

# Your Career *Begins Now!*

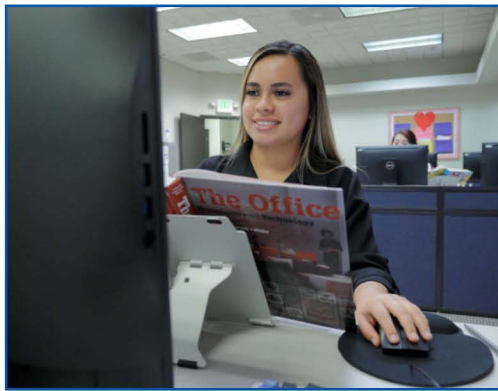
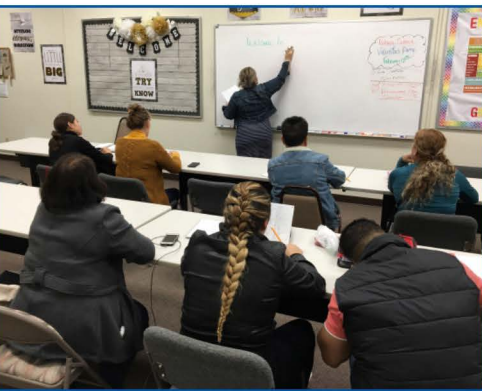


# WMSE

William M. Maguy School of Education

*A Division of Proteus, Inc.*

**Course Catalog**  
July 1, 2021— June 30, 2022



## *Table of Contents*

Mission	1
Vision	1
Accreditation	1
Approvals	1
Partnerships	1
Disclosure Statements	2
Educational Purpose	4
Schoolwide Learning Outcomes (SLO's)	4
Board of Directors	5
Proteus, Inc. Administration Headquarters	5
Executive Management Team	5
Main Campus	5
Instructional Facilities	6
Equal Opportunity Is The Law	8
Harassment Policy	9
COVID-19 Student's Safety Responsibilities/Expectations	11
Student Grievance Procedure	11
Students with Disabilities	13
Student Right-to-Know Disclosure	14
Gainful Employment	14
Student Drug & Alcohol Policy	14
Smoking and Vaping Policy	15
Building Facilities & Safety	16
Student Accident Procedures	17
Student Services	17
Placement Services	18
Library Resources	18
Computer Resource Room Guidelines	18
Admissions Policy	19
English Language Proficiency	20
Financial Assistance	20
Transfer of Credits	21
Re-Enrollment Policy	22

Program Cost	23
Student Tuition Recovery Fund (STRF)	23
Refund Policy	25
Student Progress Evaluation	26
Program Evaluation by Student	27
Attendance Policy	27
Leave of Absence	27
Personal Appearance/Dress Code	28
Electronic Devices Policy	29
Unsatisfactory Attendance	29
Grading Policy	29
Student Conduct	30
Student Discipline Policy	32
Student Records	32
Family Education Rights & Privacy Act (FERPA)	33
Career & Technical Education Training	33
OA – 512	35
TD – 514	35
California Commercial License Requirements	36
Drug Test Policy	37
EERE – 517	38
Academic Programs	39
ESL–501	39
CIT– 502	39
ABE – 502	39
HSE – 503	40
Faculty: Full-Time	41
Faculty: Part-Time	41
Instructor Directory	42
Holidays/Staff Development Calendar	43
Orientation Schedule	44
Training Schedule	45

## Welcome

I would like to welcome you to the William M. Maguy School of Education, A Division of Proteus, Inc. Proteus Inc. has been providing educational services to the communities in four different counties throughout the Central Valley and has been in operation for over 50 years. We are happy that you have chosen our school to provide the education and training that you are seeking 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 goal is to assist you in becoming 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 locations 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.

## *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)***.

### **Approved Truck Driving Training Provider**

William M. Maguy School of Education is approved to teach the new Entry-Level Driver Training (ELDT) curriculum as required by the Federal Motor Carrier Safety Administration (FMCSA) for Class A CDL Theory, Behind-the-Wheel and Theory Hazardous Materials Endorsement. WMSE can be found by prospective students online as a provider at the Training Provider Registry at <https://tpr.fmcsa.dot.gov/Search>

## *Partnerships*

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  
Department of Rehabilitation (DOR)  
Adult Schools – Visalia, Porterville, Hanford, Tulare, 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 1747 North Market Blvd. Suite 225 Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://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 <https://www.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](http://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.
- ✓ The school catalog is updated at least once a year or whenever changes to school policies, procedures, educational programs or services take place. An addendum is kept at the end of the catalog with the updated changes. A copy of the latest school catalog is provided to all prospective students prior to signing an enrollment agreement, and the general public either in writing or electronically on the school's website: <https://www.proteusinc.org/index.php/services2/education>
- ✓ 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 not accredited by an accrediting agency recognized by the United States Department of Education; students enrolled in an unaccredited institution 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.

*Armida Espinoza - **Chair***  
*Mario A. Gonzalez -**Vice Chair***  
*Larry Gonzales- **Secretary***

*Alejandra Juarez- **Treasurer*** *Eddie Valero*  
*Maria R. Lemus* *Victor Salazar*  
*David Mendoza*

## *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://www.proteusinc.org>

**Executive Management Team**  
**Dr. Michelle Engel-Silva** –Chief Executive Officer

## *William M. Maguy School of Education Main Campus*

1440 N. Shirk Rd., Visalia, CA 93291  
 Ph.: (559) 471-4550  
 Fax: (559) 785-4999  
<https://www.proteusinc.org/index.php/services2/education>

## ***School Administrative Staff***

**Kenneth Kurts** – Chief Academic Officer  
**Harl Buckridge** – Program Manager-CTE Programs  
**Juan Valencia** – Program Manager- Academic Programs  
**Liset Caudillo** – Education Program Assistant  
**Laura Morales** – Compliance and Records Officer  
**Noah Arzola** – Recruitment Specialist  
**Maria E Mendoza** – Admissions and Testing Coordinator  
**Suzanna Aguilera-Marrero** – Employer Service Representative  
**Maria Perez** – School Clerk II  
**Jose Lopez** – School Clerk

## ***Instructional Facilities***

William M. Maguy School of Education provides educational programs in Tulare, Fresno, Kern and Kings 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.

