointment, register in person at the Mountain Avenue Campus front office.
4. Take the CASAS exams for the Academic program.
5. Meet with the Counselor and create an Individualized Academic Action Plan.
6. Counselor will enroll you into your classes and get you your schedule.
7. Complete Academic Lab, ABE Lab or HiSET orientation and get started in the lab or in your class!

High School Diploma Information

The Monrovia Community Adult School diploma program allows students to earn a WASC-accredited high school diploma as an adult. The program offers a rigorous, standards-based curriculum in primarily an independent study delivery model, but with some small group, direct instruction. The program ensures that graduates acquire critical academic skills necessary to continue their education in a postsecondary institution and provides the opportunity to achieve success in the workplace and in life.

If you are a student new to MCAS and you want to enroll in classes to complete your high school diploma, we suggest you first get an official transcript from the last school you attended and to call the front office (626-471- 3035) to schedule an appointment with the MCAS counselor. At your scheduled appointment with the counselor, the two of you will review your transcripts and create an academic action plan to better reach your goals. Testing can take

place the same day as your counseling appointment.

If you are a returning MCAS student working on either the HiSET or your high school diploma, you may register for the Academic Lab in person at the Adult School Mountain Avenue campus. Before you receive your schedule, you will still need to take the CASAS test. While you do not need a formal appointment with the counselor, an MCAS counselor will contact you via phone or email and review your goals before you start classes again.

High School Equivalency Test (HiSET) Information

The Monrovia Community Adult School is an ETS High School Equivalency Test (HiSET) testing center only and, thus, does not provide test preparation courses for the GED exam. With the MCAS HiSET Preparation program, our academic lab offers significant online and in classroom resources to help students prepare for the HiSET. The academic lab instructor will provide some small group or one-on-one direct instruction and then students work through HiSET preparation materials. Students interested in the HiSET Preparation courses must first make an appointment with the MCAS counselor to create an action plan prior to registration. Please call (626) 471-3035 to schedule an appointment.

Basic Academic Course Information

The MCAS Adult Basic Education program is designed to meet the academic needs of each individual and to help students achieve their personal and educational goals. The program goal is to support students in MCAS vocational training programs, transition students to the workplace, or prepare students for the MCAS high school diploma or HiSET programs.

All MCAS ABE courses in English Language Arts and Math are competency-based and delivered in a hybrid manner. In a competency-based course, students can progress through the course learning objectives as quickly as they show proficiency in the objective. If students demonstrate proficiency of a concept to the instructor, they progress to the next concept without having to complete all of the formative assignments.

With hybrid classes, courses are a combination of direct and online instruction. In the evening, students receive instruction from the Academic Lab instructor. The instructor offers ABE courses that are similar to the day time courses. In addition to the courses, the instructor can help with basic business math skills, test taking strategies, reading, vocabulary, spelling, grammar mechanics and writing.

Student Information for the MCAS English as a Second Language Program

MCAS offers all levels of English as a Second Language (ESL) classes during the day and most levels at night to help students become proficient in English. MCAS includes English Learner (EL) Civics units in all ESL classes to assist students so they can better participate in a variety of U.S. governmental, educational, and workplace systems. MCAS also provides a Citizenship program to help students pass the Citizenship test and become a U.S. citizen, as well as a Conversation class to support students in their efforts to improve their accents.

Enrolling into the MCAS ESL Program

If you are an ESL student returning to our school, welcome back! If you are a new ESL student enrolling at MCAS, welcome to a great school! We are very happy that you have chosen to learn English and American Citizenship at Monrovia Community Adult School. Whether you are a new student or a returning student, we are proud to provide you high quality programs and we will work very hard to ensure you are a satisfied student.

All students, new or returning, must take the CASAS exam before enrolling into an ESL class. When enrolling, you need to be available for at least 1.5 – 2 hours to complete the enrollment process. Please plan accordingly.

Since all students must test before enrolling into an ESL class, MCAS does not offer online registration and enrollment into the ESL program.

Below are the steps to enroll into the MCAS ESL program:

1. Come in person to the Mountain Avenue Campus and complete a registration form.
2. Front office staff will enter your registration information into our system and then escort you to the testing center.
3. Take the CASAS written / speaking and listening test in our testing center.
4. Meet with ESL administrator, who will assign you to the correct starting ESL Level and write that level on your registration form.
5. Take your registration form with your assigned ESL Level back to the front office.
6. Front office staff will enroll you into class and provide you with a schedule.
7. Start your class, learn English, and have fun!

