

# Bellflower

## Adult School

### Unlock Your Potential



**(562) 461-2218**

Bellflower Unified School District

**Winter Trimester**  
January 4 to April 24, 2010

#### BUSINESS TECHNICAL TRAINING CENTER

##### Computer Lab

Our programs are suitable for both career-changers as well as established professionals who need to upgrade their skills. The BTTC provides students the equipment they need for hands-on training for a variety of computer software and business subjects.



The BTTC Computer Lab is fully equipped, offering: Broadband Internet connectivity, 30 workstations with ergonomic seating, equipment for scanning, printing, projection display and accessibility in an atmosphere that encourages focused study and accomplishment.

The Computer Applications offered are:

- MS Word
- MS Outlook
- PageMaker
- Photoshop
- MS Excel
- MS PowerPoint
- QuickBooks
- MS Publisher
- MS Access
- Microsoft Windows
- Introduction to PC's
- Internet

The Business Courses offered are:

- Computerized Keyboarding
- Business Math
- Portfolio
- Accounts Receivable
- Accounts Payable
- Ten-Key
- Office Procedures
- Business English
- Filing
- Resume Preparation
- Telephone Techniques

Certificates of Mastery Programs offered are:

- Filing Clerk
- Administrative Assistant/Secretary
- General Office Clerk
- Accounting Clerk/Financial Records Processor

##### Class times and fees:

060101 M - Th 1/4 8:00 am - 3:00 pm BAS 1 Bassi

##### Customize a schedule that meets your needs and budget.

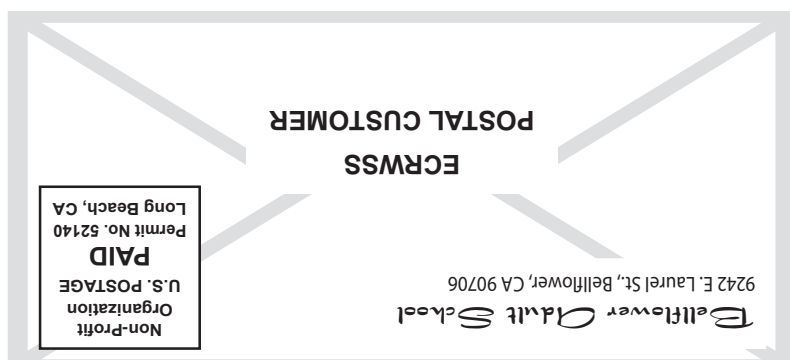
Attend 1 day a week (15 weeks at 8 hours) \$25 class fee \$20 registration fee  
 Attend 2 days a week (15 weeks at 16 hours) \$70 class fee \$20 registration fee  
 Attend 3 days a week (15 weeks at 24 hours) \$115 class fee \$20 registration fee  
 Attend 4 days a week (15 weeks at 32 hours) \$170 class fee \$20 registration fee  
 A one-time registration fee is charged per trimester.

060102 T/Th 1/5 3:00 pm - 7:00 pm BAS 1 Bassi  
 \$25 class fee and a \$20 registration fee.  
 Maximum of attending 8 hours a week.

For more details and information call (562) 461-2218.



**ENROLL NOW!**  
**GET A BETTER JOB!**  
**HELP YOURSELF**  
**& YOUR FAMILY!**



**WE CAN HELP YOU ACHIEVE YOUR GOALS!**



#### **NEW! E-Registration:**

"The Easy Way to Enroll"  
 Go to [www.busd.k12.ca.us](http://www.busd.k12.ca.us)  
 Click on Adult Education!

#### **Early Registration**

Starts Monday, December 14

#### MEDICAL EDUCATION

##### Nursing Assistant - 14 week program

**Class fee:** \$695. Supplies, books and materials are not included in the class fee. A \$200 deposit is due after you attend the orientation. The balance of \$495 is payable on the first class meeting.

