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Rowland Adult and
Community Education
Race for life-long learning

ESL and ASE Classes
Registration starts May 19, 2025

Community Education Classes
Registration starts May 26, 2025

2025 SUMMER Course Catalog

Vol. 54 • No. 3



race.rowlandschools.org



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Rowlandand Adult
and Community Education



RowlandandAdultEd



RowlandAdultEd

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ROWLAND ADULT AND COMMUNITY EDUCATION

2100 Lerona Avenue
Rowland Heights, California 91748
Telephone: (626) 965-5975
Fax: (626) 854-1191

OFFICE HOURS

Monday – Thursday: 8:00 a.m. – 9:00 p.m.
Friday: 8:00 a.m. – 4:30 p.m.

ADULT EDUCATION ADMINISTRATION

Dr. LaToya Brown, Administrator of Adult Education

OFFICE STAFF

Jessica M. Marin, Office Manager
Janet Hernandez, ESL Program Coordinator
Stephanie Rodriguez, ASE Program Coordinator
Elsa Castanon, Office Assistant
Natalie Higuera, Office Assistant
Eddie Juarez, Office Assistant
Ignacio Morales, Office Assistant
Paola Perez, Office Assistant

COUNSELING DEPARTMENT

Stephani Garcia, Counselor
Ivette Valeriano Rodriguez, Counselor

Appointments

Counselors are available by appointment Monday through Thursday.

Contact Information: (626) 965-5975

stephani.garcia@rowlandschools.org • ivette.valeriano@rowlandschools.org



MISSION

The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

VISION

“The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have collective commitment to be the best school district in California.”

CORE VALUES

Integrity • Respect • Safety • Student-Centered Focus
Excellence • Responsibility with Accountability



Rowland Adult and
Community Education
Race for life-long learning

MISSION

To inspire students to develop and achieve their goals through quality and meaningful educational programs.

VISION

Rowland Adult and Community Education identifies and addresses the needs of a culturally, academically, and economically diverse community by building bridges that provide the student the opportunity to be informed, productive, and engaged community members.

GET STARTED FOR FREE

You Can Do It! We Can Help.



ASE 

ESL 

Citizenship Prep. 

ABE 

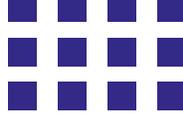
Start Here! 



CONTACT US

(626) 965-5975

www.race.rowlandschools.org



High School Diploma Program **FREE**

Continue your education and earn your High School Diploma. High School Diploma Course classes are available in-person or online. Work at your own pace, tuition-free.

Day	Date	Time	Location	Room
MTWTH	06/02/25-06/26/25	8:30-11:30am	Santana Campus	P-2
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Rowland Campus	104
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Gemini Campus	201
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Online	

High School Diploma Requirements: 160 Credits

Subject	Credits
English	30
Mathematics (Including Algebra)	20
Biology	10
Physical Science	10
U.S. History	10
World History	10
Fine Arts/Foreign Language	10
Government	5
Economics	5
Approved Electives	50



Concurrent Enrollment of High School Students

Rowland Adult & Community Education High School Concurrent Enrollment Program. Class is available to students who attend:

- Nogales High School
- Rowland High School
- Santana High School

Concurrent enrollment is a form of dual enrollment. Students may enroll if:

1. The adult education program, course, or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course, or class in order to make up deficient credits for graduation from high school.
3. The adult education program, course, or class supplements or enriches the high school student's educational experience.

Contact your home high school to register.

How To Get Started:

- 1 Complete High School Student Registration Form found at: bit.ly/ASEprereg
- 2 Receive a new student orientation appointment.
- 3 Attend orientation, take CASAS assessment, discuss your options with a counselor.
- 4 Receive your graduation plan and register for class.



bit.ly/ASEprereg



The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



FREE

High School Equivalency Program

Continue your education and earn your GED/HiSET Equivalency Certificate. GED/HiSET Preparation classes are available in-person or online. Work at your own pace, tuition-free.

Day	Date	Time	Location	Room
MTWTH	06/02/25-06/26/25	8:30-11:30am	Santana Campus	P-2
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Rowland Campus	104
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Gemini Campus	201
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Online	

GED Requirements

A student will be issued a GED upon successful completion of all four of the GED exams, which are:

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Science

Please visit GED.com for additional information and eligibility.

GED Computer Testing

Weekly on Tuesdays

June: 3, 10, 17, 24

4:00pm

Visit GED.com to schedule tests

Passing score is 145 or higher on each test.
Cost per test is \$41.00, total cost is \$164.00

HiSET Requirements

A student will be issued a HiSET Certificate upon successful completion of all five tests which are:

- Language Arts - Reading
- Language Arts - Writing
- Mathematics
- Social Studies
- Science

Please visit HiSET.ets.org for additional information and eligibility.