Goals and Objectives for ESL Program

The mission of the MCAS English as a Second Language (ESL) program is to equip our students with the language and cultural proficiencies required so that students eventually fulfill their personal, vocational, academic, and citizenship goals, and thus, they may participate fully in American society.

MCAS administrators and instructors have worked hard to organize ESL classes in a sequence from ESL Beginning Literacy through ESL Advanced; to choose curriculum and to employ instructional strategies that ensure student success; and to evaluate the effectiveness of our ESL programs. We are committed to assess and place students in appropriate ESL levels.

In each MCAS ESL Level class, students become proficient in competencies for reading, writing, listening, speaking, grammar, vocabulary, and functional skills so that students can move to the next ESL Level.

Over the last few years, the state of California has changed its expectations in how we deliver ESL programs to you. California is fully funding ESL programs and the state expects you to progress and become a proficient English speaker and a productive American citizen.

YOUR GOAL AS AN ESL STUDENT IS TO PROGRESS!!



We need you to make every effort to progress and advance to the next ESL Level. **Please, we need you to take achieving this goal seriously.** Come to school on time, do not miss class, work hard, do homework, practice speaking English outside of class and make every effort to grow and get better at reading, writing, and speaking English.

Support from the Counselor and ESL Coordinator

MCAS pledges to give you as much support as possible to help you advance to the next ESL Level. Our teachers will do everything they can to help you succeed, but sometimes you may need help beyond your teacher.



We encourage you to go and talk to the ESL Coordinator in Room 23. She can answer any questions you may have or help you better understand our program and how our program can help you meet your goals and needs.

MCAS also has a counselor. If you need academic, social or emotional support, please go to the front office and make an appointment with our counselor.

Getting Placed in the Proper ESL Class

As mentioned, all students must take a CASAS test, and sometimes they must take more than one test so that the MCAS ESL Department can correctly place you in the proper ESL Level. All students take a CASAS Reading test and, if necessary, students may also be required to take a CASAS Listening. The score on this test (or these tests) will determine what ESL Level you will enter. Below are the CASAS scores and the ESL levels that correspond to the score.

CASAS Scores by MCAS ESL Levels

ESL Level	CASAS Score
ESL 1	183 and below
ESL 2	184 – 196
ESL 3	197 – 206
ESL 4	207 – 216
ESL 5	217 – 227
ESL 6	228 – 238

The MCAS ESL staff wants to make sure you are properly placed in the correct ESL Level course so that you are successful. If, after you start class, you feel like you are in the wrong ESL level, do not worry. Talk to the ESL Coordinator. During the first few weeks of instruction, the ESL Coordinator will work to place you in the correct level.

Advancing to the Next Level

Considering that MCAS expects students to progress, it is important that all students understand how to advance to the next level.

Teachers track student progress on a daily and weekly basis by monitoring student completion of assignments. Teachers are able to see in the classroom, if a student is progressing and meeting the objectives outlined in the LPOs (on the website). Thus, teacher input is a major factor in determining if a student is ready to advance. This is especially true during the middle of a course.

MCAS does use exams to determine if students have mastered objectives and are ready to move to the next level. At the end of every course, students will take a CASAS exam. The teacher and ESL Coordinator use results from both the CASAS test and class performance to determine if a student is ready to advance to the next ESL Level.

Checking Out of the MCAS ESL Program

Please do not disappear from school!!! Our teachers and staff love all of our students and if you just leave, we get worried. Also, your classes were free. If you leave without doing the proper checkout procedure, you can put our funding in danger!!

If you are leaving our school, please let your teacher know and then check in with the ESL Coordinator (Room 23).

Maybe you know you are going out of town for an extended period of time. Maybe you got a job and cannot attend class at the same time. Maybe you have new commitments to your family. Maybe you are not happy with the class.

Whatever the reason, please come and talk to the ESL Coordinator! Let us know you are leaving so we can create a plan for your return and continued success.



CHECKOUT

Description of MCAS ESL Program

Below provides some details about the MCAS ESL program and also lets you know where you can find more information if you wish.

