



WILLIAM M. MAGUY
SCHOOL OF EDUCATION



SCHOOL CATALOG
JULY 1, 2019 - JUNE 30, 2020



Table of Contents

Mission	1
Vision.....	1
Accreditation.....	1
Approvals	1
Partnerships	1
Disclosure Statements.....	2
Educational Purpose	3
Board of Directors.....	5
Proteus, Inc. Administration Headquarters	5
Executive Management Team	5
Main Campus	5
Instructional Facilities	6
Holidays/Staff Development Calendar	8
Equal Employment Opportunity	8
Your Student Rights and Freedoms	9
Students with Disabilities	14
Student Right-to-Know Disclosure.....	14
Gainful Employment	14
Student Drug & Alcohol Policy.....	14
Building Facilities & Safety	16
Student Accident Procedures	16
Student Services	17
Career and Education Counseling.....	17
Placement Services.....	17
Library Resources	18
Computer Resource Room Guidelines	18
Admissions Policy.....	18
English Language Proficiency	19
Financial Assistance.....	21
Transfer of Credits.....	22
Re-Enrollment Policy	22
Student Tuition Recovery Fund (STRF)	24
Refund Policy	25

Student Progress Evaluation	26
Program Evaluation by Student	27
Attendance Policy	27
Leave of Absence	28
Personal Appearance/Dress Code	28
Electronic Devices Policy	28
Unsatisfactory Attendance	29
Grading Policy	29
Student Conduct.....	30
Student Discipline Policy	31
Student Records.....	32
Family Education Rights & Privacy Act (FERPA)	32
Career & Technical Education Training	32
OA – 512 OFFICE AUTOMATION	33
TD – 514 TRUCK DRIVING	34
Drug Test Policy	36
PV – 515 PHOTOVOLTAIC “SOLAR” DESIGN & INSTALLATION	36
EERE – 517 ENERGY EFFICIENCY & RENEWABLE ENERGY TECHNICIAN	37
Academic Programs	37
ESL/CIT – 501 ENGLISH AS A SECOND LANGUAGE/CITIZENSHIP	38
ABE – 502 ADULT BASIC EDUCATION.....	38
HSE – 503 HIGH SCHOOL EQUIVALENCY	38
Faculty: Full-Time	39
Faculty: Part-Time	39
Instructor Directory	40
Orientation Schedule.....	42
Training Schedule	43
Notice of Cancellation Form.....	45
Withdrawal Form.....	46

Welcome

Welcome to the William M. Maguy School of Education, A Division of Proteus, Inc. Proteus Inc. recently celebrated 50 years of providing educational services to the communities in four different counties throughout the Central Valley. We are happy that you have chosen our school to provide the education that you are looking for and look forward to working with you towards your goals. The William M. Maguy School of Education is committed to providing quality education, training opportunities, and a supportive staff to each and every student that comes through our doors. Our vision is a self-sufficient participant and we encourage an attitude of life-long learning. Many of our classes are open entry/open exit, so it's never too late to begin and there is often no cost to you to enroll in our classes. Please give us a call or come by one of our offices to find out how to begin your journey to a brighter future.

Kenneth Kurts

Chief Academic Officer

Mission

William M. Maguy School of Education

To provide quality education through career and technical hands-on training and academic instruction that will empower students to obtain marketable skills that lead to employment and self-sufficiency.

Vision

William M. Maguy School of Education envisions itself to be the premier local provider of training and education to its students and its community.

Accreditation

William M. Maguy School of Education (WMSE) has been accredited through the Western Association of Schools and Colleges since 1995 and has recently been approved through June 30, 2021.

William M. Maguy School of Education is accredited by the Commission of the Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone (Local): 770-396-3898, Website: <http://council.org/>

Approvals

Approval to Operate

William M. Maguy School of Education is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Approved Training Provider

William M. Maguy School of Education is an approved training provider under the State of California Eligible Training Provider List (ETPL).

Partnerships

State Center Adult Education Consortium (SCAEC)

The Sequoias Adult Education Consortium (SAEC)

Kern AEBG Consortium

College of the Sequoias

GRID Alternatives

Tulare County Workforce Development Board

Kings County Job Training Office (JTO)

Kern County Employers' Training Resource (ETR)

Fresno Regional Workforce Development Board (FRWDB)
Tulare County Health & Human Services Agency
Tulare/Kings Migrant Ed, Region 8
Department of Rehabilitation (DOR)
Adult Schools – Visalia, Porterville, Cutler/Orosi, Hanford, Fresno, Madera

Disclosure Statements

- ✓ The Bureau for Private Postsecondary Education approves a person or legal entity to operate an institution in California. An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. Only accrediting agencies can accredit an institution. Accreditation is a voluntary non-governmental review process. State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.
- ✓ The William M. Maguy School of Education does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ The William M. Maguy School of Education does not provide housing assistance services to the students and does not have dormitory facilities under its control. Residential living in the areas served by the William M. Maguy School of Education may include room or apartment rental or private housing rental with costs varying \$550 upwards per month. Student Services will help students with general information on the availability and cost range of community housing in the area around the campus where they are studying.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959, (888) 370-7589 Fax: (916) 263-1897.
- ✓ As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The SPFS is available at <http://2018.proteusinc.org/index.php/services2/education>
- ✓ A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- ✓ The William M. Maguy School of Education does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa; therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.

- ✓ The William M. Maguy School of Education does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.
- ✓ If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- ✓ The William M. Maguy School of Education does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically to all prospective students prior to signing an enrollment agreement. A copy of the WMSE catalog is also available at <http://2018.proteusinc.org/index.php/services2/education>
The school catalog is updated at least once a year or whenever changes to school policies take place.
- ✓ The William M. Maguy School of Education does not offer distance education at this time.
- ✓ The Chief Academic Officer is responsible for monitoring new policies and procedures and maintaining school compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution.
- ✓ This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ The institution and its programs are accredited by an accrediting agency recognized by the United States Department of Education however at this time, the students are not eligible for Federal or State Student Aid programs.
- ✓ The institution is not approved to participate in the Federal or State Student Aid programs.

Educational Purpose

The purpose of the William M. Maguy School of Education programs is to provide learning opportunities to adult learners in a setting that promotes personal growth, enrichment, and motivation towards continued progress. We strive to accomplish this purpose through:

- ✓ Identifying and responding to the educational, training, and employment needs of the community.
- ✓ Providing a program of flexibility, scope, and depth of courses supportive to the times and needs of the students, including a curriculum that provides vocational education.

- ✓ Providing a flexible adult basic education leading to a high school equivalency or pre-vocational skill attainment.
- ✓ Providing professional assessment, testing, and counseling, thereby offering education directed toward career development, employment, and life-long learning.
- ✓ Providing quality classroom management through effective communication of clearly defined learning results, standards, and teamwork.
- ✓ Providing opportunities for critical thinking, social development, and life skills development, so students make decisions responsibly, assisted by knowledge and information acquired through learned reasoning processes.
- ✓ Providing an environment, which will enable students to build self-esteem and develop their own potential.
- ✓ Providing the necessary services that support the student's education, training, or employment endeavors.

WE BELIEVE in encouraging and empowering students to attain their personal and professional goals by recognizing their accomplishments and building upon their successes.

Schoolwide Learning Outcomes (SLO's) for people who choose to succeed

To become self-sufficient and productive members of the community, William M. Maguy School students will commit to developing:

Goal Setting Skills:

- Identify barriers and determine interests and strengths
- Develop strategies to overcome barriers
- Set realistic short-term and long-term goals

Life-long learning skills for personal growth:

- Access basic technology
- Identify educational/vocational opportunities
- Continue to attain skills needed to meet goals

A standard of work ethic that is valued by the employer community:

- Arrive to class prepared and on-time
- Maintain regular class attendance
- Work productively with other members of the class

Board of Directors

The school operates as a division of the parent company, Proteus Inc. and is governed by the corporation's Board of Directors. The governing body is a tripartite board consisting of 12 voluntary members representing the public, private, and low income sectors.

Paul Espinosa, Jr. - Chair

Maria Lemus – Vice Chair

Elizabeth Nunez - Secretary

Juanita Martinez - Treasurer

David Mendoza

Richard Rodriguez

Larry Gonzales

Francisco Pineda

Dr. Barbara Carrillo Zambrano

Victor Salazar

Victorio Rojas

Armida Espinoza

Proteus, Inc. Administration Headquarters

1830 N. Dinuba Blvd., Visalia, CA 93291

Ph: (559) 733-5423 Fax: (559) 738-1137

Or Call Toll Free at **(888) 776-9998**

<http://2018.proteusinc.org>

Executive Management Team

Robert Alcazar – Chief Executive Officer

Armie Tolentino – Corporate Financial Director

Dr. Michelle Engel-Silva – Executive Director

William M. Maguy School of Education Main Campus

1440 N. Shirk Rd., Visalia, CA 93291

Ph.: (559) 471-4550

Fax: (559) 785-4999

<http://2018.proteusinc.org/index.php/services2/education>

School Administrative Staff

Kenneth Kurts – Chief Academic Officer

Dr. Dennis Johnston – Dean of Education

Juan Valencia – Employer Service Representative

Liset Caudillo – Education Program Assistant

Laura Morales – Compliance and Records Officer

Noah Arzola – Recruitment Specialist

Maria E Mendoza – Admissions and Testing Coordinator

Maria Cisneros and Maria Perez – School Clerk

Instructional Facilities

William M. Maguy School of Education provides educational programs in Tulare, Fresno, Kings, and Kern counties. All offices and classes are equipped with restrooms, break rooms, and are ADA compliant. In addition, a resource room/computer lab is available for students to use for program-related assignments and job search.