HiSet Paper/Pencil and Computer Testing

Monday through Thursday

June 2 through June 26

8:30am-7:00pm

Call 626-965-5975 to schedule tests

Passing score is 8 on each test, 2 on the essay portion.
Cost per test is \$25.00, total cost is \$125.00

Adult Basic Education Information

CASAS Pre & Post Test required.

The goal of the ABE class is to help you develop your math and reading skills. Reading comprehension, vocabulary, and grammar will be the focus of the class. Upon completion, you will have a strong academic foundation to use in your every day life such as assisting your children with their schoolwork, preparing for preemployment/ promotional exams, or preparing for the high school diploma or high school equivalency exam (GED or HiSET).

Day	Date	Time	Location	Room
MTWTH	06/02/25-06/26/25	12:00-3:00pm	Rowland Campus	103
MTWTH	06/02/25-06/26/25	6:00-9:00pm	Gemini Campus	201

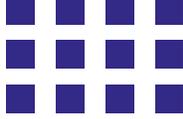
How To Get Started:

- 1 Complete the High School Student Registration Form found at: bit.ly/ASEprereg
- 2 Receive a new student orientation appointment.
- 3 Attend orientation, take CASAS assessment, discuss your options with a counselor.
- 4 Select the high school equivalency program or ABE program and register for class.



bit.ly/ASEprereg

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



FREE

English as a Second Language (ESL)

Do you want to get a job, get a promotion, go to college, prepare for the citizenship interview, or just communicate better with your neighbors and friends? Improving your English skills is an important way to achieve your goals. We have **FREE** English classes in the morning, afternoon, and evening, for all levels from Literacy to Advanced.



Summer Session 2025

June 2 - June 26, 2025

Summer Session Pre-Registration Date

May 19, 2025

Start Here!



bit.ly/RACEESL

How To Get Started:

- 1 **Submit the online form using our QR code on the Pre-registration Dates.**
Scan the code. Fill out the registration form. You will receive an email from the school confirming your orientation and testing appointment within 72 hours.
- 2 **Attend Orientation and take a Placement test**
All students must complete the Student Orientation and take the Placement test.
- 3 **Enroll for a ESL and/or Citizenship Preparation class**
We help students find an appropriate ESL class.
- 4 **Attend Class**
Students attend the following scheduled class.



All ESL Levels At Rowland Campus Available!

- Literacy
- Beginning Low
- Beginning High
- Intermediate Low
- Intermediate High
- Advanced

Learn Online



▼ With a live instructor through Zoom

Classes meet 4 days, Monday - Thursday:

- 8:30-11:30 am
- 12:00-2:00 pm
- 6:00-9:00 pm

Learn In-Person at other sites:

▼ Pacific Clinics

Class meets 3 days, Monday, Tuesday & Thursday:

- 9:00 am-12:00 pm

▼ The Villas (Residents Only)

Class meets 3 days, Monday - Wednesday:

- 8:30-11:30 am

▼ Jellick Elementary

(Parents of enrolled students only)

Class meets 2 days, Tuesday & Thursday:

- 8:45-11:30 am

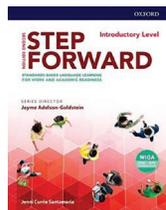
The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



ESL Course Descriptions

Below are course descriptions for the ESL classes and the books used at each level. Textbook sets can be purchased in the school office. Textbook sets include a student book and a workbook.

Textbook purchase is optional.



Literacy

Textbook: Step Forward Introductory

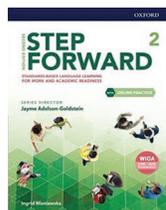
This course is for students who have little or no literacy skills in English and/or their first language. Students practice writing the alphabet, making words and sentences, and expressing themselves in simple English. Students learn to communicate in English using questions and answers. Students build basic communication skills that enable them to participate in daily activities.



Beginning Low

Textbook: Step Forward 1

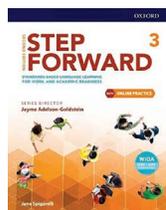
This course is for students who are beginning to build their language skills in English. Students practice communication skills for everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students communicate using basic words and phrases. Students understand and respond to some phrases when spoken slowly and with much repetition.



Beginning High

Textbook: Step Forward 2

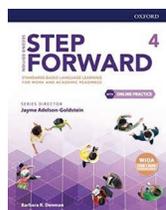
This course is for students who have basic language abilities. Students gain additional language skills needed for basic communication at home, school, and work. This includes listening, speaking, pronunciation, reading, grammar, and writing skills. Students write several basic sentences about personal topics with grammatical accuracy.