Class Lengths and Term / Semester Dates

Following are the dates for day and night classes:

Day Classes

Term 1: Aug. 20, 2024 to Dec. 19, 2024

Term 2: Jan. 6, 2025 to May 28, 2025

Evening Classes

Semester 1: Aug. 20, 2024 to Dec. 19, 2024

Semester 2: Jan. 7, 2025 to May 27, 2025

EL Civics

English Learner Civics is an important component of the MCAS ESL Program. We want our ESL students to understand why ESL Civics is included in our classes and why they should learn Civics content and do well on the Civics tests. The U.S. government believes that immigrants and other limited English proficient persons must not only master English, but be able to understand and navigate governmental, educational, workplace systems and key institutions, such as banking and health care in order to effectively participate in education, work, and civic opportunities in this country.

ESL Levels

On the school website at the link below, ESL students can find the Citrus College Adult Education Consortium (CCAEC) Language Proficiency Objectives (LPOs):

<https://monroviaadultschool.com/programs/eslobjectives>

The CCAEC LPOs are the minimum course objectives our consortium faculty believes a student needs to complete in order to advance from one ESL Level to the next. These LPOs have been created across six skill areas: reading, writing, listening, speaking, vocabulary, and grammar.

These Proficiency Objectives are very detailed and are the best way for students to understand what they need to learn at each level in order to advance to the next ESL level.

ESL Course Outlines

MCAS ESL Course outlines can be found on the website at the below link:

<https://monroviaadultschool.com/programs/esloutlines>

Policies and Expectations for all MCAS Students

Your cooperation with these policies is appreciated. We have high expectations for our students and we do not tolerate anything that distracts from the educational process.

Expectations in the Classroom

Please come to school with a considerate, positive attitude so that you can be successful. In the classroom, remember:

- Respect yourself, the teachers, and all other students
- Always sign in and out of class and let the teacher know if you must be absent
- Follow the teacher's instructions
- Please discuss any questions or concerns you have with your teacher or counselor
- **DO NOT** write in classroom books
- **DO NOT** take classroom books home
- **DO NOT** use cell phones or any other electronic devices in class **for personal reasons** – but it is ok to use cell phones for translation or academic purposes
- No food or drinks are allowed in the classrooms other than bottled water



Expectations on Campus

Please help us keep our campus safe, clean and orderly. Remember:

- Monrovia Adult School is **not responsible for any vehicles parked in either of its lots** and is not liable for any property loss or damage to vehicles or any other type of personal property on campus. Park at your own risk.
- Learn and follow the instructions for dropping-off and picking up students (pg. 18)
- Learn and follow the instructions for parking in our parking lots and **DO NOT park in the "No Parking" zone** in front of the school (pg. 18)
- Do not bring unenrolled visitors to school as they are not allowed on campus or in classrooms
- No children under the age of 18 are allowed on campus; we do not provide childcare
- Use the designated student lounge for food and drink; **NO** food or drink in classrooms
- Please clean up after yourself in the student lounge and use the trash containers
- Please help us keep the bathrooms clean
- **DO NOT** stand on the toilet seats (use the toilet seat covers instead)
- **DO NOT** enter the bathrooms when the MCAS custodian is cleaning the bathroom
- Please be quiet and courteous when walking in the hallways
- Do not smoke, chew, or possess tobacco or nicotine products anywhere on campus; this is a tobacco, vaping, and nicotine free facility

Dress Code

We would appreciate if you came to school dressed respectfully. Below is the MCAS dress code:

- The Construction, Pre-Certification CNA, and Medical Assistant program have their own dress codes that must be followed
- MCAS dress code calls for business casual work attire
- Do not wear short shorts, bare-midriiffs, low necklines and halter tops
- Clothing may not advocate the use of alcohol, drugs or tobacco
- Do not wear any clothing that is gang-related, obscene or suggestive, or that depicts violence or advocates racism
- No wearing pants or shorts that expose undergarments



Offenses Subject to Referral to the Counselor or Administrator

Below are infractions that will result in a meeting with the counselor or administrator and may result in dismissal from MCAS programs without refund:

- Chronic attendance problems or poor achievement caused by chronic lack of attendance
- Cheating or plagiarism
- Forgery
- Solicitation
- Sexual harassment or unwelcome sexual advance
- Any other type of harassment (further described below on pg. 15)
- Assault, fighting, or any sort of intimidation or threats of students or staff
- Smoking, chewing or possessing tobacco or nicotine products on school property
- Vandalism or computer/software abuse of any sort (including any amount of graffiti)
- Inappropriate use of the internet such as (but not limited to): visiting inappropriate sites (sites that contain content that is pornographic, for gambling, violent, terrorist propaganda, etc.) downloading inappropriate files, downloading files that infect computers with viruses, and visiting sites that are not for academic or professional career related pursuits
- Possession of drug paraphernalia
- Possession of weapons, explosive or other dangerous objects (such as pocket knives)
- Use, possession, sale or being under the influence of drugs or alcohol
- Robbery, extortion or knowingly receiving stolen school or private property
- Committing an obscene act or using profanity



Harassment



Harassment is any unwelcome conduct (verbal, physical, or visual) that adversely affects other students or the condition of classroom participation. Harassment in any form will not be condoned or tolerated at Monrovia Community Adult School.

Harassment comes in many forms and is not limited to sexual harassment. Any abuse of another person based on that person's race, color, national origin, ancestry, pregnancy, disability, age, marital status or any other protected characteristic is considered harassment and is not tolerated at MCAS.

Sexual harassment is any unwelcome physical or sexual advance or any request for sexual favor. Sexual harassment is also any abuse, mistreatment, prejudice, or any continuous written, visual, verbal or physical conduct towards someone based upon that person's sexuality or sexual orientation.

Uniform Complaint Procedures

If you have a complaint or grievance, please know that the Monrovia Unified School District follows a uniform complaint procedure. These complaint procedures are used to address student complaints of discrimination (based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or disability) or school failure to comply with state and/or federal law.

If you would like to file a complaint, MUSD policy requires that you file a written complaint with the district's superintendent. Complaint forms are available in the front office.

The MUSD Board of Education has designated the following compliance officers to receive and investigate complaints and ensure district compliance with the law:

Superintendent of Schools

Assistant Superintendent, Human Resources

Compliance Officer for Personnel

Assistant Superintendent, Educational Services

Compliance Officer for Instructional Materials

Director, Student Support Services

Compliance Officer for Students

Assistant Superintendent of Business Services

Compliance Officer for Facilities

The district office address is:

Monrovia Unified School District

325 East Huntington Drive

Monrovia, CA 91016

(626) 471.2000

For additional assistance, students may also contact:

Los Angeles County Office of Education	(562) 922-6111
Legal Aid Foundation of Los Angeles	(800) 399-4529
Community Legal Center	(626) 338-5505

Student Privacy: The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records.

No student records or student information are ever released to anyone but the MCAS student. Occasionally, family members will request to speak to MCAS staff about a student or ask for student records. MCAS cannot accommodate these requests. In some instances, students must have information or records shared with third parties. Students are required to sign a Release allowing MCAS to share student records or information.

All MCAS student records are safely stored either digitally or physically to ensure the preservation and security of the records from theft, vandalism, and other adverse actions.

Request Student Records

Under FERPA, students have the right to request any of their educational records. The records request MCAS most frequently fulfills is a student request for transcripts. MCAS does not charge students any money for providing official transcripts.

Below are the steps for any student to request and obtain a copy of their transcript or records:

- Download the Student Request for School Information. Below is the link where <https://monroviaadultschool.com/contact/request-student-records>
- Complete the form and bring it to the MCAS office or email it to school at: info.from.mcas@gmail.com
- If you are requesting the transcript be mailed to you:
 - you must include a copy of a valid state or federal ID and
 - you must advise where the transcript should be mailed to.
- Please allow up to 3 business days for records fulfillment.

MCAS also fulfills requests for records from partner agencies or potential employers, but only if MCAS has proof of student consent.

Compliance with Americans with Disabilities Act (ADA)

Monrovia Community Adult School follows all Monrovia Unified School District Board policies regarding students with disabilities. Board policy requires all MCAS programs and facilities to comply with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. MCAS does not discriminate in the admission, education, or treatment of students

with disabilities. All programs, campus organizations, and campus events are open to all students and all campus facilities are accessible and ADA compliant.