**Orientation and Testing Dates:** Tuesday, December 1 & 8, at 12 pm & 5 pm.

**Term begins** January 4 to April 15, 2010. Call (562) 461-2218 for information.

060205 M - Th 8:45 am - 1:00 pm EP 48 Kang  
 060207 M - Th 5:00 pm - 9:00 pm EP 48 Horrington

##### Home Health Aide - 10 class meeting

**Class fee:** \$225.

This class requires an enrollment of 15 students. Enhance your employment potential and salary by completing our Home Health Aide training. Classroom and clinical experience will prepare you for the certificate requirement required by the California State Department of Health Services. State approval #HHP571.

**Pre-requisite:** CNA, current CPR, Rubella & TB screening and current medical history/physical.

**Class meeting dates:** February 5, 12, 13, 19, 26 & 27; March 5, 12, 13, & 19.

064502 F/Sat 7:00 am - 1:30 pm EP 48 Bumgarner

##### CNA - Continuing Education Workshops

**Class fee:** \$35 for each 4 hour workshop.

This class requires an enrollment of 10 students. Registration begins one-half hour before class begins. Each class will begin on time and late entries will not be admitted.

**Class meeting dates:** January 9, 16, 23, 30; February 6 & 20; April 17 & 24.

0602501 Sat 8:45 am - 1:00 pm EP 49 Bumgarner



## ADULT ACADEMIC CLASSES

**Adult Basic Education and Literacy** - Registration fee is \$20.

Open Entry - Contact the Guidance Center for Information (562) 461-2218.

010101 T & Th 1/5 8:00 am - 11:30 am BAS 2 Tully

**GED® Preparation** - Registration fee is \$20.

You must see a Guidance Technician to enroll.

020021 T & Th 1/5 8:00 am - 11:30 am BAS 2 Tully  
020027 T & Th 1/5 6:30 pm - 9:00 pm SHS 11 Tully

### GED® - General Educational Development (GED®) Test requirements are:

- You must be a California resident.
- You must be 18 years of age or older or within 60 days of your 18<sup>th</sup> birthday.
- You must present current valid government-issued picture identification at the time of the test.



### GED® Testing Schedule

SESSION	MARCH	APRIL	MAY	JUNE
<b>Mandatory Orientation</b>	Thursday 3/11/2010 5 - 6 pm	Thursday 4/15/2010 5 - 6 pm	Thursday 5/13/2010 5 - 6 pm	No Test
<b>Session I English &amp; Reading</b>	Tuesday 3/16/2010 5 - 8 pm	Tuesday 4/20/2010 5 - 8 pm	Tuesday 5/18/2010 5 - 8 pm	Re-test only as needed
<b>Session II Math</b>	Wednesday 3/17/2010 5 - 8 pm	Wednesday 4/21/2010 5 - 8 pm	Wednesday 5/19/2010 5 - 8 pm	Re-test only as needed
<b>Session III Science &amp; Social Studies</b>	Thursday 3/18/2010 5 - 8 pm	Thursday 4/22/2010 5 - 8 pm	Thursday 5/20/2010 5 - 8 pm	Re-test only as needed

### Costs are as follows:

- \$110 - Entire test battery if you are NOT enrolled as a Bellflower Adult School student.
- \$95 - Entire test battery if you are enrolled as a Bellflower Adult School student.
- \$25 - Cost for EACH test being re-taken.

**Cash or credit cards only; no personal checks accepted.**

**Costs are not refundable but may be applied to future tests at this site.**

## HIGH SCHOOL SUBJECTS

**High School Subjects Forum** - Registration fee: \$20.

028520 M & W 1/4 8:00 am - 1:00 pm BAS 2 Tully  
028522 M - Th 1/4 7:00 pm - 9:00 pm BAS 2 Droessler  
028502 M 2/22 3:30 pm - 6:30 pm SHS 11 Droessler  
028504 T 2/9 3:30 pm - 6:30 pm SHS 11 Droessler  
028505 W 2/10 3:30 pm - 6:30 pm SHS 11 Droessler  
028506 Th 2/11 3:30 pm - 6:30 pm SHS 11 Droessler

**Adult Independent Study (AIS)** - Registration fee: \$20.

Students must register through the Guidance Center. A reading assessment is required prior to placement. A \$40 refundable textbook deposit is required.

020701 M & W 1/4 8:00 am - 1:00 pm BAS 2 Tully

**Math Review - Pre-Algebra, Algebra I** - Registration fee: \$20.

A review of basic math concepts up to beginning algebra.