Intermediate Low

Textbook: Step Forward 3

This course is for students to continue developing their communicative abilities through listening, speaking, reading, writing and grammar activities. This class focuses on increasing reading skills and strategies with an intensive emphasis on vocabulary development. Students will practice new vocabulary in writing and will engage in role-play activities in routine social and work settings.



Intermediate High

Textbook: Step Forward 4

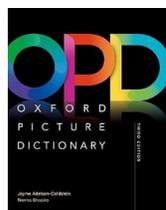
This course is for students who have mastered many literacy skills. Students further develop their language skills in order to enhance their personal, social, and workplace communication. Students focus on developing listening for phrases and new vocabulary in unfamiliar settings. Students start building academic vocabulary and strategies.



Advanced

Textbook: Step Forward 5

This course is for students to develop academic skills and vocabulary through activities that include team projects and presentations. Students develop high level critical thinking and problem solving while increasing their command of language strategies. Students recognize main ideas and details in conversations and short lectures. The course will broaden students' ability to comprehend and use spoken English in a variety of social situations. ***Does not include workbook.**



All ESL Classes

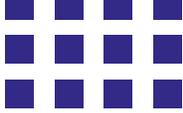
Textbook: Oxford Picture Dictionary, 3rd Edition

OPD helps students learn vocabulary and language. It shows 4,000 words and phrases with pictures from real life. It includes topics like finding a job, planning a career, using digital tools, and being a good citizen.

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



Rowland Adult & Community Education Citizenship / Older Adults / Parenting



FREE

CITIZENSHIP PREPARATION

These free courses provide English language learners the information and skills they need to complete the naturalization process. Using resources available from USCIS, participants practice skills for the naturalization interview and for completing the N-400 application.

***ESL instructors are not qualified to give legal advice.**

REGISTRATION PROCEDURES: To register for any Citizenship Preparation class, students **must** pre-register with our QR code.

To register scan code or type on your browser:
<http://bit.ly/45eoKKk>

LEARN IN-PERSON

Learn Online

Monday – Thursday 8:30 - 11:30 am

Class at Gemini Campus

Monday – Thursday 12:00 - 2:00 pm

Class at Rowland Campus

Monday – Thursday 6:00 - 8:00 pm



OLDER ADULTS

These classes are offered to provide personal and career development, community engagement, and increase physical and cognitive abilities. Students will acquire basic to advanced skills in knitting and crocheting according to student needs and interests.

There will be a non-refundable \$15 registration fee.



Gift Making/Crochet & Knitting

Session	Day	Date	Time	Location	Teacher
81040	MTW	06/02/25-06/25/25	8:30-11:30am	Gemini Campus	Odegaard



PARENT EDUCATION THROUGH PARENT/CHILD PARTICIPATION (PARENT & ME)

This class is designed for parents and/or guardians to participate with their child in an observational preschool setting. Parents and children will participate in group activities, attend field trips, and participate in group discussions to stimulate social and emotional growth and foster school readiness. Activities include sharing the letter of the week, learning the ABCs and their sounds, learning colors, flag salute, calendar, days of the week, craft time using many different art mediums, circle time, singing, dancing, outside play, snack time, tabletop activities and end the day with puppet time!

Requirements for Enrollment: Parents must bring proof of child's current immunizations: Polio, DTP or DTaP, MMR, Hepatitis B, Hib and Varicella.

REGISTRATION: A non-refundable \$75 registration fee per class session. A non-refundable \$25 fee for each additional child. Upon registration, bring the child's immunization record.

Maximum number of students: 20 Adults

71011	Mon	06/02/25-06/30/25	9:00am-12:00pm	Rowland Campus	105
Teacher: Susy Kwon					
71012	Tue	06/03/25-07/01/25	9:00am-12:00pm	Rowland Campus	105
Teacher: Colleen Bridgewater					
71013	Wed	06/04/25-07/02/25	9:00am-12:00pm	Rowland Campus	105
Teacher: Susy Kwon					
71014	Thu	06/05/25-07/03/25	9:00am-12:00pm	Rowland Campus	105
Teacher: Colleen Bridgewater					

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



Enroll Early! Community Education Registration is Easy.

Community Education classes do not receive any state funds, students pay a class fee sufficient to cover the direct costs of instruction. The class fee is based upon a minimum enrollment of eight students unless otherwise noted, and varies according to the number of hours of instruction. Classes which do not meet the minimum attendance number by the end of the first hour of the first class meeting will be able to choose from one of the following options in order to maintain the class:

1. Pay higher class fees to cover the cost of the class based on the minimum enrollment.
2. Reduce the total hours of instruction to cover the direct costs of instruction.
3. Cancel the class.