**The following are the addresses where the class sessions are held:**

**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
- EERE – Energy Efficiency & Renewable Energy Technician
- ECT – Energy Careers Training

**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 four classrooms and a children’s room.

**Academic Programs:**

- ESL– English as a Second Language
- CIT – 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 – English as a Second Language

- HSE – High School Equivalency Preparation

**William M. Maguy School of Education A Division of Proteus, Inc. 1805 Van Ness Ave. Fresno, CA 93721**, Telephone: (559) 499-2140. The facility contains a classroom for instruction.

**Academic Programs:**

- CIT – Citizenship

**William M. Maguy School of Education A Division of Proteus, Inc. 519 N Douty St, Hanford, CA 93230**, Telephone: (559) 471-4550. The facility contains a classroom for instruction.

**Academic Programs:**

- CIT – Citizenship
- HSE – High School Equivalency Preparation

**William M. Maguy School of Education A Division of Proteus, Inc. 1427 S. Lexington St, Delano, CA 93215**, Telephone: (559) 471-4550. The facility contains a classroom for instruction.

**Career and Technical Education (CTE) Trainings:**

- GC – General Clerk

## *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 and General Clerk programs utilize computers equipped with Microsoft Office 2010, Windows 10, 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 and a forklift.

A solar training lab is available for the students enrolled in the Energy Efficiency & Renewable Energy Technician program. The lab provides students with the opportunity to receive hands-on instruction where they learn how to properly install a solar 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.

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.

## *Equal Opportunity Is The Law*

William M. Maguy School of Education strives to comply with all applicable laws prohibiting discrimination.

It is against the law for William M. Maguy School (WMSE) to discriminate on the following basis: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

William M. Maguy School (WMSE) does not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such program or activity.

As a recipient of federal financial assistance, WMSE takes reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, WMSE provides appropriate auxiliary aids and services to qualified individuals with disabilities.

### What to Do When Experiencing Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I, financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Jeana Brooks AA/EEO Officer  
1900 N. Dinuba Blvd.  
Visalia, CA 93291  
Telephone Number:

559-735-3670  
Fax Number:559-735-3677

or

Laura Castanon, WIB Equal Opportunity Officer  
309 W Main Street, Suite 120,  
Visalia, CA 93291  
(559)713)5200

or

Director of the Civil Rights Center (CRC), U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Or electronically as directed on the CRC Website: [www.dol.gov/crc](http://www.dol.gov/crc).

If you file a complaint with WMSE, you must wait until either WMSE issues a written Notice of Final Action, or 90 days have passed (whichever is sooner), before filing with the CRC (see address above). If WMSE does not give the student a written Notice of Final Action within 90 days of the day on which the student filed the complaint, you may file a complaint with the CRC before receiving that notice. However, the student must file the CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which the student filed the complaint with WMSE. If WMSE does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, the student may file a complaint with CRC. The student must file the CRC complaint within 30 days of the date on which you received the Notice of Final Action.

## *Harassment Policy*

William M. Maguy School strictly prohibits and does not tolerate sexual harassment against employees and covered persons (that is, students, interns, visitors, guests, volunteers, applicants, or independent contractors), by co-workers, supervisors, students, staff, instructors, managers, or third parties with whom you come into contact during your learning experience.

As used in this policy, sexual harassment is defined as harassment based on: sex or conduct of a sexual nature, and includes harassment based on sex; pregnancy, childbirth, breastfeeding or related medical conditions; sexual orientation; gender; gender identity; or gender expression. Sexually harassing conduct need not be motivated by sexual desire. Sexual harassment is illegal and also against policy.

Sexual harassment is generally categorized into two types: quid pro quo sexual harassment and hostile work environment sexual harassment.

a) Quid Pro Quo Sexual Harassment- Quid pro quo sexual harassment or “this for that” includes the following situations:

- Submission to the advance, request or conduct that is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of the advance, request or conduct that is used as a basis for employment decisions affecting the employee.

b) Hostile Work Environment Sexual Harassment means conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

- Verbal: making or using sexual epithets; derogatory or demeaning statements or slurs; sexually-related comments or jokes; sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts; unwelcome sexual advances or requests for sexual favors; comments about any employee's body or dress; flirtation; teasing; conversations regarding sexual activities; sexually degrading words to describe an individual; or sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Physical: assault; inappropriate physical contact or impeding or blocking movements, unwelcome touching or assaulting others.
- Nonverbal or visual: obscene or vulgar gestures or making sexual gestures; displaying sexually suggestive, offensive or demeaning posters, cartoons, objects, pictures, posters or drawings or any such items; sending inappropriate adult-themed gifts; leering or making sexual gestures.
- In person or electronic: harassing someone through the use of a cell phone; e-mail; text messages; instant messages; mobile device applications; social media or networking sites.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.
- Request for sexual favors: unwanted sexual advances; which condition an employment benefit upon an exchange of sexual favors.
- Retaliatory: making or threatening reprisals after a negative response to sexual advances; threatening retaliation or taking retaliatory action.

This list is illustrative only, and not exhaustive. No form of sexual harassment or conduct that could reasonably be perceived as sexual harassment will be tolerated. Harassment is prohibited in the school, and at school related activities and events.