William M. Maguy School of Education A Division of Proteus, Inc.- Main Campus 1440 N. Shirk Rd., Visalia, CA 93291, Telephone: (559) 471-4550., The facility contains five classrooms, outside practice range, and an in/outside training lab; In addition to administrative offices.

Career and Technical Education (CTE) Trainings:

- TD – Truck Driving
- OA – Office Automation
- PV – Photovoltaic “Solar” Design & Installation
- EERE – Energy Efficiency & Renewable Energy Technician

William M. Maguy School of Education A Division of Proteus, Inc. 54 N. Main, Ste. 10, Porterville, CA 93257, Telephone: (559) 781-1852. The facility contains three classrooms and a children’s room.

Academic Programs:

- ESL/CIT – English as a Second Language/ Citizenship
- ABE – Adult Basic Education
- HSE - High School Equivalency Preparation

William M. Maguy School of Education A Division of Proteus, Inc. 400 W. Tulare St., Dinuba, CA 93618, Telephone: (559) 591-5701. The facility contains two classrooms.

Academic Programs:

- ESL/CIT – English as a Second Language/ Citizenship
- HSE - High School Equivalency Preparation

William M. Maguy School of Education A Division of Proteus, Inc. 216 W. 7th St., Hanford, CA 93230, Telephone: (559) 582-9253. The facility contains two classrooms.

Academic Programs:

- ESL/CIT – English as a Second Language/ Citizenship
- HSE - High School Equivalency Preparation

William M. Maguy School of Education A Division of Proteus, Inc. Delano Service Center Extension 1816 Cecil Ave., Delano, CA 93215, Telephone: (661) 721-5842. A classroom is utilized for instruction.

William M. Maguy School of Education A Division of Proteus, Inc. 639 Road 210 Richgrove, CA 93261, Telephone: (559) 471-4550. Located at the Vera Cruz Village Apartments, the community classroom is utilized for instruction.

Academic Programs:

- ESL- English as a Second Language

Equipment

It is a priority to provide our students with a suitable learning environment; therefore, the use of equipment to help them get the necessary skills is important. The William M. Maguy School of Education classrooms are equipped with projectors, televisions, and DVD's which are utilized to teach instructional material. In addition, resource rooms are available to all students at our various training facilities, as well as the different Proteus Service Centers. Furthermore, students have access to the internet at most of our locations.

Students enrolled in the Office Automation program utilize computers equipped with Microsoft Office 2010, Windows 7, Microtype 5, and QuickBooks. In addition, students learn how to properly use 10-key calculators, multi-use copy machines (e.g. scanner, fax) and telephones to gain marketable skills needed in the workplace.

Students in the Truck Driving training program will learn how to safely and properly operate semi-trucks with a 28' dry van trailer.

A solar training lab is available for the students enrolled in the Photovoltaic (PV) "Solar" Design & Installation program where the classes are offered. The lab provides students with the opportunity to receive hands-on instruction where they learn how to properly install a PV system, bend conduit, pull wire, and connect the electrical components (e.g. micro inverters, centralized inverters, electrical panels). Students will apply their acquired knowledge in the various solar component labs and will learn how to properly utilize industry related tools. In addition, students will be provided with Personal Protective Equipment (PPE) which consists of a hard hat, eye protection and gloves. PPE gear is required and ensures that we maintain a safe and healthful work environment. These lab areas are also used by the Energy Efficiency & Renewable Energy Technician students.

Students in the Energy Efficiency & Renewable Energy Technician training utilize a mock house lab which provides hands-on practice in weatherization, construction, and installation. Students learn the fundamentals of Building Performance Institute (BPI) training for home performance evaluation and home retrofit planning. The lab provides students with the knowledge and skills to learn the residential installation skills employers within the construction industry require. In addition, students will learn to safely use a variety of diagnostic equipment and power tools including the infrared camera, blower door, and duct-blaster.

Holidays/Staff Development Calendar

July 4 th	Independence Day
July 22 th to 26 th	CTE Summer Break
Aug. 2 nd	Staff Development/ Employee Appreciation Day
August 16 th	Annual Event
September 2 nd	Labor Day
September 16 th	Mexican Independence Day
October 10 th	Occupational Advisory
October 11 th	Staff Development
November 11 th	Veterans Day
November 28 th to 29 th	Thanksgiving Day/ Day after Thanksgiving
December 23 rd to January 3 rd	Winter Break
January 20 th	Martin Luther King Junior's Birthday
January 31 st	Staff Development
February 17 th	Presidents Day
March 31 st	Cesar Chavez Day
April 6 th to 10 th	Spring Break
April 17 th	Staff Development
May 8 th	Occupational Advisory
May 25 th	Memorial Day

Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday

Classroom Hours: Hours vary by class. To obtain a current class schedule visit or contact Main Campus at (559) 471-4550. Class schedules are subject to change.

Equal Employment Opportunity

William M. Maguy School of Education is an equal employment opportunity employer and makes employment decisions on the basis of merit. The school strives to comply with all applicable laws prohibiting discrimination based on: race; color, national origin, or ancestry; gender/sex, gender identity, or gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or related medical conditions; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family member); political affiliation; as well as any other category protected by federal, state, or local laws. Company policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and all persons involved in the operations of the Company are prohibited from engaging in this type of conduct. The Company's policy of equal employment

opportunity applies to all employment practices including, but not limited to, recruitment, employment, training, compensation, benefits, promotions, layoffs, terminations, and any and all other terms, conditions, and privileges of employment.

You should report every instance of unlawful discrimination to your instructor, supervisor, manager, or the Human Resources Department, regardless of whether you or someone else is the subject of the discrimination. Complaints can be made to the Human Resources Department by calling (559) 735-3670, faxing information to (559) 735-3677 or emailing Jeana Brooks at Jeana@proteusinc.org as soon as possible. Detailed reports--including names, descriptions, and actual events or statements made--will greatly enhance the Company's ability to investigate any complaint of discrimination. Any documents supporting the allegations should also be submitted. Based on your report, the Company will conduct an investigation. The investigation will be kept confidential if it is determined that a witness needs protection, evidence is at risk of being destroyed, testimony is in danger of being fabricated, or there is a need to prevent a cover-up. The Company prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any supervisor, manager, or employee who retaliates against the complainant or those involved in the investigation will be subject to disciplinary action, up to and including termination of employment.

If the investigation determines that prohibited discrimination or other conduct in violation of Company policy has occurred, the Company will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. The Company will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of the results of the investigation.

Your Student Rights and Freedoms

Shared by all members of William M. Maguy School of Education, it is our responsibility to secure and to respect general conditions conducive to your freedom to learn. The school understands its duty to develop policies and procedures, which provide and safeguard this freedom. Therefore, this institution wishes to maintain a nondiscriminatory place of learning and work free of discrimination. William M. Maguy School of Education is also committed to providing you an education free of unlawful sexual harassment and one in which all students are treated with respect, dignity, and professionalism. In support of this, WMSE hereby adopts a “**zero tolerance**” policy against any inappropriate conduct of a sexual nature by students, employees, and supervisors.

Unlawful harassment

In accordance with applicable law, William M. Maguy School of Education prohibits sexual harassment and harassment because of race; color, national origin or ancestry; gender/sex; gender identity; gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or related medical conditions; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family members); political affiliation; or any other basis protected by federal, state, or local law. All such harassment is unlawful and will

not be tolerated. Prohibited harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, will not be tolerated whether or not it is severe or pervasive enough to be unlawful.

Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a term or condition of employment;
2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Nonverbal and/or visual conduct such as leering, making sexual gestures, or displaying derogatory and/or sexually suggestive objects, pictures, cartoons, posters, or drawings;
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- h. Electronic sexual harassment (including, but not limited to: harassment via cell phone, including email and text messages, harassing instant messages, harassing comments and/or pictures posted on social networking sites);
- i. Physical conduct such as touching, assault, or impeding or blocking movements; and
- j. Retaliation for reporting or opposing harassment or threatening to report harassment, or for participation in an investigation, proceeding or hearing conducted by the Fair Employment and Housing Commission or the Equal Employment Opportunity Commission (EEOC).

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or member of management, or harassment by persons doing business with or for the Company.

Other Types of Harassment

Prohibited harassment on the basis of race; color, national origin or ancestry; gender/sex; gender identity; gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or related medical conditions; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family members); political affiliation; or any other protected basis, includes behavior similar to sexual harassment, such as:

- a. Verbal conduct such as threats, epithets, derogatory jokes or comments, or slurs;

- b. Nonverbal and/or visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- d. Retaliation for reporting harassment or threatening to report harassment.

UNLAWFUL DISCRIMINATION

In accordance with applicable law, Proteus prohibits sexual discrimination and discrimination because of race; color, national origin or ancestry; gender/sex; gender identity; gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or related medical conditions; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the Employee's family members); political affiliation; or any other basis protected by federal, state, or local law. All such discrimination is unlawful and will not be tolerated.

UNLAWFUL RETALIATION

Proteus is committed to providing a workplace free from unlawful retaliation and/or unlawful retaliatory activities. Company policy prohibits any unlawful retaliation and/or unlawful retaliatory activities by anyone in its employ against another employee because that employee participated in "protected activities."

What is retaliation: Retaliation is an employee (or several employees) taking revenge against an employee because that employee has engaged in protected activities.