Enrollments are taken in the order received, and some courses will fill quickly. Early enrollment is strongly advised. You are enrolled in the activity/class of your choice unless you are notified of a change or a problem. In order to ensure that the class you want takes place please register in one of the following three ways:

1. BY MAIL

Just fill out the quick and easy registration form located on page 18. Print clearly and provide all the information requested on the form to insure quick processing of your registration. Be sure to include your credit card number, or money order payable to:

Rowland Adult and Community Education
Mail it along with your registration form to:
Rowland Adult & Community Education
2100 Lerona Avenue
Rowland Heights, CA 91748

2. BY FAX – 24 hours a day! 7 days a week!

FAX anytime to (626) 854-1191. Be sure to provide all the registration information and your credit card number including the card expiration date. Do not forget to sign the form.

3. WALK-IN

Drop by our office at Rowland Adult and Community Education located at 2100 Lerona Avenue during regular office hours.

4. BY E-MAIL

E-mail the online registration form to
communityed@rowlandschools.org

5. ONLINE (NEW!) - 24 HOURS A DAY, 7 DAYS A WEEK!

RACE is now offering ONLINE registration for our Community Education classes. Register and pay for your classes from the comfort of your home at **race.rowlandschools.org**.

Please Note:

Classes must be paid by cash or credit card only.

How to read the Community Education Class schedule:

session number	day(s)	time	start/end dates
620211	Tues/Wed/Thur	8:15-1:30 pm	01/23/24-05/19/24
6 wks	AEC2	201	Tanimoto \$55
course duration	campus	room	instructor fee

Refunds

Please plan carefully, as there will be **NO REFUNDS, CLASS TRANSFER OR LETTER OF CREDIT.**

If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

Sign up for our Community Education email announcements.

Get information on our fun, informative Fee-Based classes we offer for the Summer!



INTRO TO COMPUTERS AND INTERNET

Easily develop your computer techniques! This class will let you explore basic computer skills to enrich your knowledge of Microsoft Word usage as well as internet search techniques. Students will learn useful functions of Microsoft Word to create and edit documents which will help them with reports and projects. Our hands-on practice will benefit students to have a jump start getting office computing skills.

Minimum 5 students, maximum 16.

610101	Mon	3:15-4:00pm	06/09/25-07/07/25
5 wks	AEC 1	102	Ng \$100

Material Fee: \$10 cash payable to the instructor first day of class for handouts.

Alan Ng has been teaching classes for more than 15 years in over 30 cities in 3 counties. After many years of working with students from different backgrounds, he has developed a set of hands-on materials for making learning fun and easy. Alan has a Master's Degree in Computer Science and is highly qualified in instructing courses for learning computer skills.

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



PIANO CLASS FOR ADULTS & SENIORS

A fun class to discover the many possibilities of music through playing an instrument in stimulating the brain and enhancing personality and well-being. Students will learn the fundamentals of music and will be able to play simple melodies on the piano or keyboard at the end of the class sessions.

Minimum 4 students, maximum 9.



BEGINNING

670300	Wed	1:30-2:30pm	06/11/25-07/09/25
670301	Wed	7:30-8:30pm	06/11/25-07/09/25
5 wks	Rowland Heights School of Music	Fresnoza	\$150

Material Fee: \$32 cash payable to the instructor for the instruction book and instrument maintenance fee at the first class meeting. You will need your own personal set of headphones with a large prong adapter.

Dr. Yolanda Fresnoza is the Founder and Director of the Rowland Heights School of Music & Arts, developing musical talents since 1989. She holds a doctorate degree in Education and had her music studies major in piano from Centro Escolar University Manila Philippines. She was a Professional Expert in the RUSD teaching music as part of the M.I.N.D. (Music Intelligence Neural Development) program at Ybarra Academy and Northam Elementary School. She has also been providing piano classes in partnership with the Recreation Department of Rowland Adult and Community Education for the past 20 years.