All employees and students are expected to assume responsibility for maintaining a work/learning environment that is free from discrimination, harassment and retaliation. Employees and students are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing. Students may file a complaint following the grievance procedure.

## **COVID-19 Student's Safety Responsibilities/Expectations**

1. All students, guests, and visitors will be screened for COVID-19 related symptoms. Students must answer the questions honestly for the sake of their own health and the health of their fellow students. Student responses to the questions may prevent them from attending class that day or for an extended time.
2. The student's temperature will be taken prior to entering into the school. If the temperature is 100.4 degrees or higher, the student will be asked to return home and contact a healthcare provider. If a student is experiencing respiratory symptoms such as coughing or sneezing, he or she should stay home until symptoms are gone or a healthcare provider approves return to class.
3. Students will be expected to maintain social distancing, when feasible. Only one person at a time can enter the facility. The chairs in the classroom have been spaced out and should not be moved.
4. Students must wash their hands or use hand sanitizer; a dispenser will be available at the entrance.
5. It is a requirement to wear a mask or other protective facial covering before being allowed entry into the school. Students are required to wear a mask indoors and while in the truck when others are present, regardless of vaccination status. You will need to bring your own mask/facial covering. In addition, masks are available should the student need one.
6. The CTE trainings have designated lunch schedules; the instructor will let you know your schedule. (Not applicable for academic classes)
7. Students' Safety Responsibilities/Expectations will be reviewed at orientation and/or on the first day of class.

## ***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 agencies listed in the following table.

Bureau for Private Postsecondary Education
--



<p>1747 North Market Blvd., Suite 225  Sacramento, CA 95834.  Phone: (888) 370-7589  Fax: (916) 263-1897  Website: <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>  <a href="http://www.bppe.ca.gov/enforcement/complaint.shtml">http://www.bppe.ca.gov/enforcement/complaint.shtml</a>  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 (<a href="http://www.bppe.ca.gov/">http://www.bppe.ca.gov/</a>)."</p>
<b>If tuition is paid by U.S. Department of Labor:</b>	
<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>
<b>If tuition paid by Workforce Innovation and Opportunity Act (WIOA) Title I funds:</b>	
<p>Attn: Laura Castanon,  WIB Equal Opportunity Officer  309 W. Main Street, Suite 120  Visalia, CA 93291  Telephone Number:  559-713-5200  Fax Number:559-713-5263</p>	<p>Or  Director, Civil Rights Center (CRC)  U.S. Department of Labor  200 Constitution Avenue NW, Room N-4123  Washington, DC 20210  Website: <a href="http://www.dol.gov/crc">www.dol.gov/crc</a></p>
<b>For Section 167 Programs:</b>	<b>For all DOL Programs:</b>
<p>San Francisco Regional  Office Regional  Administrator – Region VI  Employment and Training Administration  U. S. Department of Labor  P. O. Box 193767  San Francisco, CA 94119-3767</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: <a href="http://www.oig.dol.gov/hotnet1.htm">www.oig.dol.gov/hotnet1.htm</a></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 drivers 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 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. Concerning termination of services, suspension, or expulsion related to behavior which violates the code of conduct, the student 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

<https://www.proteusinc.org/index.php/services2/education>

## ***Student Drug & Alcohol Policy***

The William M. Maguy School is committed to providing a safe, healthy, and productive learning environment for all employees, students, visitors, vendors and guests. An environment that is free from alcohol and unlawful drugs as classified under local, state, or federal laws, including marijuana, while employees, students, visitors, vendors and guests are on the Company's premises and while operating Company-provided vehicles. While the use of marijuana is legal under California law for medicinal and recreational uses, it remains an illegal drug under federal law and its use is prohibited by the school's policy.

The institution's policy prohibits the following:

- a. Possession, use, or being under the influence of alcohol, marijuana, or an illegal drug, intoxicant, or controlled substance during school hours, activities or events.
- b. Operating a vehicle owned or leased by the Company while under the influence of alcohol, marijuana, 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, marijuana, intoxicant, or controlled substance during school hours, activities or events or while on premises owned or occupied by the Company.

Any employee or student suspected of possessing alcohol, marijuana, an illegal drug, intoxicants, or a controlled substance is subject to inspection and search, with or without notice. Their personal belongings, including any bags, purses, briefcases, and clothing, and all Company property, are also subject to inspection and search, with or without notice. Employees who violate the Company's drug and alcohol abuse policy will be removed from the workplace immediately. 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/school. The Company may also bring the matter to the attention of appropriate law enforcement authorities.

Employees and students who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform their instructor and the Chief Academic Officer (employees should inform their supervisors and the Human Resources Director) if they believe the medication will impair their school performance, safety, or the safety of others, or if they believe they need a reasonable accommodation before reporting to work or to their educational activities such as class, outside trainings, externships and/or field trips while under the influence of that medication.

## *Smoking and Vaping Policy*

It is the policy of William M. Maguy School to provide a healthy learning environment for all employees, students, visitors, vendors and guests. Smoking and vaping are prohibited in all enclosed areas within the campus without exception. Smoking marijuana on campus with or without a medical marijuana card is prohibited.

### 1. Responsibility

Proteus employees and any other individual visiting our facilities must comply with the following nonsmoking policies.

### 2. Definition

- "Smoke" or "smoking" refers to the carrying or smoking of any kind of lighted pipe, cigar, cigarette, vapor apparatus or any other lighted smoking product or equipment, including electronic smoking devices.

- Vaping refers to the use of electronic nicotine and non-nicotine vaporized solutions or electronic smoking devices.

3. Enclosed Locations Buildings - In accordance with California State Law (Labor Code § 6404.5) smoking and vaping is prohibited in all enclosed buildings, owned or leased by Proteus.

- Motor Vehicles – Smoking and vaping is prohibited in all motor vehicles owned or leased by Proteus.