022703 M & W 1/4 8:00 am - 1:00 pm BAS 2 Tully  
022701 M & W 1/4 6:30 pm - 9:00 pm SHS 13 Tully

## ENGLISH AS A SECOND LANGUAGE (ESL)

Classes will focus on learning the English language skills of pronunciation, listening, speaking, reading, writing, vocabulary, and grammar. Placement in specific classes will be based on assessment testing.

**Early ESL Registration & Testing: in Room CDO 2. Registration Fee: \$20.**

**For morning classes: on January 4 - 5 from 8:30 am to 1:30 pm**

**For evening classes: on January 4 - 5 from 6:15 pm to 8:30 pm**

**ESL Registration: Friday, January 8 from 8:30 am to 12:00 pm**

**How to register for an ESL class:**

- At registration, the student's language level is assessed.
- The language assessment takes about one hour.
- Students are placed in classes based on their assessed language level.

### Morning & Afternoon Classes

**ESL Beginning** - Registration fee: \$20.

031101 M & W 1/6 8:30 am - 11:00 am CDO 2 Chandler

**ESL Family Literacy** - Registration fee: \$20.

030210 M & W 1/4 9:00 am - 11:30 am WASH 804 Brooks

**ESL Family Literacy** - Registration fee: \$20.

030211 W & F 1/6 8:30 am - 11:00 am CW 42 Jackson

**ESL Family Literacy** - Registration fee: \$20.

030212 T & Th 1/5 8:30 am - 11:00 am EP Jackson

**ESL Intermediate** - Registration fee: \$20.

031302 M & W 1/6 11:30 am - 2:00 pm CDO 2 Chandler

**ESL Intermediate** - Registration fee: \$20.

031301 T & Th 1/7 8:30 am - 11:00 am CDO 2 Droessler

**ESL Advanced** - Registration fee: \$20.

034001 T & Th 1/7 11:30 am - 1:30 pm CDO 2 Droessler

**Vocational English Language** - Registration fee: \$20.

This class prepares English language students for potential employment in the workplace. Vocational, basic skills and career exploration instruction will be presented.

F 1/8 8:30 am - 11:30 am BAS 2 Chandler

**NEW!**

### Evening Classes

**ESL Beginning** - Registration fee: \$20.

031103 M & W 1/6 6:15 pm - 8:45 pm CDO2 Chandler

**ESL Intermediate** - Registration fee: \$20.

031302 T & Th 1/7 6:15 pm - 8:45 pm CDO 2 Chandler

**Oral Language** - Registration fee: \$20.

0317503 T & Th 1/7 5:00 pm - 6:00 pm CDO 2 Chandler



- **LEARN ENGLISH!**
- **GET A BETTER JOB!**
- **HAVE A BETTER LIFE!**

## COSMETOLOGY

**Cosmetology Course - 1600 Hours** - Class fees are approximately \$4995. Call (562) 804-6506 for information. This California State approved course prepares students for the California State Board Examination by covering both the theoretical and technical aspects of the license.

**Orientation & Enrollment Dates:** January 11, March 8 and May 24, 2010.

Enrollment for Cosmetology is limited to the daytime program.

Day Program: Monday - Friday 8:00 am - 4:30 pm COS 1, 2, 3 & 4  
Instructors: Anderson, Cousins, Gonzales & Smith

Weekend Program: Saturday 8:00 am - 4:30 pm COS 1 & 2

**Cosmetology Fees:** TOTAL \$4995  
(Kit \$995, Books \$325, Uniform \$45, Lab Fee \$630, Student Fee \$3000)

### Payment Schedule:

Payable at enrollment (Kit, books, uniform & lab fee) \$1,995  
50% of Student Fee due at 850 hours \$1,500  
Balance of Student Fee due at 1450 hours \$1,500

### Cosmetology/Brush-Up Course - 550 Hours

This course is for students needing to update their skills in order to pass the California State Board of Cosmetology exam. These classes cover both the theoretical and technical aspects of the individual license. Call (562) 804-6506 for enrollment dates and fee schedule.