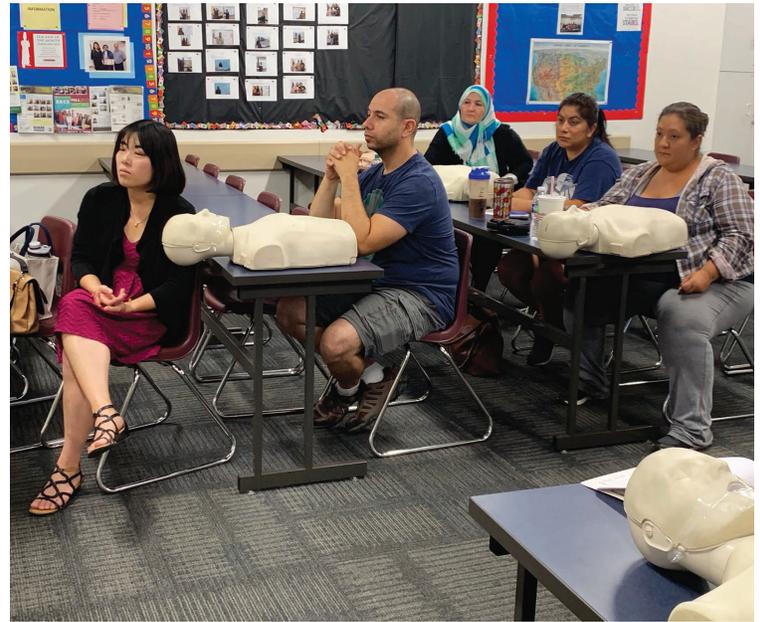
GUITAR CLASS FOR ADULTS & SENIORS

A fun class to discover the many possibilities of music through playing an instrument in stimulating the brain and enhancing personality and well-being. Students will learn the fundamentals of music and will be able to play simple melodies on the guitar. **Students will need a guitar. Minimum 4 students, maximum 9.**

670400	Mon	7:00-8:00pm	06/09/25-07/07/25
5 wks	Rowland Heights School of Music	Ng	\$150

Material Fee: \$30 cash payable to the instructor for the instruction book and instrument maintenance fee at the first-class meeting.

Manuel Ng, Jr. graduated from the University of the Philippines, College of Music, majoring in classical guitar and minoring in piano. He has been teaching guitar since he graduated in 2004. He has a combined teaching experience if 18 years. Mr. Ng is currently a faculty member of the Rowland Heights School of Music and Arts, teaching both classical and contemporary guitar.



AMERICAN HEART ASSOCIATION

CPR, AED AND FIRST AID FOR ADULTS, CHILDREN AND INFANTS
In this course each student will be taught, legal considerations, responsibility of the first aid provider, recognizing an emergency, scene/self-safety, deciding to help, and basic CPR one rescuer skills (adult, child, infant), including chest compressions, and breathing with a barrier, hands-only CPR, treatment for an obstructed airway (choking) use of AED. Basic first aid for injuries, illnesses, and environmental emergencies. Please advise the instructor if a "Pediatric" card is required. All certification cards will be emailed to students.

Registration is required 5 days prior to the course beginning. Minimum 6 students, maximum 9.

670201	Sat	8:00am-12:00pm	06/14/25
1 day	Rowland Campus	101	Baca
			\$60

Material Fee: \$25 cash payable to the instructor at the first class meeting for book and certification card.

Michael Baca brings 35 years of experience. First, as a U.S. Navy Trainer/Combat Medic. He studied Emergency Medical Technician Training at UCLA. He earned a Bachelor of Science Degree in Business Management from the University of Phoenix. He is certified to train in various OSHA safety subjects through, Health and Safety Institute, and Medic First Aid.



BEGINNING BASS GUITAR

This class is designed for adults with no experience or just starting to play bass guitar. In this beginner course, students will establish a firm foundation in bass playing which includes bass techniques and styles, note reading, and music theory. Students will also learn how to play along with other musicians for some great fun. **Students will need a bass guitar. Minimum 4 students, maximum 9.**

670551	Tue	6:30-7:30pm	06/10/25-07/08/25
5 wks	Rowland Hts School of Music	Jimenez	\$150

Material Fee: \$15 cash payable to the instructor for the instruction book and instrument maintenance fee at the first-class meeting.

Ed Jimenez as a music instructor is passionate about teaching and aspires to be an inspiration to his students.



ONLINE LEARNING

DISCOVER THE BENEFITS!

Discover the benefits of Online Learning! We offer more than 800 online courses, geared to accelerate your present role, or prepare you to find a new career in an in-demand field.

Benefits of Online Learning:

- Learn anywhere, anytime
- Learn at your own pace
- Online learning is cost-effective
- Interactive classroom
- No geographic limitations
- Earn while you learn: no conflicts with your work schedule
- No travel time or commuting expenses
- Learn the skills for a new career or develop a personal interest

Course Features:

-  100% Online
-  24/7 Course access
-  6-Week instructor-moderated or 3-month self-guided formats
-  Learn from industry experts
-  Receive a certificate of completion

Popular Online Courses:

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Project Management Suite

In this suite, learn the essentials of project management as you learn to plan, implement, control, and close any type of project along with essential quantitative and qualitative project management applications.

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Photography Suite

Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

ROWLAND ADULT AND COMMUNITY EDUCATION

View our full catalog of courses and course bundles on our website:

ed2go.com/race



Rowland Adult & Community Education General Information



ABOUT THIS CATALOG

This publication must be prepared well in advance of the time period it covers; therefore, changes in some programs, policies and fees may occur. Courses as described are subject to change without notice and some courses or programs that are offered may have to be cancelled because of insufficient enrollment, elimination or reduction in programs or for any other reason considered sufficient by the Director of Adult Education/Career Preparation. Any questions about courses or programs listed in this catalog should be directed to the adult school main office located at 2100 Lerona Avenue, Rowland Heights or call 626-965-5975.