What are "protected activities": A protected activity is an action by an employee that is protected under federal or California law. Some examples of protected activities are: (1) making a complaint to a supervisor and/or member of management based on a reasonable and good faith belief that unlawful conduct in the workplace has occurred; (2) filing a complaint with a government agency, in good faith, regarding perceived unlawful conduct in the workplace; and (3) participating in an investigation into an employee's complaint of perceived unlawful conduct in the workplace. Proteus's Unlawful Retaliation Policy applies to all persons involved in the operation of the Company and prohibits unlawful retaliation and/or unlawful retaliatory activities by any employee of the Company, including supervisors and those in management.

What to Do If You Believe You Have a Grievance or Believe you have been Discriminated Against or Sexually Harassed?

For both complaints and grievances, you have the right to be accompanied by a lawyer or other representative of your choice at all stages of the process. Various statutes, regulations and Proteus, Inc. policies guarantee you the right to file complaints and grievances without penalty, harassment, or retribution.

Student Grievance Procedure

Students are encouraged to seek assistance at any time to address concerns that may arise regarding their educational experience at this institution. WMSE has a process in place to address complaints and suggests that students use the internal process first; however, it is not required. Students can file a complaint with the Bureau for Private Postsecondary Education at any time.

WMSE internal process:

When students have a concern they should first inform the instructor, Recruitment Specialist/ Employer Service Representative, and/or the Dean of Education. If the student is not satisfied or not willing to address the issue with the individual, he/she may bring this matter to the attention of the Chief Academic Officer at the Main Campus to ensure their concerns are addressed accordingly. In the event their complaint or grievance is not resolved to the student's satisfaction at that level, the student may address a written and signed complaint to the Proteus Corporate Administration Office, using the following procedure.

1. File a Complaint Form which can be obtained from your instructor or at Main Campus (559)471-4550;
2. Describe the complaint or grievance and;
3. Send the completed form to:

Attn: Program Development Associate II
Randi Espinoza
1830 N. Dinuba Blvd.
Visalia, CA 93291
Telephone Number: 559-733-5423
Fax Number: 559-738-1137

In completing the Complaint or Grievance Form, the student should describe the specific allegations, the desired outcome, and include evidence for consideration. Upon receipt of form, the student will be contacted within 10 business days. The PDA II will review the type of complaint and if it pertains to sexual harassment or discrimination, will forward it to Human Resources for processing. The final determination will be made within 45 business days from the initial filing date. Based on the nature of the complaint or grievance, the due process for resolution may be extended but shall not exceed 60 days. Good faith efforts will be made to resolve all grievance complaints. The student will be notified in writing about the final decision, which will contain an explanation of how and why the decision was made.

Please know that a student's grant status may determine a different complaint process. If solutions from the WMSE and the Corporate Office are not satisfactory to the student, he/she may submit a grievance to the appropriate state, federal, and accreditation agencies listed in the following table.

Bureau for Private Postsecondary Education	
<p>2535 Capitol Oaks Drive, Ste.400 Sacramento, CA 95833 Phone: (888) 370-7589 Fax: (916) 263-1897 Website: www.bppe.ca.gov http://www.bppe.ca.gov/enforcement/complaint.shtml Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818</p>	<p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888- 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (http://www.bppe.ca.gov/)."</p>
Council on Occupational Education	
<p>7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790 http://council.org/</p>	
If tuition is paid by U.S. Department of Labor:	
<p>Attn: AA/EEO Officer 1900 N. Dinuba Blvd. Visalia, CA 93291 Telephone Number: 559-735-3670 Fax Number:559-735-3677</p>	<p>Or Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210</p>
If tuition paid by Workforce Innovation and Opportunity Act (WIOA) Title I funds:	
<p>Attn: Laura Castanon, WIB Equal Opportunity Officer 309 W. Main Street, Suite 120 Visalia, CA 93291 Telephone Number: 559-713-5200 Fax Number:559-735-3677</p>	<p>Or Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210 Website: www.dol.gov/crc</p>
For Section 167 Programs:	For all DOL Programs:
<p>San Francisco Regional Office Regional Administrator – Region VI Employment and Training Administration U. S. Department of Labor 90 7th Street, Ste. 17-300 San Francisco, CA 94103</p>	<p>Office of Inspector General United States Department of Labor 200 Constitution Avenue, N.W., Room S-5506 Washington, D.C. 20210 Fax to (202) 693-5210 website: www.oig.dol.gov/hotnet1.htm</p>

Students with Disabilities

WMSE provides equal access to programs and services to individuals with disabilities and makes reasonable accommodations to special needs students, keeping in mind that certain courses, by their very nature, have physical requirements and demands such as heavy lifting, climbing of ladders, use of power tools, and pedal operation/gear shifting. All prospective truck driving students must be able to meet the medical and physical requirements for Class A driver under the Department of Transportation.

In order to receive reasonable accommodation an individual must have a verified disability which limits one or more major life activities, resulting in a functional or educational limitation. The verification should be identifiable as coming from the certificated medical personnel or by a representative from the agency providing the documentation.

Prospective students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the Admissions and Testing Coordinator at orientation. They may also contact the William Maguy School of Education's administration office to discuss special needs.

A student with a disability, like any other student at the school, must adhere to the student code of conduct, with or without accommodations. Termination of services, suspension, or expulsion related to behavior which violates the code of conduct, must go through the same procedures as with any other student.

Student Right-to-Know Disclosure

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

Gainful Employment

The William M. Maguy School of Education programs publish a Performance Fact Sheet that identifies a program's completion, placement, licensure, and average wage earnings. The placement information contains the number of students that were employed within the field of study for the past two years. A copy of the School Performance Fact Sheet is available at the school or online at <http://2018.proteusinc.org/index.php/services2/education>

Student Drug & Alcohol Policy

The use of alcohol, illegal drugs, intoxicants, and controlled substances can impair students' ability to work safely and efficiently. In addition, it is a danger to the welfare of our students, staff and other community members. The William M. Maguy School of Education has a "**Zero Tolerance**" for drugs or alcohol and prohibits the use of these substances by its students to the extent that they affect, or have the potential to affect, the learning environment.

The institution's policy prohibits the following:

- a. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance during school hours.
- b. Operating a vehicle owned or leased by the Company while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance.
- c. Distribution, sale, manufacture or purchase--or the attempted distribution, sale, manufacture or purchase--of an illegal drug, intoxicant, or controlled substance during school hours or while on premises owned or occupied by the Company.

Any student suspected of possessing alcohol, an illegal drug, intoxicants, or a controlled substance is subject to inspection and search, with or without notice. Students' personal belongings including any bags, purses, and clothing are also subject to inspection and search, with or without notice.

Students who violate this policy, including having a positive drug-test result, may be faced with disciplinary action, up to and including termination from the educational program in which they are enrolled.

Illegal/Prohibited Substances – Illegal drugs are defined as any substance declared illegal by law. **No use of illegal drugs is permitted at any time by students.** Illegal use also includes misuse of legally prescribed drugs and use of illegally obtained prescription drugs.

Legal Drugs – The appropriate use of legally prescribed drugs and non-prescribed medication is not prohibited. However, the use of prescription drugs and/or over-the-counter drugs, including medical marijuana, may also affect students' performance. Any student who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform at school or may affect the safety or well-being of others must inform his or her instructor immediately. If a student must use a prescription drug which may impact their ability to safely perform his/her educational activities during class, outside trainings, externships and/or field trips, a written authorization to participate from his/her doctor must be submitted to the instructor.

Alcohol – The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body is prohibited.

If the instructor questions whether a student can perform his/her educational activities in a safe manner, the student will be asked to provide a written authorization from their physician before being allowed to continue with such activities.

Reasonable Suspicion Referrals and Testing – Reasonable suspicion is less than probable cause, but more than mere suspicion. Reasonable suspicion means suspicion based on information regarding, among other things, the appearance, behavior, speech, attitude, mood, and/or breath odor of a student sufficient to suspect the student is under the influence of alcohol or any illegal drug, intoxicant or controlled substance; it is a belief to the extent that further investigation is required based on articulable facts and surrounding circumstances that would lead to a reasonable belief based on the observer's knowledge.

If there is reasonable suspicion that a student is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance while on class/school activities, or is otherwise in violation of

this policy the student can be immediately required to perform alcohol and/or drug testing conducted by an approved school physician. Such tests can be in the form of urinary and/or breathalyzer testing. Refusal to cooperate in such tests or otherwise create an unreasonable delay in testing will be considered evidence of being under the influence. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability. Efforts will be made to protect the student’s privacy, integrity of testing procedure, and validity of the test result.

Building Facilities & Safety

If you should identify a facility hazard please report the situation to your instructor or the site supervisor. A prompt investigation will be conducted and all hazards will be corrected, controlled or abated in a timely manner based on the severity of the hazard. If the school cannot immediately abate the hazard without endangering lives and/or property, the school will remove all individuals from the facility. Below is a listing of the instructional facility site supervisors.

<u>Location</u>	<u>Site Supervisors</u>	<u>Phone Number</u>
William M. Maguy School of Education	Kenneth Kurts	(559) 471-4550
Proteus Porterville Service Center	Martha Loya	(559) 781-1852
Proteus Dinuba Service Center	Luis Espinoza	(559) 591-5701
Proteus Hanford Service Center	Terri Cooper	(559) 582-9253
Delano Service Center Extension	Lita San Pedro	(661) 721-5800
Richgrove Classroom	Kenneth Kurts	(559) 471-4550

To Report a Crime

Contact the local police department or dial **911** for emergency situations. Report any suspicious activity to your instructor or site supervisor. Below is a listing of the local police departments.