**Full service salon** - Bellflower Adult School of Cosmetology offers a full service salon. All work is done by our students with the supervision of our fully qualified instructors. Clients who are 55 and over get a 20% discount on services except the Age Smart Facial Treatment. Under the state laws in California, it is required that all clients get a pre-disposition test 24 hours before any hair coloring service.

**Salon Hours:** Wednesday & Thursday 10:30 am until 7:30 pm (Lunch 12:00 pm to 1:00 pm)  
Friday & Saturday 8:30 am until 4:00 pm (Lunch 12:00 pm to 1:00 pm)

## ESTHETICIAN

**Esthetician - 600 Hours** - Class fees are approximately \$2195. Call (562) 804-6506 for information. This course prepares you for an exciting career in esthetics.

**Orientation & Enrollment Dates:** January 26, February 23, March 23, April 27 and May 25, 2010.

Day Program: Monday - Friday 8:00 am - 4:30 pm COS 5 & 6  
Instructor: Simon

Night Program: Monday - Thursday 6:00 pm - 10:00 pm COS 5 & 6  
Instructor: Martinez

Saturday Program: (Required for night program)  
Saturday 8:00 am - 4:30 pm COS 5 & 6  
Instructors: Martinez & Simon

**Esthetician Fees:** TOTAL \$2195  
(Kit \$662, Books \$320, Uniform \$88, Lab Fee \$425, Student Fee \$700)

### Payment Schedule:

Payable at enrollment (Kit, books, uniform & lab fee) \$1,495  
Student Fee due at 350 hours \$700

**Esthetician/Brush-Up Course - 220 Hours** - All classes are state approved preparation for California State Board Examinations covering both the theoretical and technical aspects of the individual license. Call (562) 804-6506 for enrollments dates and fee schedule.

**WOW!**

*Luxury you can afford!*

# COMMUNITY EDUCATION CLASSES

The Community Education Program is self-supporting and does not receive state or federal funding. The class fees cover all direct costs associated with the class. The listed class fee is due the first class meeting. Students in Community Education classes must decide by the end of the first hour of class whether they wish to continue in the class. **No refunds will be issued after that first hour of the first class. Class fees will not be pro-rated.** Depending on the type of class, children 13 years and older can register along with a parent or guardian and attend Community Education Classes. **Community Education classes that do not meet the required enrollment may be adjusted to meet the instruction obligation.**

## ARTISTRY OF MAKEUP SERIES

### Certificate Program - 32 hours - 4 class meetings -

Begin a new career for yourself in the beauty industry. Through our certificate program you will be able to work as a makeup artist in film, Hi-Def TV, photography, print-work, weddings salons, movie sets, and special occasions/ events. You will learn facial contouring, highlighting, and mixing of foundation color and much more as you cover every form of makeup work including airbrushing.

To ensure the quality of the program, this class is limited to 12 students. A \$200 non-refundable deposit is required by December 18, 2009 (Session 1) & February 22, 2010 (Session 2) to reserve your seat. If you have a passion for makeup and want to be your own boss then this is the program for you! The class fee for entire series is \$995. The remaining balance of \$795 is payable January 4 - 6, 2010 (Session 1) and March 8, 2010 (Session 2).

This fee includes your uniform smock and a complete professional makeup kit.

**Session 1 class dates:** January 16, 23, 30 & February 13, 2010.

**Session 2 class dates:** March 20, 27, April 3 & 17, 2010.



### Beginning Makeup

0650502	Sat	1/16	8:00 am - 4:30 pm	Cosmo	Hernandez
0650502	Sat	3/20	8:00 am - 4:30 pm	Cosmo	Hernandez

### Intermediate Makeup

**Pre-requisite:** You must have completed Beginning Makeup.

0650502	Sat	1/23	8:00 am - 4:30 pm	Cosmo	Hernandez
0650502	Sat	3/27	8:00 am - 4:30 pm	Cosmo	Hernandez

### Special Effects in Makeup

**Pre-requisite:** You must have completed Beginning and Intermediate Makeup.

0650502	Sat	1/30	8:00 am - 4:30 pm	Cosmo	Hernandez
0650502	Sat	4/3	8:00 am - 4:30 pm	Cosmo	Hernandez

### Air Brushing Makeup Applications

**Pre-requisite:** You must have completed Beginning, Intermediate and Special Effects in Makeup.

0650502	Sat	2/13	8:00 am - 4:30 pm	Cosmo	Hernandez
0650502	Sat	4/17	8:00 am - 4:30 pm	Cosmo	Hernandez

## CHILD DEVELOPMENT

**Parent Education** - This class offers opportunities for parents with children ages 2½ to 5 years to develop parenting skills through shared learning experiences.