MCAS has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination based on student disability.

Accommodations are adjustments made for students with disabilities in order to allow them to access the same educational experiences as their peers. The purpose of accommodation is to allow equal access to the curriculum for all students. Below are the procedures to acquire accommodations:

- Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel and should make an intake appointment with MCAS administration prior to enrollment.
- Policies for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitations of the disability in order to permit MCAS to make a determination as to whether the requested accommodation is appropriate. The MCAS administration will be responsible for determining, based upon the evaluative data, what those accommodations should be on a case-by-case basis.
- Accommodations will be determined based upon the documentation of the disability. It is important to have the documentation state how the disability affects academic performance.
- After accommodations have been established by MCAS administration, a letter will be presented to the student describing the accommodations for which he/she qualifies to receive for each class the student is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies in that class.
- Students who are experiencing unresolved problems receiving appropriate accommodations should contact MCAS Administration as soon as possible.
- Students must request new letters of accommodations at the beginning of every semester.

Student I.D.

- Picture MCAS I.D. cards are available for a fee of \$5.00 once a student has accrued a minimum of 12 hours of attendance
 - You pay for the I.D. card at the front office with cash only
 - Check with the front office for the schedule of when I.D. cards are produced

Refund / Returned Check Policy

If you are unable to attend a class for which you have paid, and would like a refund or transfer, you must **notify the office 5 business days before the class begins**. For refunds, your

registration fee minus a processing charge of \$15.00 will be refunded by check **within 4 weeks**.
If MCAS cancels a class, you will receive a full refund **within 4 weeks**.

- No refunds or transfers will be given after a class begins
- There are no refunds or returns on books purchased at MCAS
- Returned checks and credit card chargebacks / disputes are subject to a \$30 handling charge

[Student Surveys](#)

We want to know how we are doing! MCAS offers a number of surveys in which you can give us input on how we are doing. Links to these surveys are on the website or listed below in this handbook.

When you register on campus, we ask that you complete a survey as to how your experience was. Below are the links to the registration survey:

[2024-25 MCAS Registration Student Satisfaction Survey in English](#)

[Encuesta de Satisfacción Estudiantil de Registro de MCAS 2024-25](#)

[2024-25 MCAS 学生注册满意度的调查](#)

At the end of each semester, teachers will help you take a survey on your class, your teacher and our school. You can also take the survey before the end of the year. The MCAS home page has a link to the survey and there are links to the survey below.

[Non-ESL Student Satisfaction Survey 2024-25](#)

[Encuesta de satisfacción del estudiante de MCAS ESL 2024-25](#)

[2024-25 MCAS 蒙罗维亚社区成人学校学生满意度的调查](#)

Click through to the survey page. In the comments and suggestions part of the survey, please let us know what we can do to improve our school.

If you have suggestions or requests to help us improve our school, fill out the below survey anytime during the school year:

[2024-25 How Are We Doing?](#)

Instructions for Drop-off, Pick-up and Parking

Dropping off / Picking up Students

- For Drop Off / Pick Up of students, please pull all the way into the North or South lots, drop off or pick up your student, and then leave the parking lot
- **DO NOT park in the “No Parking” zone** in front of the school
- **DO NOT** park in the “No Parking” zone in front of school **momentarily** to drop off or pick up students
- **DO NOT** drop off or pick up students in the drive way of the parking lots

Vehicle Registration

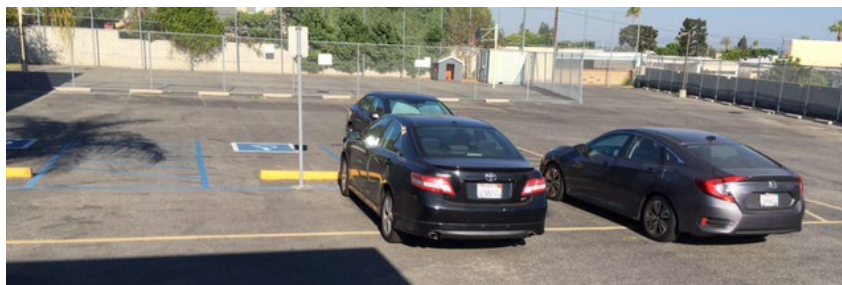
If you drive a car to Monrovia Community Adult School, you **MUST** complete an orange Vehicle Registration form, so that the front office has your vehicle information.