4. Outdoor Locations – Outdoor smoking is prohibited within 20 feet of all building openings including doorways, air or ventilation intake systems, entryways, windows, and 20 feet from any outdoor work area or as otherwise prohibited by law.

- Disposing of Smoking Refuse – Smoking refuse, such as cigarette butts, burnt tobacco etc. are to be disposed of in ash urns or other containers specifically designated for such disposal, not in trash cans or thrown on the ground or in flower beds, etc.
- Other Requirements – Outdoor locations may also be regulated by fire code, state and local laws, ordinance, or other regulations.

#### 5. Compliance

Visitors, clients or customers, vendors and guests will be asked to refrain from smoking or vaping and will be respectfully informed of Proteus’ clean air policy. Any employee, staff member or student who violates the smoking and vaping policy may be subject to disciplinary action up to and including termination of employment/program.

WMSE prohibits the use, sale, purchase, distribution, and sampling, of all tobacco products including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic pens, electronic hookah, liquid nicotine, “e-liquids” or other similar products, may not be used in school buildings or vehicles.

**Please Note:** Intentional violation of state or local law regarding smoking may result in a civil fine from local authorities.

## *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	Maria L. Luviano	(559) 591-5701

## *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.

<b>Visalia PD</b>	<b>Porterville PD</b>	<b>Dinuba PD</b>
303 S. Johnson St.	350 N. D St.	680 S. Alta Ave.
Visalia, CA 93291	Porterville, CA 93257	Dinuba, CA 93618
PH: (559)734-8116	PH: (559) 782-7400	PH: (559)591-5911

## *Student Accident Procedure*

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.
- The procedure applies 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 works 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 and Classroom 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 the 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.
- ✓ No food or beverage is allowed in the resource room or in the classroom where computers and/or related equipment are in use, unless the instructor allows closed containers in their classroom.

Any violation of the above guidelines will be considered misuse and may result in the suspension or termination of this service and/or program. 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 17 1/2 years of age (18 years of age for Truck Driving and Citizenship) and must meet the individual program prerequisites prior to enrollment. Prospective students enrolling into the Career and Technical programs must meet the English Language Proficiency requirement.

### 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. All prospective students attending an orientation are required to follow the school safety guidelines including social distancing, hand-washing, and wearing a face covering.**

- The orientation schedule is included on page 44.

**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 Policy**

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.
- ✓ Provide proof of completion of the ACT WorkKeys Assessment.
- ✓ Proof of successful completion of the William M. Maguy School of Education English as a Second Language (ESL) Program.
- ✓ Must take and pass the CASAS Assessment administered by the school.

**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 – English as a Second Language
- CIT – 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 45 of the **WMSE 2021-2022 Training Schedule**.

**CTE Programs that are open entry/ open/exit:**

- OA – Office Automation

**CTE Programs with scheduled start dates:**

- TD – Truck Driving



- 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 if you may be eligible 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 institution 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:

<b>Program Cost</b>			
<b>Office Automation (Certificate)</b>			<b>Energy Efficiency &amp; Renewable Energy Technician (Certificate)</b>
Registration Fee (Non-Refundable)	\$100.00		Registration Fee (Non-Refundable) \$100.00
STRF Fee (Non-Refundable)	\$10.00		STRF Fee (Non-Refundable) \$12.50
Tuition Fee	\$4,400.00		Tuition Fee \$5,204.00
<b>Total Cost</b>	<b>\$4,510.00</b>		<b>Total Cost \$5,316.50</b>
<b>Truck Driving (Certificate)</b>			<b>Forklift Certification (Certificate)</b>
Registration Fee (Non-Refundable)	\$100.00		Registration Fee (Non-Refundable) \$25.00
STRF Fee (Non-Refundable)	\$10.00		STRF Fee (Non-Refundable) \$2.00
Tuition Fee	\$4,055.00		Tuition Fee \$123.00
DOT Physical Exam Fee	\$35.00		<b>Total Cost \$150.00</b>
DOT Drug Test Fee	\$62.00		
DMV Fee	\$85.00		
Hazmat Application Fee	\$86.50		
<b>Total Cost</b>	<b>\$4,433.50</b>		
<b>Non- Tuition programs</b>			
<b>English as a Second Language &amp; Citizenship</b>			<b>High School Equivalency Preparation (HSE)</b>
Registration Fee	\$0.00		Registration Fee \$0.00
STRF Fee	\$0.00		STRF Fee \$0.00
Tuition Fee	\$0.00		Tuition Fee \$0.00
<b>Total Cost</b>	<b>\$0.00</b>		<b>Total Cost \$0.00</b>
<b>Adult Basic Education (ABE)</b>			<b>Energy Careers Training</b>
Registration Fee	\$0.00		Registration Fee \$0.00
STRF Fee	\$0.00		STRF Fee \$0.00
Tuition Fee	\$0.00		Tuition Fee \$0.00
<b>Total Cost</b>	<b>\$0.00</b>		<b>Total Cost \$0.00</b>
<b>General Clerk</b>			
Registration Fee	\$0.00		
STRF Fee	\$0.00		
Tuition Fee	\$0.00		
<b>Total Cost</b>	<b>\$0.00</b>		

*\*Tuition & Fees are subject to change.*

**Note:** The physical, drug test, DMV CLP 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 document the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225 Sacramento, CA 95834, (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 non-collection 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.

## *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 withdrawal 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. For students who do not return from an approved Leave of Absence, the next scheduled class date will be the termination date.

You may ask the instructor or the school staff for a copy of the Cancellation or Withdrawal forms.

## *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 cancel the enrollment agreement and obtain a refund for charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. A tour of the facility and inspection of the equipment will be conducted during the first day of class.