### Morning Session

- \$15 every 7 weeks for attending 1 day a week.
- \$25 every 7 weeks for attending 2 days a week.
- \$75 every 7 weeks for attending 3 days a week.

**Early registration** for the Winter trimester starts Monday, Dec. 14, 2009 in the classroom.

070401	M	1/4	9:00 am - 12:00 pm	LF 14	King
070402	T	1/5	9:00 am - 12:00 pm	LF 14	King
070403	W	1/6	9:00 am - 12:00 pm	LF 14	King
070404	Th	1/7	9:00 am - 12:00 pm	LF 14	King
070405	F	1/8	9:00 am - 12:00 pm	LF 14	King

### Afternoon Classes

- \$15 every 7 weeks for attending 1 day a week.
- \$25 every 7 weeks for attending 2 days a week.

**Early registration** for the Winter trimester starts Tuesday, Dec. 15, 2009 in the classroom.

070406	T	1/5	12:00 pm - 3:00 pm	LF 14	King
070407	Th	1/7	12:00 pm - 3:00 pm	LF 14	King

**Kindergarten Readiness** - This class also provides a learning experience for pre-kindergarten aged children (2½ - 5 years).

### Morning Session

- \$125 for a 7 week session (minimum of 15 students are required for each session).

**Early registration** for the Winter trimester starts Monday, Dec. 14, 2009 in the classroom.

070409	M - Th	1/4	8:30 am - 11:30 am	LIND 88	Sennett
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### Afternoon Classes

- \$125 for a 7 week session. This class requires an enrollment of 15 students for the morning and afternoon.

070410	M - Th	1/4	12:30 pm - 3:30 pm	LIND 88	Sennett
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## CREATIVE ARTS & CRAFTS

### NEW! Beginning Cake Decorating with Gilda - 10 class meetings -

Class fee: \$75. This class requires an enrollment of 12 students. Learn the proper techniques and inside tricks on how to decorate prepared cakes that will dazzle your family, friends and potential clients! This class covers frostings, fillings, royal decorations, flower making, holiday decorating and much more! Gilda will also share her secret cake recipes and special techniques that will make your event fabulous. A supply list will be provided or you can purchase them from your instructor. If you have questions e-mail Ms. Osorio at gildaosorio@aol.com

M	1/4	8:30 am - 12:00 pm	BKH	Osorio
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**Cricket 101, 102 & Design Studio - 15 class meetings -** Class fee: \$150. Grab your cricket and go to this fun class that will show you HOW to use your cricket and all its functions! Teresa, from Custom Impressions Scrapbooking, will show you the secret tips and tricks and hands-on projects that may this machine rock. We invite you to bring your own supplies or you can purchase them from your instructor. If you have questions e-mail Teresa at teresa@ciscraps.com

T	1/5	6:30 pm - 9:00 pm	BKH	Burnett
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### Seasonal Scrapbook Layouts - 15 class meetings -

Class fee: \$150. Sort through those pictures and create a memory in our layout class. Learn how to creatively place your photo, text, and art that will bring that memory to life. Teresa from Custom Impressions Scrapbooking will help you. Supplies can be purchased from the instructor.

Th	1/7	6:30 pm - 9:00 pm	BKH	Burnett
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### NEW! Perfect Packages & Creative Cards - 12 class meetings -

Class fee: \$120. This class requires an enrollment of 10 students. Start off the year in making seasonal gifts in our Perfect Packaging class that are as unique as they are creative! These make great affordable gifts for those special occasions. We will also include Creative Card making to celebrate all of your special occasions. Supplies can be purchased from the instructor. For more information e-mail Diana from Custom Impressions Scrapbooking at Diana@ciscraps.com.