Visalia PD	Porterville PD	Delano PD
303 S. Johnson St.	350 N. D St.	1022 12th Ave.
Visalia, CA 93291	Porterville, CA 93257	Delano, CA 93216
PH: (559)734-8116	PH: (559) 782-7400	PH: (661) 7213377
Richgrove-Sheriff	Dinuba PD	Hanford PD
379 N. Third St.	680 S. Alta Ave.	425 N. Irwin St.
Porterville, CA 93257	Dinuba, CA 93618	Hanford, CA 93230
PH: (559) 782-9650	PH: (559)591-5911	PH: (559)585-2535

Student Accident Procedures

WMSE has the Safety Plan /Injury and Illness Prevention Program (IIPP) in place to deal with cases of accidents or sickness of students in school. The plan is readily available. There is also a system for investigating and reporting instances affecting health and safety.

Procedures:

1. In the case of serious and/or life threatening injury you or an employee should call 911 immediately.
2. Inform your instructor immediately of non-life threatening injuries. If the student requests medical treatment, the employee should help the student arrange transportation to their chosen medical provider. If the injured student is unable/unwilling to identify their chosen provider, the employee should direct them to the nearest walk-in clinic.
3. The employee should inform the injured student that they are responsible for medical payment at the time of services.
4. Employees with notice of the accident should complete the incident report and send it to the HR Safety & Wellness Coordinator.
5. If the student requests reimbursement for medical services, he or she must give an itemized bill of the service costs to the Executive Director. Reimbursement options will be determined appropriately.
 - Students that have health related issues during the course of the program will be asked to provide written authorization from their physician before being allowed to continue with training activities.
 - Procedures apply to students currently enrolled in WMSE programs and the general public including guests.

Student Services

All students receive the following services: career and education counseling and job placement assistance, as applicable.

Career and Education Counseling

The Recruitment Specialist, Employer Service Representative/Case Manager and instructors provide career and education counseling to students that are going through a training course to assist in preparing them for the workforce and/or continuing their education.

Placement Services

Job placement services are provided to students that successfully complete a Career and Technical Training Course. The student work directly with the Recruitment Specialist and Employer Service Representative for job search assistance. These individuals work directly with industry-related employers to identify employment opportunities and provide job leads and/or job referrals to students. In cases where students are referred from another sponsoring agency, WMSE staff works in conjunction with the student's counselor to provide these services.

The WMSE cannot guarantee or promise employment to any student upon graduation. However, our staff is committed to assist in the process of job search.

Library Resources

All class materials required by the curriculum are provided by the school. Library resources are not required by the programs' curriculum to meet the instructional needs of our students. However, Resource Rooms are available for our students to use in the school's four-county service area. Resource Rooms are included in each of Proteus' Service Centers, where most of the school's classrooms are located and are equipped with computers and Internet access. These Resource Rooms and staff are available for services such as online job search, application completion, computer assistance, form completion, and referral to other programs/services. In addition to the Resource Rooms, the William M. Maguy School of Education provides students the opportunity to use computers with access to the Internet in the classrooms at most of the locations. Students are informed that the same Proteus, Inc. Computer Resource Room Guidelines apply when using the computers in the classroom. Although, the use of library resources is not necessary for fulfilling the requirements of the class curriculum, information on the local county library is available to students at the admissions office.

Computer Resource Room Guidelines

You may use the computers and surf the Internet for the purpose of job searching, as well as for education and training. While in the resource room, please observe the following guidelines:

- ✓ If it appears inappropriate, it probably is. While using Internet or email, do not view, open, or send any material that is or appears to be inappropriate.
- ✓ Be courteous to others. If you see that others are waiting to use the computers, please be brief and end your session as soon as possible.
- ✓ Never open emails from an unknown sender. They may contain computer viruses that might harm computers.
- ✓ Do not install or attempt to install any software in resource room computers.
- ✓ Be aware that the school/Proteus, Inc. reserves the right to retrieve and review any message or file composed, sent, received, or downloaded through resource room computers.

Any violation of the above guidelines will be considered misuse and may result in the suspension or termination of this service.

If you have any questions about the above guidelines, have problems with the equipment or need any help, please contact the resource room personnel.

Admissions Policy

Admissions Process for CTE and ESL/CIT Programs

WMSE welcomes prospective students with inquiries about the program of choice. A school representative is available to provide information via phone call, email, or on a walk-in basis at the main campus.

Prospective students interested in applying for admissions must be at least 18 years of age (21 years of age for Truck Driving), have a high school diploma or equivalent, must meet individual

program prerequisites prior to enrollment. Veteran applicants may submit a valid DD-214 form to meet the High School Equivalency requirement. Potential students that do not have a high school diploma or equivalent must demonstrate the ability to learn from the program of instruction by successfully passing an Ability-to-Benefit exam prior to enrollment. ATB exams are conducted by a third-party Independent Test Administrator (ITA) at the WMSE main campus and satellite locations. WMSE currently offers the following ATB tests which are approved by the United States Department of Education and BPPE: the Combined English Language Skills Assessment (CELSA) test is for students who have English as their second language. The Wonderlic Basic Skills Test (WBST) measures basic verbal and math skills in two separate tests.

Minimum Scores for the WBST		Minimum Scores for CELSA	
Verbal Skills (Forms VS-1 & VS-2)	Quantitative Skills (Forms QS-1 & QS-2)	Form 1	Form 2
Score: 200	Score: 210	Raw score: 37	Raw score: 34

Students please note that there will be a fee (currently \$20) associated with the Ability-to-Benefit exam.

Orientation

An orientation is provided to prospective students to inform them about the policies, procedures and student services available to them. Students will meet with school personnel to discuss educational and employment goals prior to enrolling or signing the enrollment agreement. Prospective students will be able to ask questions about the school and discuss classroom expectations. They will also be able to take a tour of the facility. The catalog and the fact sheet are reviewed with the students and a copy is provided to them at this time. **Everyone attending the orientation must sign in to ensure they get credit for being present.**

- The orientation schedule is included on page 42.

International Students – This institution does not admit students from other countries; therefore, visa related services are not provided.

Foreign High School Diplomas

Prospective students with foreign education documents for high school completion must have their diploma evaluated by a company and must provide the school with an official report for review to determine if the high school equivalency requirement is met. An acceptable company is one that is associated/ affiliated with NACES; a list can be obtained from <http://www.naces.org/>

Please be aware that there will be a cost for services provided by any of these companies.

English Language Proficiency

The William M. Maguy School of Education English Language Proficiency requirement can be fulfilled with one of the following:

- ✓ Providing documentation of completion of a High School Diploma or its Equivalent.
- ✓ Proof of a passing score of the institution’s approved Ability to Benefit exam
- ✓ Proof of successful completion of the William M. Maguy School of Education English as a Second Language (ESL) Program.

Academic Programs – Classes are open/entry open/exit with scheduled start dates. Students are admitted to classes as openings occur. Students enrolling into the High School Equivalency classes are not required to take ability to benefit tests, as these classes are not postsecondary in nature.

Academic:

- ESL/CIT – English as a Second Language/Citizenship
- HSE - High School Equivalency Preparation

Career Technical Education Training Programs – CTE classes are either open/entry open/exit or have scheduled start dates. To find out the training start dates please refer to page 43 of the **WMSE 2019-2020 Training Schedule**.

CTE Programs that are open entry/ open/exit:

- OA – Office Automation

CTE Programs with scheduled start dates:

- TD – Truck Driving
- PV – Photovoltaic “Solar” Design & Installation
- EERE – Energy Efficiency & Renewable Energy Technician

Financial Assistance

In an effort to provide our student population with options regarding the cost of tuition, the WMSE works with a variety of sources for tuition assistance. Assistance programs consist of federal, state, county, public and private agency funding and include:

- Workforce Innovation and Opportunity Act (WIOA) Funds
- Department of Rehabilitation Funds
- Employer/Agency Funds
- Institutional Payment Plans

For more information on programs and to determine your eligibility for tuition assistance, contact the WMSE administrative office.

Tuition Assistance Programs:

Workforce Innovation and Opportunity Act (WIOA)

The WMSE is an approved training provider on the State's Eligible Training Provider List (ETPL) to receive customer referrals for subsidized training under the Workforce Innovation and Opportunity Act (WIOA). In order to maintain eligibility, the school is expected to comply with the ETPL statewide policy and to meet the minimum performance standards as established by the state and local Workforce Development Boards.

Department of Rehabilitation

The Department of Rehabilitation provides services and financial assistance to students with certain disabilities.

Employer/Agency Funds

Students who are eligible to receive tuition assistance from their employer or other sponsoring agency will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer or agency representative. The authorization form or voucher must be submitted to the school's administrative office prior to the first class session.

Institutional Payment Plans

Payments are accepted from students in the form of cash, check, money order, or credit card. The cash payment option allows students to either pay their program costs in full, prior to the start date of the program, or with an option of payment plan. Such plans require an initial payment on or before the first day of class and students will be required to sign a financial agreement outlining payment arrangements.

The WMSE is not a participant of the federal financial aid program (Title IV).

Transfer of Credits

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at William M. Maguy School of Education is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the _____ program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending William M. Maguy School of Education to determine if your certificate will transfer.”

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OTHER INSTITUTIONS

This institution does not accept any credits earned at another institutions or through challenge examinations and achievement tests. In order to obtain a certificate of completion from this institution, students must meet the completion requirements as established in the institution’s completion policy.

POLICY ON THE TRANSFER OF STUDENTS BETWEEN PROGRAMS WITHIN OUR INSTITUTION

Students seeking to transfer between programs offered at the William M. Maguy School of Education should make contact with the Administration Office to complete the appropriate paperwork for enrollment. Students that are sponsored by a third party for tuition assistance should discuss eligibility requirements with their assigned counselor. Once the student successfully completes the program, a certificate of completion will be issued.