### **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) After the end of the cancellation period, you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance.; and,
- (ii) After the first 60% 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 these 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 is based on sign-in sheets; please sign in and out accordingly.

## *Attendance Policy*

### **Career and Technical Education Programs**

Attendance during training is very important. It will demonstrate a student's dependability as an employee. Good attendance provides a positive work record. Absences during training are missed opportunities to enhance skills. Lectures missed during absences will not be repeated. Attendance records will also be a determining factor for course completion. A student's progress is measured by student attendance and competency completions.

**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. If you are receiving a stipend for class attendance, absences will not be paid. Students with extenuating circumstances that anticipate being absent for more than five consecutive days can request a Leave of Absence (LOA). The LOA form can be obtained from your instructor and must be processed before you begin to leave, as applicable.

Students must attend the minimum number of the scheduled training hours of at least **80% (90% for the Truck Driving program)**.



## **Academic Programs**

Regular attendance is expected and recorded because it is vital to the timely completion of the course. 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. Students must maintain at least **70%** attendance from the date of enrollment.

### **Leave of Absence Policy**

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. Students may request a leave of absence due to COVID-19 related circumstances. When students are in externships which are suspended due to COVID-19, the student will be put on a leave of absence until the student is able to return to the employer or until the school finds another placement for the student.

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. However, when students have to take a leave of absence as the result of COVID-19 related circumstances, the institution may approve, and students may begin a leave of absence prior to submitting a written request for an LOA (LOA formal requests will be obtained subsequently). Students that have taken a leave due to health related circumstances will need to provide clearance from a health professional prior to returning to class.

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, non-ripped 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

ESL and CIT Programs:

Grades are recorded by the instructor for assessment purposes, but no final grade is given for the course.

### 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% (90% for the Truck Driving program)**.

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

#### ***English as a Second Language Program:***

1. Satisfactorily complete and advance one level in the reading CASAS Test.
2. Satisfactorily complete the minimum number of class hours (70%) from the date of enrollment.

#### **Citizenship Program:**

1. Satisfactorily complete the minimum number of class hours (70%) from the date of enrollment.
2. 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 school rules, including following the instructions of the instructors at any time and appropriate use of garbage cans and bathrooms. Speed limits and pedestrian safety must be strictly followed.

### Categories Subject to Disciplinary Actions

1. Failure or neglect to follow instructions while operating a school vehicle that endangers the safety of the student(s), the instructors, or any other Proteus staff.
2. Dishonesty, such as cheating or plagiarism in connection with an education program.
3. Disruptive behavior in the classroom or at the worksite including the use of electronic devices.
4. Forgery, alteration, or misuse of school documents, sources, records, identification, or knowingly furnishing false information.
5. Obstruction or disruption of instruction, administration, disciplinary procedures, activities, or other authorized activities on the school premises.
6. 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.
7. 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.
8. Committing unlawful harassment, discrimination, and/or retaliation in violation of school policy.
9. Bullying
10. Unauthorized entry into the school facilities or unauthorized use or misuse of Proteus property.
11. 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.
12. Disorderly, lewd, indecent, or obscene conduct on Proteus owned or operated property or at Proteus sponsored or supervised functions.
13. 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.

14. 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.
15. Soliciting or assisting another to any act, which would subject a student to discipline pursuant to this policy.
16. 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.
17. 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/absences and/or a period of unauthorized absence for three or more consecutive class days.
3. Unsatisfactory class performance
4. Drug abuse, including alcohol and marijuana
5. Student Conduct violation
6. Failure to follow school/classroom policies 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. Suspension or 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:

Main Campus Visalia, CA

Hours/Length:

630 Clock Hours/18 Weeks including 4 Weeks of Externship

Daily Schedule:

Mon – Fri; 8 – 3:30pm

Prerequisites:

17 ½ years old. Must meet the English Language Proficiency requirement.

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

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

43-6000	Secretaries and Administrative Assistants
43-5071	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

**GC – 520408**

**GENERAL CLERK**

<u>Location:</u>	Delano, CA
<u>Hours/Length:</u>	515 Clock Hours/14 Weeks including 8 Weeks of Work Experience
<u>Daily Schedule:</u>	Mon – Fri; 8:30 – 3:30pm
<u>Prerequisites:</u>	17 ½ years old. Must meet the English Language Proficiency requirement.

Description: The General Clerk Program will develop both hard and soft skills helping individuals seek long term employment in the clerical field. Students can earn two certificates, which include keyboarding and 10-key, if benchmark goals are met. Classroom hours will be 195 hours (six-week period) and transitional employment will be a maximum of 320 hours. Hours can be full or part-time up to eight hours a day (during an eight-week period) depending on employer needs. The total length of the program is fourteen weeks.



## Work Experience

Students will complete eight weeks/320 hours of work experience with an employer. The work experience is paid and is coordinated by the assigned Proteus employer service representative with the employer. The students are required to document hours completed during their work experience. During the work experience, students are also required to make contact with their instructor and/or employer service representative at least once a week to review progress and for follow up. Students are evaluated for work experience with a pass or fail grade.

### \*\*Standard Occupational Classification

### Employment Position

43-6011	Administrative Assistants, Executive
43-9061	Administrative Clerks
43-9060	Office Clerks, General
43-6014	Office Secretaries
43-0000	Office and Administrative Support Occupations
43-9190	Office and Administrative Support Workers, Misc.
43-6000	Secretaries and Administrative Assistants
43-5071	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 –490205**Location:Hours/Length:Daily Schedule:Pre-requisites:**TRUCK DRIVING**

Main Campus Visalia, CA

240 Clock Hours/6 Weeks

Mon – Fri; 7 – 3:30pm

18 years old. Must meet the English Language Proficiency requirement.