Parking Disclaimer

Monrovia Adult School is not responsible for any vehicle parked in either of its lots and is not liable for any property loss or damage to vehicles or any other type of personal property on our campus. Park at your own risk.

Parking in the South Lot

- Student parking is available on the south side of the Mountain campus
- **DO NOT** double park in the south parking lot
- **DO NOT** park in parking spaces under the covered part of the parking lot as that is reserved parking
- **DO NOT** park in Handicap Parking unless you have a permit
- If you hit a parked car in the parking lot, please report the make, model, and license plate of the car you hit and your contact information to the office
- Students **are allowed** to park **HEAD FIRST** in the South parking lot next to the south side entrance to campus (see photo below)
 - **DO NOT** park with the head of the car pointed to the school building
 - If students park properly, we should be able to fit 6-8 cars in those spots and still have room for two Handicap parking spots



Parking in the North Lot

- Student parking is available on the north side of the Mountain campus
- MCAS will use double parking in the north parking lot
- **DO NOT** park in Handicap Parking unless you have a permit
- If you hit a parked car in the parking lot, please report the make, model, and license plate of the car you hit and your contact information to the office
- If you need to leave before 11:45am, **DO NOT park in the North lot**
- We will NOT move any cars if your car is blocked in
- Again – **we will not move any cars if you are blocked in**
- If you know you need to leave before 11:45, **DO NOT park in the north lot**
- If you know you need to leave before 11:45, and there are no parking spaces in the south lot, you must park on the street
- **DO NOT** park in the parking lot across the street from Monrovia Adult School. Your car may be towed
- If you double park in the North lot, please **sign in at the office**



Emergency Procedures

MCAS administration wants all students to be prepared for emergency events while attending the school. This handbook focuses on the following emergency events: an earthquake, a lockdown, an active shooter, a fire, and a bomb threat.

In the case of an emergency, it is critical you follow directions from MCAS staff and not complicate the emergency by ignoring instructions.

Earthquake and Classroom Evacuation

In the event of an earthquake during school hours, faculty will direct students what to do, but students should know and be prepared to follow earthquake procedures. Below are procedures for an earthquake:

- I. During the earthquake:
 - A. As soon as you feel the ground shake: DROP, COVER and HOLD ON.
 - B. Get under a desk or table, protecting your neck, head and eyes.
 - C. In the absence of tables, cover up and get away from windows, bookshelves or anything that may fall.



When the shaking has stopped, you will evacuate the classroom and the building in an orderly fashion.

- II. Evacuation procedures:
 - A. Check to see if you have any injuries and determine if you are able to walk.
 - B. Listen to the directions of the teacher.
 - C. If fellow students are lightly injured and are able to walk, help these students to evacuate, but **only do so if you are able**.
 - D. If you are not able to walk, the teacher will ensure you are comfortable and will arrange for MCAS staff or medical personnel to come back for you as quickly as possible.
 - E. Take your purses or valuables with you when you exit the room.
 - F. Exit the building in an orderly fashion and go to the designated area.
 - i. Mountain Main Campus – south parking lot
 - ii. Skills Center/Wheel House – outside parking lot
- III. At Evacuation Area Outdoors:
 - A. Meet with your teacher in the designated area.
 - i. Please make sure that your teacher notes that you are accounted for.

- B. After you have checked in with your teacher, MCAS staff will begin **an orderly process to exit cars from the parking lot.**
 - i. Stand next to your parked car.
 - ii. Once MCAS staff tells you to enter your car, you may do so and turn the car on.
 - iii. Follow instructions as you back your car out and exit the parking lot.
- C. Available students, staff, or medical first responders will go back and help any students who were unable to walk and exit the building. Students will be helped to the command post.
- D. If at any time during the evacuation an aftershock occurs, Drop, Cover, and Hold On until the shaking stops.

Emergency Lockdown Procedures

Here are the sad facts. The last time students died in a school because of a fire occurred in 1958. Within months of you reading this Handbook, students somewhere have probably died in a Lockdown or Active Shooter situation.

It is critical for all students to be intellectually and emotionally prepared for an emergency situation requiring a Lockdown. Common sense and good judgment are critical in any unexpected situation.