ARTICULATION POLICY

The William M. Maguy School of Education does not have articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction. Therefore, students wanting to enroll in a desired program must meet the admission requirements and the required prerequisites as indicated under the program’s description section of this catalog.

Note: ALL WILLIAM M. MAGUY SCHOOL OF EDUCATION COURSES ARE NON-CREDIT.

Re-Enrollment Policy

Students can re-enroll to complete a program from which they have withdrawn if there are openings in the requested class. There may be a waiting list for the program in which you wish to enroll. All re-enrollments require a re-assessment conducted by the instructor to determine your level of knowledge and establish competency levels that need to be completed. If you had

previously enrolled and/or had your tuition paid for by a grant or other third party you may need to re-establish your eligibility.

For Career Technical Education Training Programs, you may be required to pay the full tuition again and complete the entire program depending on your circumstances.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same. Charges are per the table below:

Program Cost			
Office Automation (Certificate)			Energy Efficiency & Renewable Energy Technician (Certificate)
Registration Fee (Non-Refundable)	\$100.00	Registration Fee (Non-Refundable)	\$100.00
STRF Fee (Non-Refundable)	\$0.00	STRF Fee (Non-Refundable)	\$0.00
Tuition Fee	\$4,400.00	Tuition Fee	\$5,204.00
Total Cost	\$4,500.00	Total Cost	\$5,304.00
Truck Driving (Certificate)			Photovoltaic Design & Installation (Certificate)
Registration Fee (Non-Refundable)	\$100.00	Registration Fee (Non-Refundable)	\$100.00
STRF Fee (Non-Refundable)	\$0.00	STRF Fee (Non-Refundable)	\$0.00
Tuition Fee	\$4,055.00	Tuition Fee	\$3,601.00
DOT Physical Exam Fee	\$35.00	Total Cost	\$3,701.00
DOT Drug Test Fee	\$62.00		
DMV Fee	\$78.00		
Hazmat Application Fee	\$86.50		
Total Cost	\$4,416.50		
Academic Non- Tuition programs			
English as a Second Language/Citizenship		High School Equivalency Preparation (HSE)	
Registration Fee	\$0.00	Registration Fee	\$0.00
STRF Fee	\$0.00	STRF Fee	\$0.00
Tuition Fee	\$0.00	Tuition Fee	\$0.00
Total Cost	\$0.00	Total Cost	\$0.00
Adult Basic Education (ABE)			
Registration Fee	\$0.00		
STRF Fee	\$0.00		
Tuition Fee	\$0.00		
Total Cost	\$0.00		

**Tuition & Fees are subject to change.*

Note: The physical, drug test, DMV permit tests and the Hazmat application fees are included in the above Schedule of Charges for Truck Driving. Any retest fees are the responsibility of the student.

Student Tuition Recovery Fund (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Cancellation Policy

The student and/or Training Sponsor/Agent has a right to cancel the enrollment agreement and obtain a refund for charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. If you cancel, please be aware that any payment you/or the Training Sponsor/Agent has made on your behalf shall be returned according to our Refund Policy as stated in the school catalog. If the school gave you any equipment, you must return the equipment within two weeks of the date you signed the cancellation notice. To cancel the contract, mail or hand deliver a signed and dated copy of the cancellation notice, or any other written notice **to the Chief Academic Officer at Main Campus 1440 N. Shirk Rd., Visalia, CA 93291.**

A Notice of Cancellation form has been included at the end of this catalog for your convenience or you may ask the instructor for a copy.

Withdrawal Policy

As a student, you can withdraw from a program at any time. Talk to the instructor and/or School Representative if you are considering withdrawing from the program. You must complete a withdrawal form if you decide to withdraw from the training. The effective termination date will be your last day of class attendance. If you do not start the withdraw process by completing the form, the school will process an administrative termination if you have been absent from class for five consecutive days without having an approved leave of absence. The sixth day of absence will be the effective termination date.

Refund Policy

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdraw from school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. **Refunds due will be processed within 45 days** of the last day of attendance if you provided written notification of withdrawal to the institution or from the date the institution terminates you or determines you withdrew. **Refunds due will be paid without requiring a request from the student.** If you complete more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will receive no refund.

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and you do not begin class or you withdraw on the first day of class, no more than \$100 of the tuition and the applicable STRF fees will be retained by the institution.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited William M. Maguy School of Education Campus prior to enrollment can withdraw without a penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facility and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Truck Driving Training Only- Students that withdraw from this training will be refunded the charges for items not expensed.

5. Refunds for Withdrawal After Class Commences

(b) Non-Public Institutions

(1) Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;

(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,

(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

ALL REFUNDS WILL BE PROCESSED WITHIN 45 DAYS OF CANCELLATION OR WITHDRAWAL.

Student Progress Evaluation

It is our goal that you have the most positive and effective educational experience while at our school. Therefore, during your training, progress evaluations will be conducted by your instructor in order to identify your strengths and/or areas that may need improvement. Such evaluations are conducted on a bi-monthly basis. You and your instructor will need to sign where appropriate. If areas of improvement are identified, the instructor will discuss them with you and assist in identifying ways to improve.

Program Evaluation by Student

In order to continue to provide effective programs, WMSE conducts program evaluations at the end of a student's program. Such evaluations are completed by the students and are based on the program objectives and their content. The evaluations are geared toward identifying a program's strengths and areas that may need to be improved upon.

Classroom Sign-In Procedures

Students are responsible for signing in and out of class each day. A student must notify the instructor if he/she leaves early.

Attendance Policy

Career and Technical Education Programs

One of the primary goals of The William M. Maguy School of Education's CTE programs is to prepare students for employment; therefore, the classroom environment is reflective of a workplace. In order for you to develop marketable skills and establish good work habits, you are required to be on-time and in attendance for all scheduled classes. Good attendance provides a positive work record. Absences during training are missed opportunities to enhance your skills. Lectures missed during absences will not be repeated. Attendance records will also be a determining factor for course completion. Although, we recognize you can be absent due to unavoidable circumstances, excessive absence can prevent you from successful program completion.

You should schedule appointments and take care of personal business before or after school hours. **If you must be absent or tardy**, you are required to notify your Instructor within 15 minutes of the scheduled start time of class on the day of the absence or tardy. If you intend to leave early, you must also inform the instructor.

Students must attend the minimum number of training hours of at least **80% (85% for the Truck Driving program)**.

Academic Programs

These programs are open-entry, open-exit. Students are expected to be in class on a daily basis to get the most learning experience out of their time. You are expected to be in class every day during your regularly scheduled hours.

You are expected to follow the attendance policy as follows:

- You will be dropped from the program if you do not have an unexcused absence the first day of class.
- You must maintain 80% attendance of your scheduled hours to remain enrolled in the class.
- You must contact your teacher if you will be absent.

If you have been referred by a program, your counselor will also be notified of your attendance problems.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study due to circumstances that are beyond the control of the student. In these cases, the student may request a leave if he/she anticipates being absent for five consecutive days; there must be a reasonable expectation that the student will return from the leave of absence to continue his or her education. A leave of absence is limited to no more than 15 days. A leave of absence will extend the student's completion date. A written request for a leave of absence must be made to the Chief Academic Officer. You may request a LOA Form from your instructor. Students, please note that all leave of absence requests will be approved on a case by case basis. Completing a Leave of Absence Form does not guarantee approval of leave. You must ensure that your LOA is approved before you stop attending class. Failure to do so may result in termination from the program. If a student fails to return to school on their scheduled return date or does not extend their current leave of absence, they may be dismissed from the program.

Requests for a leave of absence for the sole purpose of returning to work for an extended period of time will be denied.

Personal Appearance/Dress Code

Students should present themselves to class in a manner that does not distract from the class learning environment. Students are expected to wear appropriate clothing and articles according to the safety standards of the program in which they are enrolled.

Students will adhere to the following Personal Appearance/Dress Code Guidelines:

1. Students are to be well groomed and demonstrate personal hygiene at all times.
2. Shirts, blouses, pants or jeans are to be worn (No halter tops, no tank tops, and/or shorts or miniskirts are allowed).
3. Inappropriate clothing such as gang related, or displaying offensive content or messages are not allowed.
4. Appropriate shoes are to be worn according to the activity performed. Sandals are not allowed.

Additional dress code requirements may apply to the program in which you are enrolled; check in the program syllabus and with your instructor.

A violation to the dress code will result in being sent home to change clothing prior to returning to class. Attendance will not be accounted for the time that you are away to change.

Electronic Devices Policy

To ensure that your learning experience is at its best, cellular phones and other electronic devices shall not be used in a manner that causes disruption in the classroom and/or in the lab/skills yard areas. Electronic devices must be set **on silent or turned off** while class is in

session. Students are encouraged to provide the school's phone number to family members, should they need to be contacted in case of an emergency.

Please check the syllabus and with your instructor for additional classroom rules and/or exceptions to this policy.

Unsatisfactory Attendance

Absences are recorded and excessive absences, repeated tardiness, or repeated early leaves are considered an indication for the need of intensive counseling and follow-up. If this is the case, your instructor and/or counselor will contact you to establish short-term attendance goals. If you fail to show improvement after the implementation of your short-term attendance goals you may be placed on probation for up to two weeks or suspended for up to two days at one time. Students that have 5 consecutive class absences without an approved Leave of absence will be terminated from the program.

Grading Policy

Grading is calculated on points earned on assignments and tests. The final grade will be calculated with all points earned and attendance. If at any time you earn below 70% on a written assignment, you will be required to redo the assignment.