M	1/4	6:30 pm - 9:00 pm	TBA	Roberts
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## DIGITAL PHOTOGRAPHY

### NEW! Digital Photographer - Intermediate - 6 class meetings -

Class fee: \$100. This class requires an enrollment of 10 students. Ongoing lectures, discussions and demonstrations will cover technical aspects with emphasis on lighting, composition, creative expression and problem solving skills. We will also discuss basic copyright laws protecting intellectual property. A 35mm digital camera with manual capability and access to a computer with Adobe Photoshop is required. Examples of Mr. Hartman's work can be found at [www.raikohartman.com](http://www.raikohartman.com)

**Class will meet** January 4, 11 & 25; February 1, & 22 and March 1, 2010.

M	1/4	7:00 pm - 9:00 pm	TBA	Hartman
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### Digital Photographer - Advanced - 6 class meetings -

Class fee: \$100. This class requires an enrollment of 10 students. Designed for the serious 35mm digital camera photographer, you will learn to strengthen your technical and creative skills in both fine art and commercial photography. All students are welcome. A 35mm digital camera with manual capability and access to a computer with Adobe Photoshop required. Examples of Mr. Hartman's work can be found at [www.raikohartman.com](http://www.raikohartman.com)

**Class will meet** January 7, 14, 21 & 28; February 4 & 11.

Th	1/7	7:00 pm - 9:00 pm	TBA	Hartman
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## FINANCE AND BUSINESS

### NEW! Notary Public and Notary Loan Signing Agent - 3 class meetings -

Class fee: \$40. This class requires an enrollment of 10 students. This class prepares students to pass the California State Exam and begin their own business as a Notary Public & Notary Loan Signing Agent. Students must be 18 years and older and bring an official ID picture. An additional required books fee of \$40 will be collected in class. If you have questions e-mail Ms. Reed at 1stcalnotaryservices@verison.net

TWTh	1/19 - 1/21	5:30 pm - 9:00 pm	TBA	Reed
TWTh	2/9 - 2/11	5:30 pm - 9:00 pm	TBA	Reed
MTW	3/8 - 3/10	5:30 pm - 9:00 pm	TBA	Reed

## FOREIGN LANGUAGE

**Conversational Spanish - 15 class meetings -** Class fee: \$70. Build communication skills in Spanish by focusing on specific language activities of everyday life such as asking and giving personal information, describing places and locations, asking for and giving directions, extending hospitality, talking about likes and dislikes and much more!

067501	T	1/5	6:00 pm - 9:00 pm	SHS 5	Chavez
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## HEALTH AND SAFETY

**First Aid / CPR** - For class information on First Aid and CPR classes, please call (562) 461-2218.

## LOCKSMITH

**Beginning, Intermediate and Advanced Locksmith** - Begin a new career in locksmithing. For information contact Mr. Garcia at [cjpahc@juno.com](mailto:cjpahc@juno.com) or call (562) 461-2218.

## MEDICAL CAREERS

### Medical Billing - 12 class meetings -

Class fee: \$160. This class required an enrollment of 15 students. Learn the essentials of computerized billing, inputting patient information, posting charges, patient payments and insurance payments, scheduling appointments, submitting claims electronically and on paper, printing patient statements and generating reports using Medisoft Patient Accounting.

063401	M	1/4	6:00 pm - 9:00 pm	SHS 4	Westerdale
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### NEW! Administrative Medical Assistant - Session 1 of a 2 part class - 15 class meetings -

Class fee: \$160. This class required an enrollment of 10 students. Textbook and workbook purchase is required. The Administrative Medical Assistant course is a comprehensive front-office medical assisting class. It is designed to instruct students in the many aspects of a medical front-office.

0689401	T	1/5	6:00 pm - 9:00 pm	SHS 4	Augustine
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### Medical Terminology - 15 class meetings -

Class fee is \$80. Text book is required. This class required an enrollment of 15 students. This course teaches the basic design of medical terminology and how to remember the meanings of 350 Latin and Greek word elements.