- Must be able to read, write, and comprehend English.
- Be at least 18 years of age.
  - ✓ Per Department of Transportation, all interstate drivers must be at least 21 years old.
  - ✓ Prospective students under the age of 21 are required to provide a letter of intent to hire from a prospective employer, prior to enrollment.
- Must have a good driving record and provide a DMV driving record (must be current, within the last 30 days).
- Must have a valid driver's license for at least six months and possess a California DL (a temporary/interim DL is acceptable).
- Must have a social security card
- Must have an acceptable identity (birth date/legal presence) document.
- Must have a document to provide to DMV as proof of California residency.
- 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. Points accumulated within a short period of time will be taken into consideration.
- No DUI/DWI or reckless driving conviction in the past (5) years.
- No more than (1) accident in the past (24) months.
- No license suspensions within the last (12) months.
- No felony convictions in the past seven (7) 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. Patterns of behavior exhibited by criminal and/or driving convictions will be reviewed on a case-by-case basis. Depending on the driving or criminal history, admission to the program may be denied.**

**Prospective students that are admitted to the school with driving violations criminal record or under the age of 21, please be aware that job opportunities may be limited and with some employers, not available.**

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. Students please be aware that DMV behind-the-wheel testing is by appointment only. A testing date appointment will be scheduled after the student has a minimum of 14 days after obtaining the initial Commercial Learner's Permit (CLP).

**DMV Test Appointments:** Only the school representative 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 knowledge test(s) there is not a waiting period to retake. 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 2019-2021: Must be 18 years of age. Must obtain a California Noncommercial Class C DL (a temporary/interim DL is acceptable). 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 HazMat or wastes (intrastate or interstate commerce).

### ***Applicants must Provide the Following Items:***

- **A Completed Commercial Driver License Application (DL 44C/eDL 44C) form.**
- **Your true full name.**
- **Approved Medicals**
- **An acceptable identity (birth date/legal presence) document.**
  - If the name on your identity document is different from the name on your CDL application, you must also submit an acceptable true full name document.
  - Your true full name, as shown on your identity document, will appear on your CLP/CDL.
- **Residency (Domicile).** A California driver must provide 1 document as proof of California residency for original and upon each renewal, transfer, or upgrade.
- **Provide proof of your social security number. Note:** If you are applying for an original

CDL (REAL ID or federal non-compliant), a social security card is the only acceptable proof of SSN.

• **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.

**EERE – 470701 ENERGY EFFICIENCY & RENEWABLE ENERGY TECHNICIAN**

Location: Main Campus Visalia, CA  
Length: 350 Clock hours/10 Weeks  
Daily Schedule: Mon-Fri; 7:30 to 3:00pm  
Prerequisites: 17 ½ years old. Must meet the English Language Proficiency requirement.

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.

<b><u>**Standard Occupational Classification</u></b>	<b><u>Employment Position</u></b>
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

**ECT – 460000 ENERGY CAREERS TRAINING**

Location: Main Campus Visalia, CA  
Length: 280 Clock hours/8 Weeks  
Daily Schedule: Mon-Fri; 7:30 to 3:00pm  
Prerequisites: 17 ½ years old. Must meet the English Language Proficiency requirement.

Description: This course is designed to prepare students to work in the energy efficiency industry. Students completing this certificate will acquire skills in operating hand and power tools used in the energy efficiency trades, working safely, building science basics, weatherization measures, basic electrical, basic plumbing, and working cooperatively with other class participants. Students will develop basic skills in building layout, measuring, plumbing, electrical, weatherization, and finish work involved in energy efficiency with hands-on training.

<b><u>**Standard Occupational Classification</u></b>	<b><u>Employment Position</u></b>
47-2130	Insulation Workers
47-2131	Insulation Workers, Floor, Ceiling, and Wall

47-2132	Insulation Workers, Mechanical
47-2061	Construction Laborers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
49-9071	Maintenance and Repair Workers, General Bright Outlook
47-3019	Helpers, Construction Trades, All Other
47-4011	Energy Auditors
47-4099	Weatherization Installers and Technicians
47-3013	Helpers--Electricians
49-9098	Helpers--Installation, Maintenance, and Repair Workers

**FL – 490209**

**FORKLIFT CERTIFICATION**

<u>Location:</u>	Main Campus Visalia, CA
<u>Length:</u>	16 Clock hours/2 Days
<u>Daily Schedule:</u>	Mon-Fri; 7:30 to 4:00pm
<u>Prerequisites:</u>	17 ½ years old. Must meet the English Language Proficiency requirement.

Description: This course is designed for individuals who have never been trained and for those individuals who need recertification. The training will be based on the student’s prior knowledge and skill in operating powered vehicles, the student’s demonstrated ability to operate a powered truck safely as well as the hazards present in the workplace. During the Forklift Certification Training students will acquire necessary classroom and practical instruction in the proper operation of the vehicle. These include things such as learning OSHA safety regulations, inspection/maintenance procedures, loading and unloading a semi-trailer; unloading, stacking, and pallet placement depending on product height and type of pallet.

**\*\*Standard Occupational Classification**

**Employment Position**

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
43-5071	Shipping, Receiving, and Traffic Clerks
45-2091	Agricultural Equipment Operators
51-9111	Packaging and Filling Machine Operators and Tenders

## *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 – 501                      ENGLISH AS A SECOND LANGUAGE**

Locations:                      Porterville, Dinuba, CA  
Daily Schedule:              Varies, contact the Education administrative office  
Prerequisites:                17 ½ years old. Must take CASAS Appraisal.

Description: This course is recommended for students wanting to learn the English language. The ESL component includes a beginning and intermediate level. It covers the four primary language skills: listening, reading, speaking and writing through total class, small groups, pairs and individual practice. Direct instruction, peer interaction, individualized self-paced work and computer usage are encouraged.