Grading Percentile:

90-100% = A

80-89% = B

70-79% = C

High School Equivalency Exams:

GED

Students will need to reach a score of at least 145 on each of the four content areas (Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies) in order to be eligible to receive a high school equivalency credential.

HiSET® Exam

A minimum scaled score of 8 in each of the five subtests and a combined scaled score of 45 is required to pass the *HiSET®* exam. Students test in Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies.

Make-Up Work

Students may be allowed to make-up work on missed assignments. No lectures will be repeated for students who are absent.

Completion & Graduation Policy

Career & Technical Education Programs: In order for students to complete a training program, graduate, and obtain a Certificate of Achievement, they must meet the following three areas:

1. All fees owed to the school must be paid.
2. Satisfactorily complete all the required competencies with a passing score of **70%**.
3. Satisfactorily complete the minimum number of training hours of at least **80% (85% for the Truck Driving program)**.

Academic Programs: In order for students to complete an academic program, graduate, and obtain a Certificate of Achievement, Students must meet the following areas:

ESL Program:

4. Satisfactorily complete and advance one level in the reading CASAS Test.
5. Satisfactorily complete the minimum number of class hours from the day the student was enrolled (at least **80%**)

Citizenship Program:

1. Pass the official U.S Citizenship Interview Test.

Student Conduct

To maintain a positive learning experience, students at William M. Maguy School of Education are required to conduct themselves in a respectful manner. There is a zero-tolerance policy regarding harassment of others, bullying, and use of profanity. Students are expected to follow all rules including appropriate use of garbage cans and bathrooms. Speed limits and pedestrian safety must be strictly followed.

Categories Subject to Disciplinary Actions

1. Dishonesty, such as cheating or plagiarism in connection with an education program.
2. Disruptive behavior in the classroom or at the worksite including the use of electronic devices.
3. Forgery, alteration, or misuse of school documents, sources, records, identification, or knowingly furnishing false information.
4. Obstruction or disruption of instruction, administration, disciplinary procedures, activities, or other authorized activities on the school premises.
5. Physical or verbal abuse and/or threat of physical abuse of any person on Proteus owned or operated property or at Proteus sponsored functions, or conduct which threatens or endangers the health or safety of any such person(s) or any member of the Proteus community or of his/her family.
6. Fraud, abuse, and theft of or damage to William M. Maguy School of Education property or property in the possession of or owned by a member of the Proteus community.
7. Committing unlawful harassment, discrimination, and/or retaliation in violation of school policy.
8. Bullying

9. Unauthorized entry into the school facilities or unauthorized use or misuse of Proteus property.
10. Possession, sale, transferring, distributing or using, or being under the influence of alcohol, controlled substance and other drugs, or any poison classified as such in California statutes, on Proteus property or at any Proteus sponsored event.
11. Disorderly, lewd, indecent, or obscene conduct on Proteus owned or operated property or at Proteus sponsored or supervised functions.
12. Possession, use or the threat of use, of deadly weapons, explosives, or dangerous chemicals on Proteus property or at Proteus sponsored events without written authorization.
13. Violation of, or failure to comply with any order of school officials acting in the performance of their duties or violation of the school regulations.
14. Soliciting or assisting another to any act, which would subject a student to discipline pursuant to this policy.
15. Abuse or unauthorized use of the school's computer equipment, software, passwords, or any violation of the confidentiality or security of passwords or records, including but not limited to student and staff databases, networks, Internet, E-Mail, and World Wide Web.
16. Any other cause identified as good cause by Education Code Sections 76032 and 76033, not otherwise identified above.

Student Discipline Policy

Disciplinary action may be taken against a student when there is evidence of any of the following:

1. Insubordination
2. Excessive Tardiness
3. Excessive absences and/or a period of unauthorized absence for three or more consecutive class days.
4. Unsatisfactory class performance
5. Drug abuse, including alcohol and marijuana
6. Student Conduct violation
7. Failure to follow classroom policies/rules or any other conduct associated with unacceptable standards or behaviors.

Instructors will address the vast majority of disciplinary issues at the classroom level; however, WSME personnel will intervene if the action(s) continue and/or are deemed a safety issue to the students, instructors, staff, or visitors.

Student Disciplinary Process

Implementing a student disciplinary process allows WMSE an opportunity to engage with students and assist them in understanding the school's expectation for appropriate actions and behaviors, academic success and interaction with others.

1. Verbal Warning
2. Student Conference/Written Warning
3. Student Conference/ Suspension
4. Expulsion

Violations can result in student termination from the program depending on the seriousness and circumstances of the offense. Students can appeal such decisions by referring to the Grievance and Complaint Procedures.

Student Records

The information contained in the student's file is confidential. California law requires this institution to maintain student records at the Main Campus for a period of five years from the student's date of completion or withdrawal.

Student transcripts will be maintained **permanently**. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

Every student is provided with a Certificate of Achievement upon successful completion of the program. Should you need a copy of your certificate in the event it is misplaced, please contact the admissions office at (559) 471-4550 to process your request. There is a \$10 fee for a copy of a certificate.

Family Education Rights & Privacy Act (FERPA)

The Family Educational Rights Act of 1974 gives students the right to inspect their educational records upon reasonable notice to the school and request an amendment to his/her educational records if they believe information to be inaccurate or misleading. The act guarantees the students right to privacy and outlines the circumstances and conditions under which a student's educational records may be shown to others. A full description of the FERPA policy and procedures to follow can be obtained online or by requesting copy from the school.

Career & Technical Education Training

William M. Maguy School of Education Career & Technical Education training programs will provide you with an opportunity to obtain short-term classroom training with in-depth skills in specific high-demand occupations. For a Certificate of Completion, general education may not be required; however, individual programs may have basic skill prerequisites.

Language of Instruction

All Career and Technical Education Courses are taught in English. Textbooks and instructional materials as required in the programs' curricula are in English as well.

Instruction Delivery Mode

WMSE uses a campus based instructional delivery system for all programs. Some CTE programs with a field experience component will require instruction off campus for that specific time period.

Externship (Work-Based Activity)

Trainings that encompass an externship component provide students an opportunity to develop valuable work experience that can enhance their opportunity to land a job. Students must complete the externship component at 70% in order to complete the training and obtain a certificate.

OA – 512

OFFICE AUTOMATION

Location:

Visalia & Delano, CA

Hours/Length:

630 Clock Hours/18 Weeks including 4 Weeks of Externship

Daily Schedule:

Mon – Fri; 8 – 3:30pm

Prerequisites:

High School Diploma or Equivalent or must pass an approved Ability to Benefit test.

COURSE DESCRIPTION

During the training students will have the opportunity to acquire necessary basic skills to obtain employment in the general office industry. Training will require completion of assignments in Introduction to Computers, Microsoft Office, data entry, keyboarding, 10- Key, filing, telephone, office skills, career related English terminology, and career readiness. Students will learn word processing (Word), spreadsheet (Excel), database (Access), presentation (PowerPoint), and email (Outlook, GMail). Accounting program (QuickBooks), optional. Beginning and intermediate software applications will be available in this course.

EXTERNSHIP

Students will complete a four week/140 hours externship with an employer. The externship is non-paid and is coordinated by the instructor with the employer. The employer assigns a representative to supervise the student while at externship. The school utilizes the Externship Agreement form PF-102 as an instructional plan for the students that are placed on an externship. The students are required to document hours completed during their externship on the Externship Student Evaluation form PF-103. During the externship, students are also required to make contact with their instructor at least once a week to review progress and for follow up. Once the hours have been completed, the employer will complete the bottom portion of the form to evaluate students' overall performance. Students are evaluated for externship with a pass or fail grade.

****Standard Occupational Classification**

Employment Position

43-6011
43-9061
43-9060
43-6014
43-0000
43-9190
43-6000
43-5071

Administrative Assistants, Executive
Administrative Clerks
Office Clerks, General
Office Secretaries
Office and Administrative Support Occupations
Office and Administrative Support Workers, Misc.
Secretaries and Administrative Assistants
Receiving Clerks

43-4171	Receptionists
43-4170	Receptionists and Information Clerks
43-4199	Record Clerks, All Other
43-4071	Records Clerks
43-4050	Customer Service Representatives
43-4121	Clerical Library Assistants
43-9022	Clerk Typists
43-3031	Clerks, Accounts Receivable
43-4141	Clerks, Banking Services
43-3021	Clerks, Billing
43-3031	Clerks, Bookkeeping
43-4011	Clerks, Brokerage
43-4021	Clerks, Correspondence
41-2021	Clerks, Counter
43-9021	Clerks, Data Input
43-9051	Clerks, Direct Mail
43-3099	Clerks, Financial, All Other
43-4161	Clerks, HR
43-4081	Clerks, Hotel Front Desk
43-4199	Clerks, Information, All Other
43-5081	Clerks, Inventory Control
43-4131	Clerks, Loan
43-9061	Clerks, Office, General
43-4151	Clerks, Order
43-9051	Clerks, Packaging
43-3051	Clerks, Payroll
43-4161	Clerks, Personnel
43-5061	Clerks, Production
43-3061	Clerks, Purchasing
43-5071	Clerks, Receiving

TD – 514

Location:

Hours/Length:

Daily Schedule:

Pre-requisites:

TRUCK DRIVING

Visalia, CA

240 Clock Hours/6 Weeks

Mon – Fri; 7 – 3:30pm

Must have High School Diploma or Equivalent or must pass an approved Ability to Benefit test.