ENROLLMENT PRIORITY

Enrollment priority is given to adults in all adult education program, courses or classes. (E.C.52500)

REGISTRATION INFORMATION

Registration begins **May 19, 2025** for ESL and ASE classes.
Registration begins **May 26, 2025** for community education classes.

HIGH SCHOOL DIPLOMA CREDIT (ADULTS)

Rowland Adult and Community Education will grant an adult high school diploma. Credits toward the diploma may be earned for previous schooling, work experience and military service. A plan for completing graduation requirements will be provided by the Adult School Counselor.

CONTINUOUS ENROLLMENT

Students may continue to enroll in most classes, where space is available, after the semester begins. Please call the adult school office for assistance. No checks accepted. Material fees are charged in some classes in order to meet minimum costs. Payment of these fees are required at the same time of registration. Please refer to class listing for more information.

REFUND POLICY

Please plan carefully as there will be **NO CLASS REFUNDS, LETTER OF CREDIT** or **CLASS TRANSFERS**. If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

CAL -WORKS

Individuals receiving Temporary Assistance to Needy Families (TANF) are eligible to learn marketable skills for employment. Includes vocational training, GED preparation, Adult Basic Education, English as a Second Language, career counseling and job assistance.

SEXUAL HARASSMENT

Sexual Harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension or expulsion of students. Sexual harassment is defined in Education Code section 212.5.

IDENTIFICATION CARDS

Picture ID cards can be obtained at the Rowland Campus.

WILLIAMS COMPLAINT CLASSROOM NOTICE GRADES K-12

Parents, Guardians, Pupils, and Teachers:

Pursuant to California Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Website at www.rowlandschools.org. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/ir/cp/uc/ucpmonitoring.asp>

UNIFORM COMPLAINT PROCEDURE (UCP) ANNUAL NOTICE COMMUNITY RELATIONS BP 1312.3(A)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students
2. Adult education programs
3. After School Education and Safety programs
4. Agricultural career technical education
5. Career technical and technical education and career technical and technical training programs
6. Child care and development programs
7. Compensatory education
8. Consolidated categorical aid programs)
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program
12. Every Student Succeeds Act
13. Local control and accountability plan
14. Migrant education
15. Physical education instructional minutes
16. Student fees
17. Reasonable accommodations to a lactating student
18. Regional occupational centers and program
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding
20. School safety plans
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding
22. State preschool programs
23. State preschool health and safety issues in license-exempt programs
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

NON-DISCRIMINATION STATEMENT TITLE IX INFORMATION

The Rowland Unified School District is committed to equal opportunity for all individuals in education and in employment. Rowland Unified prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, or bullying you should contact your school site principal and/or the District's Chief Compliance and Title IX Officer, Silvia Rivas, by phone at (626)854-8392, by email at srivas@rowlandschools.org, or in person at Rowland Unified School District at 1830 Nogales Street, Rowland Heights, 91748.

DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar Unificado de Rowland está comprometido a la igualdad de oportunidades para todos los individuos en educación y empleo. El Distrito Unificado de Rowland prohíbe la discriminación, acoso, intimidación y acoso escolar en base a características reales o percibidas de edad, ascendencia, color, discapacidad, origen étnico, género, expresión de género, identidad de género, información genética, estado migratorio, estado civil, información médica, nacionalidad, condición de los padres, estado de embarazo, raza, religión, sexo, orientación sexual o asociación con una persona o grupo con una o más de estas características reales o percibidas. Si cree que usted, o su estudiante, han sido objeto de discriminación, hostigamiento, intimidación o acoso escolar, debe comunicarse con el director de su escuela y/o con la Oficial Principal de Cumplimiento y Título IX del Distrito, Silvia Rivas, por teléfono al (626) 854 -8392, por correo electrónico a srivas@rowlandschools.org, o en persona en el Distrito Escolar Unificado de Rowland en 1830 Nogales Street, Rowland Heights, CA 91748

非歧視聲明

羅蘭聯合學區致力於為所有人提供平等的教育和就業機會。羅蘭聯合學區禁止根據實際或察覺的年齡、血統、膚色、殘疾、族裔、性別、性別表達、性別認同、遺傳信息、移民身份、婚姻狀況、醫療信息、國籍、父母身份、懷孕狀態、種族、宗教、性別、性取向、或與具有這些實際或察覺特徵中的一個或多個特徵的個人或群體的關係，而予以歧視、騷擾、恐嚇和霸凌。如果您認為您或您的學生遭受了歧視、騷擾、恐嚇或霸凌，則應與您的學校校長聯繫，和/或通過致電 (626) 854-8392 或通過電子郵件 srivas@rowlandschools.org 給學區首席合規官和 Title IX 官員 Silvia Rivas 聯繫，或親自到位於 1830 Nogales Street, Rowland Heights, CA 91748 的羅蘭聯合學區。

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.