**CIT – 504                      CITIZENSHIP**

Locations:                      Porterville, Hanford, CA  
Prerequisites:                18 years old. Must take CASAS Appraisal.

Description: This competency-based course is designed to provide citizenship preparation instruction to prepare Lawful Permanent Residents (LPRs) for the civics and English (reading, writing, and speaking) components of the naturalization test. This course will include both U.S. history and government (civics) instruction and civics-focused English for participants who are in need of education and assistance in completing the citizenship process. This course is recommended for students wishing to achieve their US citizenship who need to improve their reading, writing and speaking skills. This course will cover the four major reading areas (civics, reading, writing, and conversation) covered on the citizenship interview.

**ABE – 502                      ADULT BASIC EDUCATION**

Locations:                      Porterville, Dinuba, CA  
Daily Schedule:              Varies, contact the Education administrative office  
Prerequisites:                Score 10 pts. or below on the HiSET Social Studies and Math Official Practice Test. Must take CASAS 900 Appraisal.

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:                      Porterville, Dinuba, Hanford, CA  
Daily Schedule:              Varies, contact the administrative office

Prerequisites: Score 11 pts. or more on the HiSET Social Studies and Math Official Practice Test. Must take CASAS 900 Appraisal.

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 or the ETS website to take the official GED or HiSET exam.



## Faculty: Full-Time

Instructor Name:	Education
Montemayor, Cesar	<b>Certificate</b> , PV Solar, Wm. Maguy School of Education Mt. San Antonio College, Rancho Cucamonga, CA College of the Sequoias, Visalia, CA <b>Diploma</b> , Orosi High School, Orosi, CA
Reynoso, Pablo	<b>Diploma</b> , Woodlake High School, Woodlake, CA College of the Sequoias, Visalia, CA Construction Fundamentals Units
Schneider, Matthew	<b>B.A.</b> University of California, Los Angeles <b>Credential</b> ; Vocational Education Teaching Clear Credential
Tyler, Scott	<b>Diploma</b> , Exeter High School, CA Commercial Class A License Truck Driving <b>Certificate</b> of Completion, WMSE, Visalia, CA
Vargas, Luis	High School Equivalency <b>Certificate</b> Commercial Class A License Truck Driving <b>Certificate</b> of Completion, WMSE, Visalia, CA
Pinedo, Maria P	University of New Mexico Albuquerque, NM <b>B.A.</b> Financial Management

## Faculty: Part-Time

Arzola, Noah	Tulare Adult School Tulare, CA General Education Diploma
Del Hoyo, Luis R	California State University, Fresno Fresno, CA <b>B.A</b> Liberal Arts , <b>B.S</b> Business Administration
Guzman, Juan C.	University of Guadalajara <b>B.A.</b> Mathematics
Lopez, Lucia R.	California State University, Fresno Fresno CA <b>B.A.</b> Liberal Arts
Mares Alatorre, Maricela	California State University, Fresno Fresno, CA <b>B.A.</b> Linguistics
Martinez, Rebeca	Colorado Technical University <b>B.A.</b> Criminal Justice/Human Services
Moreno, Myra	California State University, Bakersfield <b>B.A.</b> History; minor in Spanish

Sandoval, Jose	High School Equivalency <b>Certificate</b> Commercial Class A License General Engineer Contractor License
----------------	---

## Instructor Directory

### TULARE COUNTY

<b>Del Hoyo, Luis R CIT</b>	Email: <a href="mailto:ldelhoyo@proteusinc.org">ldelhoyo@proteusinc.org</a> Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<b>Montemayor, Cesar EERE</b>	Email: <a href="mailto:cmontemayor@proteusinc.org">cmontemayor@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550 Cell: (559) 731-6341
<b>Guzman, Juan C. HSE</b>	Email: <a href="mailto:jguzman@proteusinc.org">jguzman@proteusinc.org</a> Address: Dinuba Service Center, 400 W. Tulare St., Dinuba, CA 93618	Phone: (559) 591-5701
<b>Lopez, Lucia ESL</b>	Email: <a href="mailto:lucial@proteusinc.org">lucial@proteusinc.org</a> Address: Dinuba Service Center, 400 W. Tulare St., Dinuba, CA 93618	Phone: (559) 591-5701
<b>Martinez, Rebeca ESL</b>	Email: <a href="mailto:rebmartinez@proteusinc.org">rebmartinez@proteusinc.org</a> Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<b>Moreno, Myra ABE, HSE, CIT</b>	Email: <a href="mailto:mmoreno@proteusinc.org">mmoreno@proteusinc.org</a> Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<b>Reynoso, Pablo ECT</b>	Email: <a href="mailto:preynoso@proteusinc.org">preynoso@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550 Cell:(559) 967-5300
<b>Sandoval, Jose TD</b>	Email: <a href="mailto:jsandoval@proteusinc.org">jsandoval@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550 Cell: (559) 731-3168
<b>Tyler, Scott TD</b>	Email: <a href="mailto:styler@proteusinc.org">styler@proteusinc.org</a> Address: Main Campus, 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550
<b>Vargas, Luis TD</b>	Email: <a href="mailto:lvargas@proteusinc.org">lvargas@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550
<b>Pinedo, Maria OA</b>	Email: <a href="mailto:mpinedo@proteusinc.org">mpinedo@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550
<b>Arzola, Noah FL</b>	Email: <a href="mailto:narzola@proteusinc.org">narzola@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550

## KINGS COUNTY

<b>Mares Alatorre, Maricela ABE, HSE</b>	Email: <a href="mailto:malatorre@proteusinc.org">malatorre@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone:(559) 471-4550
--	---	----------------------