- Must be able to read, write, and comprehend English.
- Be at least 21 years of age.
- Must have a good driving record and provide a current DMV driving record.
- Must have a valid driver's license for at least six months and possess a California DL card.
- Must have a social security card **(cannot be laminated)**
- Must be able to show proof of U.S citizenship, lawful permanent residency, or legal presence and proof of CA residency (domicile).
- Must pass a Department of Transportation physical exam & a drug test.

Driving & Criminal record requirements:

- No more than (2) points in the past (3) years.
- No DUI/DWI or reckless driving conviction in the past (5) years.
- No more than (1) at fault accident in the past (24) months.
- No license suspensions within the last (24) months.
- No felony convictions in the past five (5) years.

For prospective students with any of the above violations or with a criminal record, their case will be subject to review and they may be required to provide a letter of intent to hire from a prospective employer. Depending on the driving history, admission to the program may be denied.

Description: This program prepares students to work in the transportation industry by gaining the knowledge and skills necessary to pass the state and federal tests required to become a licensed California Class A truck and trailer driver. Students will meet all standards as laid out by the rules and regulations of the Department of Transportation pertaining to truck driving. Students will learn to read and interpret control systems, vehicle inspections, exercise basic control, execute shifting, back and dock tractor trailer, couple and uncouple tractor trailers, manage and adjust vehicle speed and space relations, diagnose and report malfunctions, identify potential driving hazards and able to perform emergency maneuvers, identify adverse driving conditions, handle and document cargo, accident and reporting procedures, trip planning, hours of service training, manage personal resources and dealing with life on the road. The program includes forklift certification training.

Licensure:

A licensure exam will be taken after completion of training.

DMV Test Appointments: only the instructor can schedule a student's appointment for testing, this is to ensure that the equipment and the instructor are available for the student's testing date. Students are allowed 3 attempts to pass the knowledge test(s) and a total of 3 attempts to pass the entire skills test on a single application. If you fail any segment of the skills tests (vehicle inspection, basic control skills, or road test), it will count as 1 failure towards the maximum 3 attempts you are allowed.

California Commercial License Requirements:

California Department of Motor Vehicles requirements for Commercial License as stated in the California Commercial Driver Handbook 2017-2018: Must be 18 years of age. May apply for a CLP, but must hold a California DL prior to issuance of a CLP. The DL must be carried to validate the CLP. May drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities. Must be at least 21 years old to drive a commercial vehicle engaged in interstate commerce or to transport hazardous materials or wastes (intrastate or interstate commerce).

Applicants must Provide the Following Items:

- **A Completed Commercial Driver License Application**
- **Your true full name.**
- **An Approved Medical Examination Report Form (MER).**
- **An Acceptable Birth Date/Legal Presence (BD/LP) Document.**
- **Your Social Security Card (cannot be laminated)**

• **The Applicable Fee.**

Additional information can be obtained from the DMV website at <http://www.dmv.ca.gov>.

****Standard Occupational Classification**

Employment Position

53-3032	Heavy and Tractor-Trailer Truck Drivers
53-3033	Light Truck or Delivery Services Drivers
53-3031	Driver/Sales Workers
53-3022	Bus Drivers, School or Special Client
53-1031	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
53-7051	Industrial Truck and Tractor Operators
53-7062	Laborers and Freight, Stock, and Material Movers, Hand
53-7120	Tank Car, Truck, and Ship Loaders

Drug Test Policy

The Truck Driving program requires all enrolled students to pass a Department of Transportation (DOT) drug test administered by an independent physician. A refusal to take a drug test will result in an automatic “positive” which can lead to termination from the program. Individuals who test positive may not continue with the program until they have successfully completed a drug rehabilitation program. When necessary, the school will provide students with a referral to available resources such as Substance Abuse Professionals (SAP) and treatment programs. **All students who pass the drug screen will be entered into a random pool selection and at any time during their training can be selected to complete additional drug and alcohol tests.** The cost of the initial drug test and random pool test are included in the price of the program. If any additional drug tests are needed beyond this, it will be the responsibility of the student.

Truck Driving Refresher Policy

The refresher session will be provided to graduates of the Truck Driving program who were unable to pass the official CDL tests at the Department of Motor Vehicles the first time for reasons beyond their control. William M. Maguy School will provide these services to past graduates at no additional charge; however, services will be scheduled at the discretion of the Chief Academic Officer, and the availability of the equipment and instructor will be considered. **WMSE will provide the refresher service on an “as-necessary” basis. The refresher session will be provided to graduates at the discretion of the Chief Academic Officer for a period not to exceed three months after graduation.** The graduate must participate in the arranged refresher sessions to ensure they are well prepared for future testing. Failure to attend a pre-arranged refresher session may result in termination of services.

PV – 515

PHOTOVOLTAIC “SOLAR” DESIGN & INSTALLATION

Location:

Visalia

Hours/Length:

210 Clock Hours/6 Weeks

Daily Schedule:

Mon – Fri; 8 – 3:30pm

Pre-requisites:

High School Diploma or Equivalent or must pass an approved Ability to Benefit test.

Description: This program is designed to prepare students to work in the renewable energy industry. Students will gain the knowledge and skills necessary to design and install Photovoltaic systems. The students will also receive an introduction to the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic Entry Level Certificate of Knowledge exam requirements. The overall course objective is to prepare students for an entry level position in the renewable energy industry.

****Standard Occupational Classification**

Employment Position

47-2231	Solar Photovoltaic Installers
47-2070	Construction Equipment Operators
47-2060	Construction Laborers
47-3013	Helpers--Electricians

EERE – 517

ENERGY EFFICIENCY & RENEWABLE ENERGY TECHNICIAN

Location:	Visalia
Length:	350 Clock hours/10 Weeks
Daily Schedule:	Mon-Fri; 8 to 3:30pm
Prerequisites:	High School Diploma or Equivalent or must pass an approved Ability to Benefit test.

Description: The program is designed to prepare students to gain knowledge and hands-on experience in energy efficiency and renewable energy to obtain employment within the Green industry. This course will focus on weatherization and solar terminology, weatherization testing, analyzing of energy saving technology, Photovoltaic design and installation of a solar panel system. The program will cover both the Department of Energy’s core competencies and North American Board of Certified Energy Practitioners (NABCEP) concepts.

****Standard Occupational Classification**

Employment Position

47-4011	Construction and Building Inspectors
47-2130	Insulation Workers
47-2131	Insulation Workers, Floor, Ceiling, and Wall
47-2132	Insulation Workers, Mechanical
47-2141	Painters, Construction and Maintenance
47-2061	Construction Laborers
47-2070	Construction Equipment Operators
47-2080	Drywall Installers, Ceiling Tile Installers, and Tapers
47-2081	Drywall and Ceiling Tile Installers
47-2231	Solar Photovoltaic Installers
47-3013	Helpers--Electricians

Academic Programs

The following Academic courses are designed to assist you in expanding your educational opportunities and enhance your community involvement. These courses are open entry/open exit and are subject to program eligibility requirements and space availability.

Language of Instruction

The William M. Maguy School of Education offers its High School Equivalency (HSE) program in both English and Spanish. HSE Instructors are bilingual and sufficiently qualified to teach the HSE subjects. HSE classes are equipped with English and Spanish textbooks and other supplemental materials so that students are able to receive quality instruction in the language of their choice. Please note that the requirement for this class is the HSE Practice Tests conducted by the instructor or case manager. The English as a Second Language and ESL/Citizenship programs are instructed in English and the textbooks and instructional materials are in English.

ESL/CIT – 501 ENGLISH AS A SECOND LANGUAGE/CITIZENSHIP

Locations: Hanford, Porterville, Dinuba, Richgrove, CA

Daily Schedule: Varies, contact the Education administrative office

Prerequisites: High School Diploma or Equivalent or must take an approved Ability to Benefit test.

Description: ESL/Citizenship classes are designed to help adults that are non-native speakers of the English language acquire the skills needed to use accurate and appropriate English language in social, community, academic, and work-related settings and/or prepare students for the U.S. Citizenship test and oral interview. Classroom curriculum includes topics and activities such as U.S. government, history, role-plays, participation in small and large group activities, the use of technology, and oral interviews.

ABE – 502 ADULT BASIC EDUCATION

Locations: Hanford, Porterville, Dinuba, CA

Daily Schedule: Varies, contact the Education administrative office

Prerequisites: Score 235 and below on the CASAS 130 Reading and Math Appraisal Assessment

Description: ABE classes are intended for those preparing to enter the HSE course and/or are seeking higher literacy in the areas of basic math, English, writing, vocabulary and reading. Instructional activities focus on the acquisition of basic literacy, work readiness, and the lifelong skills necessary to function in work, school, or other situations. Classroom activities encourage students to apply critical thinking skills in a variety of situations.

HSE – 503 HIGH SCHOOL EQUIVALENCY

Locations: Hanford, Porterville, Dinuba, CA

Daily Schedule: Varies, contact the administrative office

Prerequisites: Must pass the pre-assessment tests. Must take CASAS 130 Assessment

Description: HSE Preparation classes are offered to students who were unable to finish high school and are seeking an alternative to a high school diploma. Classroom curriculum revolves around four content areas (Reasoning through Language Arts (Writing and Reading), Mathematical Reasoning, Science, and Social Studies) in which all students will be tested to receive a high school equivalency credential. After classroom instruction is completed, students will be referred to a local HSE testing center to take the official GED or HiSET exam.