ROWLAND UNIFIED SCHOOL DISTRICT
**Preparing Students for
 the Future of Their Choice**

Award Winning Schools and Educational Leaders



2025-26 HONOR ROLL SCHOOLS

John A. Rowland High School
 Shelyn Elementary
 Stanley G. Oswalt Academy
 Ybarra Academy of Arts and Technology



CALIFORNIA DISTINGUISHED SCHOOLS



CSBA GOLDEN BELL AWARD FOR RUSD'S COLLEGE CONNECT PROGRAM AND STUDENT VOICE



AWARD WINNING EDUCATIONAL LEADERS

2024-25 Los Angeles County Teacher of the Year:
 Telesis Academy Teacher Paula Martinez named one of 16 LA County Teachers of the Year.
 2024-25: Association of California School Administrators (ACSA) State Administrators of the Year: Business Services: RUSD Superintendent Alejandro Flores and Continuation Education: Rowland High School Principal Gregory Perez



2024 AP ACCESS & SILVER AND BRONZE DESIGNATION

The College Board awarded both **Rowland High School** and **Nogales High School** for creating a college-going culture and ensuring AP coursework is equally available to all students no matter their backgrounds.



2024 CALIFORNIA PBIS SCHOOLS

18 schools have earned recognition for their work as a Platinum, Gold and Silver school for establishing positive behavior supports for all students.

Graduates attend top universities and colleges and earn more than \$5 million in scholarships each year!

ROWLAND UNIFIED SCHOOL DISTRICT CONGRATULATES OUR 2025-26 EMPLOYEES OF THE YEAR



Classified Employee of the Year
Ricardo Ramirez
 Guidance Technician II
 Nogales High School



Teacher of the Year
Stephanie Ayers
 4th Grade Teacher
 Ybarra Academy of Arts and Technology



Administrator of the Year
Annette Martinez
 Assistant Principal
 John A. Rowland High School



Our Locations

Rowland Campus

Gemini Campus

Santana Campus

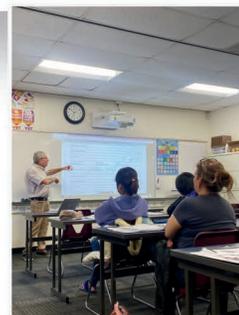


Rowland Campus

Classes Offered at this Location:

ESL, ABE/ASE, Citizenship Prep., Parent Ed., & Community Education classes

2100 Lerona Ave.
Rowland Heights, CA 91748



Gemini Campus

Classes Offered at this Location:

ESL, ABE/ASE, Older Adult

90 N Backton Ave.
La Puente, CA 91744



Santana Campus

Classes Offered at this Location:

ASE and Community Education classes

341 La Seda Rd.
La Puente, CA 91744



USED FOR COMMUNITY EDUCATION CLASSES ONLY
registration form

Mail-in, fax or email registration form
communityed@rowlandschools.org

Rowland Adult and Community Education
2100 Lerona Avenue
Rowland Heights, CA 91748
Phone: (626) 965-5975 • Fax: (626)854-1191

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE NUMBER: (____) _____ - _____ M F BIRTH DATE: ____ / ____ / ____
GENDER M D Y

EMAIL: _____

COURSE #	COURSE TITLE	LOCATION	START DATE	FEE

REFUND POLICY

Please plan carefully as there will be **NO CLASS REFUNDS, LETTER OF CREDIT** or **CLASS TRANSFERS**. If the class is canceled by the Adult School, a full refund will be processed and mailed to you.

REGISTRATION FEE

\$5.00*

*Registration fee will be charged once per session.

LIABILITY RELEASE

I voluntarily agree to participate in this program. I realize that every precaution is taken to eliminate any injuries or hazards and that a competent teacher is present. However, in the event of any injury to myself, I hereby waive, release and hold harmless from any liability for damages or claims for which may arise in connection with the above-named activity(ies), against Rowland Adult and Community Education Personnel and the Rowland Unified School District.

Note: One registration form must be completed for each participant. More forms are available at the Adult School Office, or you may duplicate this form as needed.

The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.

I wish to opt out of email updates.