This Handbook provides general Emergency Lockdown procedures. Please read the following procedures carefully in preparation for a lockdown and be prepared. Your teacher will also review these procedures with all you.

When is an Emergency Lockdown Initiated?

An Emergency Lockdown can be initiated in a variety of instances. Some of these would include (but are not limited to):

- An intruder on campus
- Campus disturbances
- Gun fire
- Nearby safety hazards reported by the police
- Nearby chemical accident

There will be **NO CODE** when an Emergency Lockdown occurs. Administration or clerical will clearly announce over the intercom system, "Teachers we are under Emergency Lockdown protocol. Please lockdown your classrooms."

Emergency Lockdown Procedures for all staff and students DURING CLASS:

- Teachers will close and lock classroom doors
- Students must move away from the door, sitting as far away from the door window as possible
- **No students** are allowed to leave the room or enter the room
- No students are allowed to leave the classroom and go to the bathroom
 - If you need to use the bathroom, **you will have to use the orange emergency equipment tub found in every classroom**
- Wait for directions from the teacher

Emergency Lockdown Procedures for all staff and students OUTSIDE OF A CLASSROOM:

If you find yourself outside of the classroom before or after class, at break, or during class (as in a bathroom break), you need to use common sense. There is no "one size fits all" procedure.

- Look around and see how close you are to your classroom

- Are you very close to your room? If so, get into your room as quickly as possible without causing alarm
- If you are not close to your classroom, get yourself into the closest classroom without causing alarm
- Follow that classroom teacher's instructions and follow Emergency Lockdown procedures listed above
- If you cannot get into a classroom because the room is already locked down, come to the office

The Emergency Lockdown will end when someone from the Administrative team (Director, Assistant Principal, or Counselor) unlocks the door physically or calls over the intercom that the situation is over.

Active Shooter

You may be involved in an Active Shooter emergency outside of school in any public place so you should be prepared mentally and emotionally for this situation. There is no one set procedure to deal with an Active Shooter emergency. No one way of dealing with these situations can be said to work in all instances. You must use common sense and good judgment. These situations require clear and nimble thinking.

An Active Shooter scenario may begin before admin has any ability to let staff know that the school is under Emergency Lockdown. Thus, you need to be prepared to make choices without hearing from an administrator. Listening to your teacher and following their lead is critical. Below are some guidelines:

- React quickly, but stay calm
 - If you hear what you believe are gun shots, assume they are guns shots
 - Decisively move into Emergency Lockdown procedure in terms of getting into a classroom and locking classroom door
- Once the doors are locked, assess the situation
- Below are the three procedures recommended for Active Shooter scenarios and you need to follow your teacher's lead:
 - **Flee if you can**
 - **Can you tell which way gunfire is coming from?**
 - **Can you go the opposite way?**
 - **Can you get to safety?**
 - **If not...**
 - **Hide if you must**
 - **Cover window**
 - **Move away from door**
 - **Get low**
 - **Fight back**
 - **Every classroom has a fire extinguisher**
 - **This is a great weapon!!!**
 - **One blast in the face and the assailant is blinded**
 - **If hiding, pull the fire extinguisher away from the wall and bring with you**
 - **If the assailant tries to enter, be prepared to blast them with the extinguisher**

Your teacher will discuss this with you further when MCAS does its annual Earthquake Drill.

Fire / Bomb Threat

In the case of a building catching fire or a bomb threat (if the school is instructed by police that the threat is credible):

- I. Evacuation Procedures:
 - A. Evacuate in an orderly fashion following the directions of your teacher.
 - B. Evacuate to Command Center
 - i. **We will evacuate to the parking lot of the Mary Wilcox Center not the south parking lot. This facility is north of the school on the NW corner of Olive Ave and Mountain Ave.** Below is the address
Mary Wilcox Center
843 E Olive Ave, Monrovia, CA 91016
 - ii. Follow your teacher to this Command Center.
 - iii. When you arrive at your classroom's meeting spot in the parking lot, check in with your teacher.
 - C. The gates to leave with your car will be locked! You will not be allowed to get in your car and leave until Emergency Responders have cleared the area.

While we certainly hope we do not need to deal with any of these emergency situations, you must be prepared if any emergency situation arises. Please read and remember all of these procedures and be prepared!