062701	Th	1/7	4:00 pm - 5:30 pm	SHS 15	Westerdale
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## Bellflower Unified School District

**Mission Statement** - The mission of the Bellflower Unified School District is to open the doors for all students to acquire the knowledge and develop the skills and attitudes that will empower them to become independent and contributing citizens and perform successfully in their chosen field and in society.

### Bellflower USD Board of Education

Laura Sanchez-Ramirez, President  
Rich Buonocore, Vice President  
Jerry Cleveland, Clerk  
Paul Helzer, D.C. PhD., Member  
Bill Ste. Marie, Member  
Rick Kempainen, Superintendent



### Bellflower Adult School -

9242 East Laurel Street, Bellflower, CA 90706  
Voice: (562) 461-2218 • Facsimile: (562) 461-2221  
Email: AdultSchool@BUSD.k12.ca.us

### Bellflower Adult School of Cosmetology

6024 N. Clark Avenue, Lakewood, CA 90706 • Voice: (562) 804-6506

### English as a Second Language Program

9301 Flower St., Bellflower, CA 90706  
Voice: (562) 461-2218

### Adult School Main Office Hours:

Monday through Thursday 8:00 am to 6:30 pm & 7:30 pm to 9:00 pm  
Friday 8:00 am to 12:00 pm & 1:00 pm to 3:30 pm

### Guidance Center Hours:

Monday thru Thursday 9:30 am to 8:00 pm  
Friday 9:00 am to 3:00 pm

### Winter Trimester Calendar (January 4 to April 24, 2010)

Early Registration and Testing	December 14, 2009
Martin Luther King, Jr. Holiday	January 18, 2010
Lincoln's Birthday Holiday	February 8, 2010
Concurrent Classes Begin	February 9, 2010
President's Day Holiday	February 15, 2010
Spring Break Holiday	April 5 - 9, 2010
Winter Trimester Ends	April 24, 2010
<b>Spring Trimester Begins</b>	<b>April 26, 2010</b>

**CAHSEE Examination:** To graduate, all students must pass the California High School Exit Examinations in English/Language Arts and Mathematics. Call the Guidance Office at (562) 461-2218 for information.

**CAHSEE Exam Dates** - March 16 & 17, 2010. *Examinations dates may be subject to change.*

**Algebra I:** To graduate from high school, students must pass a year of Algebra 1. A higher level of Algebra may also qualify. Call the Guidance Office at (562) 461-2218 for information and enrollment.

## LOCATIONS

**Bellflower Adult School - BAS** - 9242 E. Laurel St., Bellflower  
**Bellflower Adult Cosmetology - COS** - 6024 N. Clark Ave., Lakewood  
**Bellflower Adult ESL - CDO** - 9301 Flower St., Bellflower  
Bellflower Friendship Manor - BFM - 9550 Oak St., Bellflower  
Bellflower Kiwanis Hall - BKH - 9302 Laurel St., Bellflower  
Bellflower USD - District Office - DO - 16703 S. Clark Ave., Bellflower  
Craig Williams Elementary School - CW - 6144 Clark Ave., Lakewood  
Ernie Pyle School - EP - 14500 S. Woodruff Ave., Bellflower  
Esther Lindstrom Elementary School - LIND - 5900 North Canehill Ave., Lakewood  
Frank E. Woodruff - FWS - 15332 S. Eucalyptus St., Bellflower  
Las Flores School - LF - 10039 E. Palm St., Bellflower  
Somerset High School - SHS - 9242 E. Laurel St., Bellflower

## OLDER ADULT PROGRAMS

**These are classes primarily intended for persons 55 years and older. The Older Adult Programs are open to all interested adults.**

### Internet for Seniors - Class fee: \$25.

This class will introduce the beginning computer student to the basic skills necessary to utilize the internet. The student will learn basic emailing skills as well as how to search and access various websites of personal interest.

067802 T & Th 1/6 3:00 pm - 5:00 pm BAS 2 Tully

**Quilting** - Registration fee: \$20. Have you always wanted to learn how to quilt? Then enroll in our basic quilting class. We use the easy to understand quilting techniques based on the "Quilt in a Day" methods. Spend your Tuesdays with us in friendship, fun and quilting.