Student Initials

For Office Use Only

Receipt #: _____

Confirmation: _____

Initial: _____

Date: _____

Student ID #: _____

Processed: _____

PAYMENT (Check appropriate box for credit card)

*** Classes must be paid by cash or credit card only.**

CASH VISA M/C AMEX

CC#

Security code (located on the back or front)

Expiration Date /

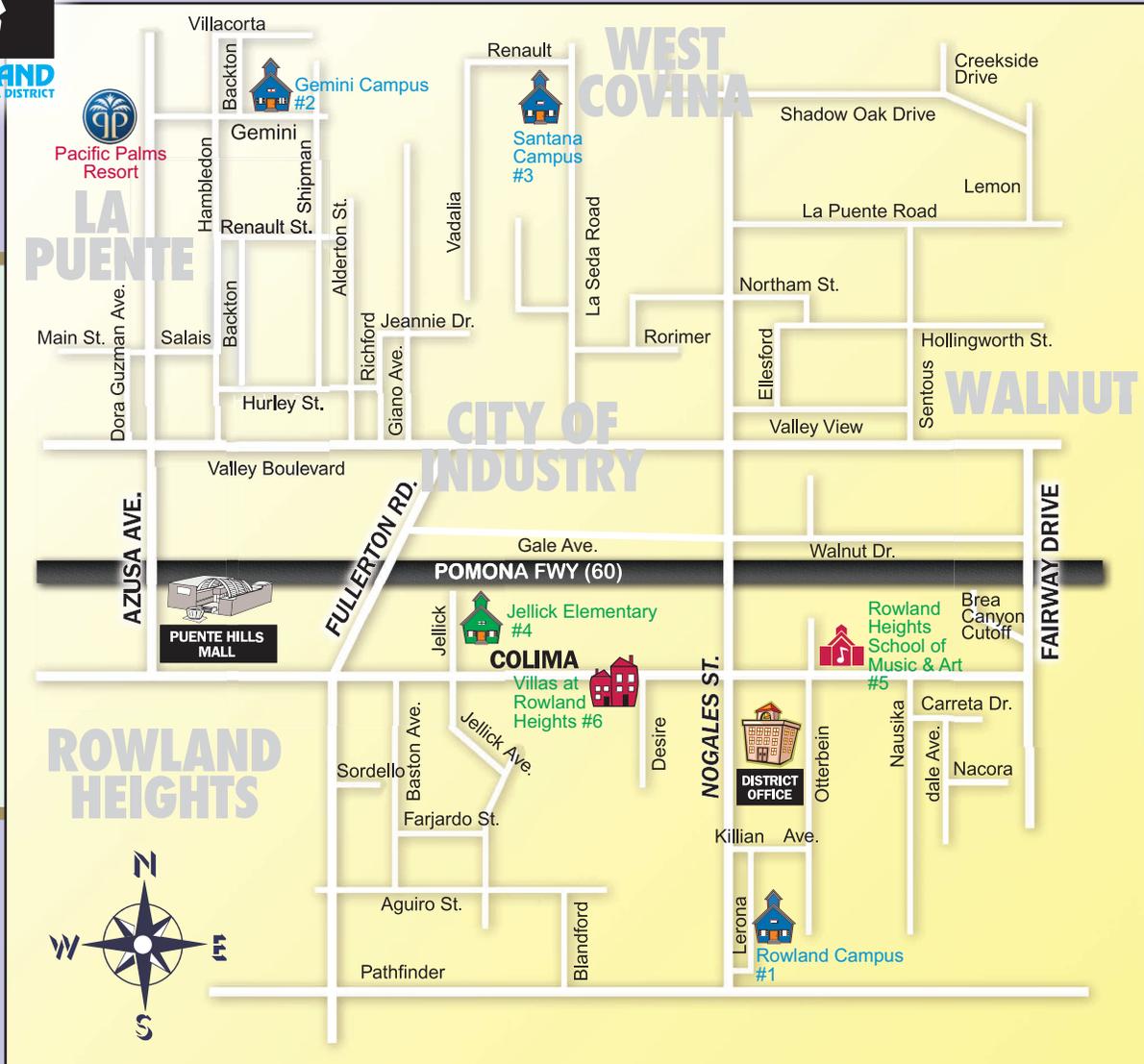
Signature

Date





Class Locations



MAP	SITE NAME	CITY	MAP	SITE NAME	CITY	MAP	SITE NAME	CITY
1	Rowland Campus 2100 Leron Ave.	Rowland Heights	3	Santana Campus 341 S. La Seda Rd.	La Puente	5	Rowland Heights School of Music & Art 19271 E. Colima Rd., Suite H	Rowland Heights
2	Gemini Campus 90 N. Backton Ave.	La Puente	4	Jellick Elementary 1400 Jellick Ave.	Rowland Heights	6	Villas at Rowland Heights 18600 E. Colima Rd.	Rowland Heights