Faculty: Full-Time

Instructor Name:	Education
Montemayor, Cesar	Certificate , PV Solar, Wm. Maguy School of Education Mt. San Antonio College, Rancho Cucamonga, CA College of the Sequoias, Visalia, CA Diploma , Orosi High School, Orosi, CA
Pinedo, Maria R.	University of New Mexico, Albuquerque, NM B.A Financial Management
Reynoso, Pablo	College of the Sequoias, Visalia, CA Construction Fundamentals Units
Sandoval, Jose	High School Equivalency Certificate Commercial Class A License General Engineer Contractor License
Santos, Raymond	Skyline College , San Bruno, CA High School Equivalency Commercial Class A License
Schneider, Matthew	University of California, Los Angeles Credential ; Vocational Education Teaching Clear Credential

Faculty: Part-Time

Del Hoyo, Luis R	California State University, Fresno Fresno, CA B.A Liberal Arts , B.S Business Administration
Guzman, Juan C.	University of Guadalajara B.A. Mathematics
Lopez, Lucia R.	California State University, Fresno Fresno CA B.A. Liberal Arts
Mares Alatorre, Maricela	California State University, Fresno Fresno, CA B.A. Linguistics
Martinez, Rebeca	Colorado Technical University B.A. Criminal Justice/Human Services
Moreno, Myra	California State University, Bakersfield B.A. History
Trevino, Silvia	Chapman University B.A. Criminal Justice

Vicente, Sofia	Bakersfield College A.S. Child Development & Family Relations Certificate, Adult Supervision
----------------	---

Instructor Directory
TULARE COUNTY

<i>Del Hoyo, Luis R</i> <i>ESL/CIT</i>	Email: ldelhoyo@proteusinc.org Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<i>Montemayor, Cesar</i> <i>PV/EERE</i>	Email: cmontemayor@proteusinc.org Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550 Cell: (559) 731-6341
<i>Guzman, Juan C.</i> <i>HSE</i>	Email: jguzman@proteusinc.org Address: Dinuba Service Center, 400 W. Tulare St., Dinuba, CA 93618	Phone: (559) 591-5701
<i>Lopez, Lucia</i> <i>ESL/CIT</i>	Email: lucial@proteusinc.org Address: Dinuba Service Center, 400 W. Tulare St., Dinuba, CA 93618	Phone: (559) 591-5701
<i>Martinez, Rebeca</i> <i>ESL</i>	Email: rebmartinez@proteusinc.org Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<i>Moreno, Myra</i> <i>ABE, HSE</i>	Email: mmoreno@proteusinc.org Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<i>Pinedo, Maria R</i> <i>OA</i>	Email: mpinedo@proteusinc.org Address: 12623 Ave 416 Orosi, CA 93647	Phone: (559) 471-4550
<i>Reynoso, Pablo</i> <i>EERE</i>	Email: preynoso@proteusinc.org Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550 Cell: (559) 967-5300
<i>Sandoval, Jose</i> <i>TD</i>	Email: jsandoval@proteusinc.org Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550 Cell: (559) 731-3168
<i>Santos, Raymond</i> <i>TD</i>	Email: rsantos@proteusinc.org Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550
<i>Trevino, Silvia</i> <i>ESL</i>	Email: strevino@proteusinc.org Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<i>Vincente, Sofia</i> <i>ESL</i>	Email: svicente@proteusinc.org Address: Vera Cruz Village Center, 639 Rd. 210, Richgrove, CA 93261	Phone: (559) 471-4550

KINGS COUNTY

Moreno, Myra ESL/CIT	Email: mmoreno@proteusinc.org Address: Hanford Service Center, 217 W 7 th St., Hanford, CA 93230	Phone: (559) 582-9253
Mares Alatorre, Maricela ABE, HSE	Email: malatorre@proteusinc.org Address: Hanford Service Center, 217 W 7 th St., Hanford, CA 93230	Phone: (559) 582-9253

KERN COUNTY

Schneider, Matthew OA	Email: matts@proteusinc.org Address: Delano Service Center, 1816 Cecil Ave., Delano, CA 93215	Phone: (661) 721-5842
---------------------------------	---	-----------------------

2019-2020 Orientation Schedule

July		
7/3/19	10:00am	Main Campus
7/12/19	10:00am	Main Campus
August		
8/1/19	10:00am	Main Campus
8/20/19	10:00am	Main Campus
September		
9/20/19	10:00am	Main Campus
October		
10/10/19	10:00am	Main Campus
November		
11/7/19	10:00am	Main Campus
11/18/19	10:00am	Main Campus
December		
12/5/19	10:00am	Main Campus
January		
1/3/20	10:00am	Main Campus
February		
2/6/20	10:00am	Main Campus
2/20/20	10:00am	Main Campus
March		
3/19/20	10:00am	Main Campus
April		
4/23/20	10:00am	Main Campus
May		
5/4/20	10:00am	Main Campus
5/21/20	10:00am	Main Campus
June		
6/11/20	10:00am	Main Campus

William M. Maguy School of Education

A Division *...for Education, Employment and Community Services*

1440 N. Shirk Rd. Visalia, CA 93291. (559) 471-4550

2019-20 CTE Training Schedule

***Visalia/Delano Office Automation-Open Entry, Starts every Monday**

July 2019

- 7/8/19-8/27/19 Truck Driving
- 7/9/19-8/28/19 Photovoltaic "Solar" Design & Installation
- 7/16/19-10/4/19 EERE Technician

August

- 8/5/19-9/18/19 Truck Driving
- 8/22/19-10/4/19 Photovoltaic "Solar" Design & Installation

September

- 9/3/19-10/17/19 Truck Driving
- 9/3/19-11/15/19 EERE Technician
- 9/24/19-11/6/19 Truck Driving

October

- 10/2/19-11/15/19 Photovoltaic "Solar" Design & Installation
- 10/14/19-1/8/20 EERE Technician
- 10/21/19-12/4/19 Truck Driving

November

- 11/12/19-1/8/20 Truck Driving
- 11/12/19-1/8/20 Photovoltaic "Solar" Design & Installation
- 11/21/19-2/19/20 EERE Technician

December

- 12/9/19-2/4/20 Truck Driving

January 2019

- 1/6/20-2/19/20 Photovoltaic "Solar" Design & Installation
- 1/13/20-2/26/20 Truck Driving
- 1/13/20-3/25/20 EERE Technician

February

- 2/10/20-3/23/20 Truck Driving
- 2/12/20-3/25/20 Photovoltaic "Solar" Design & Installation
- 2/24/20-5/13/20 EERE Technician

March

- 3/2/20-4/21/20 Truck Driving
- 3/23/20-5/13/20 Photovoltaic “Solar” Design & Installation
- 3/30/20-5/20/20 Truck Driving
- 3/30/20-6/18/20 EERE Technician

April

- 4/27/20-6/9/20 Truck Driving

May

- 5/6/20-6/18/20 Photovoltaic “Solar” Design & Installation
- 5/15/20-7/27/20 EERE Technician
- 5/26/20-7/7/20 Truck Driving

June

- 6/15/20-7/27/20 Photovoltaic “Solar” Design & Installation
- 6/22/20-9/9/20 EERE Technician

William M. Maguy School of Education

A Division of  **PROTEUS INC.**
For Education, Employment and Community Services

Notice of Cancellation Form

The student and/or Training Sponsor/Agent has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

You may cancel this contract for the program in which you are enrolled without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.

If you cancel, please be aware that any payment you/or the Training Sponsor/Agent has made on your behalf shall be returned according to our Refund Policy as stated in the school catalog. If the school gave you any equipment, you must return the equipment within two weeks of the date you signed the cancellation notice

To cancel the contract, mail or hand deliver a signed and dated copy of this cancellation notice, or any other written notice **to the Chief Academic Officer at Main Campus 1440 N. Shirk Rd., Visalia, CA 93291.**

I wish to cancel my contract with William M. Maguy School of Education A Division of Proteus, Inc. for the _____ program.

Location: _____

Instructor: _____

Student Name (Printed)

Student Signature

Date

Authorized Representative Signature

Date

William M. Maguy School of Education

A Division of  **PROTEUS INC.**
...for Education, Employment and Community Services

Withdrawal Form

Withdrawal Policy

As a student, you can withdraw from a program at any time. Talk to the instructor and/or School Representative if you are considering withdrawing from the program. You must complete a withdraw form if you decide to withdrawal from the training. The effective termination date will be your last day of class attendance. If you do not start the withdraw process by completing the form, the school will process an administrative termination if you have been absent from class for five consecutive days without having an approved leave of absence. The sixth day of absence will be the effective termination date

I wish to withdraw from *William M. Maguy School of Education* A Division of Proteus, Inc. for the _____ program.

Location: _____

Instructor: _____

Last Date of Attendance: _____ **Administrative Termination Date:** _____

Reason for Withdrawal:

Student Name (Printed)

Student Signature

Date

Authorized Representative Signature

Date

Addendum

09/20/2019

1. Page 5: Title updated for Juan Valencia – Employer Service Representative and removed Maria Montes, as she is no longer working at the school.
2. Page 6: Lindsay and Cutler sites removed from instructional facilities, as the classes are no longer offered there.
3. Page 38: Lindsay and Cutler removed as locations for high school equivalency.
4. Page 39-40: Updated faculty and directory information: Rick Gonzales removed and replaced with Cesar Montemayor, Jose L Chavez and Rafaela Martinez removed as they no longer work at the school.

10/30/2019

1. Page 22: Line inserted to the transferability of credits policy
2. Page 24: Student Tuition Recovery Fund (STRF) language updated
3. Page 33-37: the Standard Occupational Classification Codes included for the CTE programs

12/01/2019

1. Page 29: Correction made to Unsatisfactory Attendance Policy the read 5 days of absence instead of 3.

This page left blank intentionally