100401 Tuesday 1/6 10:00 am - 3:00 pm BFM Contreras



## GENERAL INFORMATION

**Admissions** - Classes are open to all adults. High school students in Bellflower Unified School District schools, 16 years or older, may enroll in approved classes after obtaining a concurrent enrollment form from their high school counselor.

**Priorities** - Enrollment will be on a "first come, first served" basis utilizing the following priorities: Adults residing in the district. Adults residing in other districts. Secondary students from the Bellflower District.

**Adult Diploma Center** - The center includes a variety of programs and services to help students meet their personal goals. Students who want to work toward their high school diplomas must meet with a guidance technician and complete assessment testing.

**Attendance** - All students are expected to attend classes regularly, promptly, and remain for the entire session.

**B TTC Student Services** - Sending fax \$1 per page, Color prints \$.50 per page, Document scanning \$1 per page, Resume printing \$.50 per sheet on high quality paper.

**Class Cancellations Policy** - Bellflower Adult School reserves the right to cancel any class in which the enrollment and attendance is not sufficient to warrant continuation, and to change class hours and/or days as necessity demands.

**Class Fees** - Community Education classes that do not meet the required enrollment may be adjusted to meet the instruction obligation.

**Children** - Are not allowed to attend classes with the exception of parenting classes and some Community Education classes.

**Concurrent High School Students** - High school students attending full-time classes are allowed to take adult classes under these conditions:

A face-to-face meeting with the high school counselor, student, and the parent/legal guardian must take place to agree that enrollment in the adult school class is for sound educational purposes and that enrollment in the adult school is voluntary. Interested students must have a concurrent enrollment form with the signatures of the high school counselor and the parent. These forms are available at the high schools in the Bellflower Unified School District or the adult school main office.

**Credit** - All academic courses listed will earn 5 diploma credits unless otherwise stated. Adult diploma-track students may also receive credit for work experience, and previous schooling, including credits earned at recognized correspondence schools.

**Diploma Candidates/Concurrent Students** - Diploma-track and concurrent high school students must meet with the guidance technician at the beginning of each trimester to evaluate progress and ensure proper class placement.

**Dress Code** - The Board of Education adopted a dress code policy that applies to any person attending classes within the Bellflower Unified School District.

**GED Score Report** - Are available to all GED students for a \$5 processing fee.

**General Guidance Services** - Are available to all students seeking information concerning courses offered and diploma requirements. Students working toward a high school diploma are required to meet with a guidance technician before enrolling.

**Non-discrimination** - The Bellflower Unified School District does not discriminate in matters of employment or admission to educational programs and activities on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, gender, race, ancestry, national origin, or mental or physical disability.

**Online Registration Information** - Online registration is convenient, easy and no extra charge. Go to [www.busd.k12.ca.us](http://www.busd.k12.ca.us) and Click on Adult Education.

**Payment** - No checks accepted. We accept cash, VISA and MasterCard only.

**Refunds** - Refunds will be issued if the class is cancelled prior to the second class meeting. You must have a receipt. Refunds are not given for Cosmetology lab and student fees, kits or books.

**Release of Liability & Indemnification** - Persons park on campus at their own risk. The Bellflower Adult School and the Bellflower Unified School District assume no liability for damages to persons or property by reason of class attendance and/or parking privileges. Each person shall protect and hold harmless the Bellflower Adult School and the Bellflower Unified School District, or its employees, from all claims for injuries to persons or damage to property by reason of class attendance and/or parking privileges on the grounds of the Bellflower Unified School District or its satellite campuses.

**Residency Requirement** - Adult school diploma-track students must earn at least 10 credits in a regular academic class at the Bellflower Adult School.

**Student Identification Cards** - These are available to students at least 12 hours of instruction during a trimester. Cards cost \$10.

**Transcripts** - Official school transcripts are available to all students for a \$5 processing fee.

**Uniform Complaint Procedure** - It shall be the policy of the Board of Education to provide procedures and regulations by which individuals may resolve complaints or charges arising out of actions or omissions of an identifiable district employee. A copy of the uniform complaint policy and procedures is available at the adult school office, district office, and every school in the district.

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