## KERN COUNTY

<b>Schneider, Matthew GC</b>	Email: <a href="mailto:matts@proteusinc.org">matts@proteusinc.org</a> Address: 1427 S. Lexington Ave. Delano, CA 93215	Phone: (559) 471-4550
--------------------------------------	--	-----------------------

**William M. Maguy School of Education**  
**A Division of**  **PROTEUS INC.**  
...for Education, Employment and Community Services

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

## Holidays/Staff Development Calendar

July 2 <sup>nd</sup>	Professional Development
July 5 <sup>th</sup>	Independence Day
July 16 <sup>th</sup>	Staff Development/ Employee Appreciation
August 20 <sup>th</sup>	Annual Event
September 6 <sup>th</sup>	Labor Day
September 24 <sup>th</sup>	Employer Advisory
October 8 <sup>th</sup>	Professional Development Day
November 11 <sup>th</sup>	Veterans Day
November 25 <sup>th</sup> to 26 <sup>th</sup>	Thanksgiving Day/ Day after Thanksgiving
December 20 <sup>th</sup> to 31 <sup>st</sup>	Winter Break
January 17 <sup>th</sup>	Martin Luther King Jr. Birthday
January 28 <sup>th</sup>	Professional Development
February 21 <sup>th</sup>	Presidents Day
March 31 <sup>st</sup>	Cesar Chavez Day
April 11 <sup>th</sup> -15 <sup>th</sup> ,	Spring Break
April 29 <sup>th</sup>	Professional Development
May 30 <sup>th</sup>	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.

**William M. Maguy School of Education**  
**A Division of**  **PROTEUS INC.**  
*...for Education, Employment and Community Services*

**2021-2022 Orientation Schedule**

<b>July 2021</b>			
Wednesday	7/21/2021	9:00 AM	Main Campus
<b>August 2021</b>			
Thursday	8/12/2021	9:00 AM	Main Campus
Thursday	8/26/2021	9:00 AM	Main Campus
<b>September 2021</b>			
Wednesday	9/8/2021	9:00 AM	Main Campus
Thursday	9/30/2021	9:00 AM	Main Campus
<b>October 2021</b>			
Tuesday	10/26/2021	9:00 AM	Main Campus
<b>November 2021</b>			
Tuesday	11/9/2021	9:00 AM	Main Campus
Thursday	11/18/2021	9:00 AM	Main Campus
<b>December 2021</b>			
Thursday	12/9/2021	9:00 AM	Main Campus
Wednesday	12/29/2021	9:00 AM	Main Campus
<b>January 2022</b>			
Wednesday	1/19/2022	9:00 AM	Main Campus
<b>February 2022</b>			
Tuesday	2/8/2022	9:00 AM	Main Campus
<b>March 2022</b>			
Tuesday	3/8/2022	9:00 AM	Main Campus
Wednesday	3/30/2022	9:00 AM	Main Campus
<b>April 2022</b>			
Thursday	4/28/2022	9:00 AM	Main Campus
<b>May 2022</b>			
Tuesday	5/24/2022	9:00 AM	Main Campus
<b>June 2022</b>			
Tuesday	6/7/2022	9:00 AM	Main Campus
Thursday	6/16/2022	9:00 AM	Main Campus

**William M. Maguy School of Education**  
**A Division of**  **PROTEUS INC.**  
...for Education, Employment and Community Services

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

---

## 2021-2022 CTE Training Schedule

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

### July

- 7/22/2021-10/04/2021 EERE Technician
- 7/23/2021- 9/03/2021 Truck Driving

### August

- 8/27/2021-11/09/2021 EERE Technician
- 8/16/2021- 9/29/2021 Truck Driving

### September

- 9/09/2021-10/22/2021 Truck Driving

### October

- 10/04/2021-11/16/2021 Truck Driving
- 10/27/2021-12/10/2021 Truck Driving
- 10/05/2021-12/17/2021 EERE Technician

### November

- 11/19/2021-1/18/2022 Truck Driving
- 11/10/2021-2/08/2022 EERE Technician

### December

- 12/14/2021-2/09/2022 Truck Driving

### January 2022

- 1/20/2022-3/04/2022 Truck Driving
- 1/03/2022-3/16/2022 EERE Technician

### February

- 2/09/2022- 4/28/2022 EERE Technician
- 2/14/2022- 3/28/2022 Truck Driving

## 2021-2022 CTE Training Schedule

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

### March

- 3/09/2022-4/27/2022 Truck Driving

### April

- 4/01/2022-5/20/2022 Truck Driving
- 4/18/2022-6/14/2022 Energy Careers Training
- 4/19/2022-4/20/2022 Forklift Certification

### May

- 5/02/2022-7/13/2022 EERE Technician
- 5/03/2022-6/14/2022 Truck Driving
- 5/24/2022-5/25/2022 Forklift Certification
- 5/25/2022-7/08/2022 Truck Driving

### June

- 6/07/2022-8/18/2022 EERE Technician
- 6/8/2022-8/04/2022 Energy Careers Training
- 6/17/2022-8/02/2022 Truck Driving
- 6/21/2022-6/22/2022 Forklift Certification

# ***Addendum***

## **May 17, 2022**

**Page 20:** The English Language Proficiency Policy has been updated.

**Page 27:** The Attendance Policy was updated to reflect 90% for truck driving (TD).

**Page 30:** The Completion and Graduation Policy was updated to reflect 90% for TD.

**Page 36-42:** New CTE programs have been added.

**Page 50:** The training schedule has been modified to include the new classes.

## **April 1, 2022**

**Page 7:** Hanford has been added as an instructional site.

**Page 23:** The Program Cost Table has been updated with the new STRF fee.

## **March 11, 2022**

**Page 1:** Added the school as an approved Truck Driving Training Provider

**Page 5:** The Board of Directors has been updated.

**Page 7:** Fresno has been added as an instructional site.

**Page 19:** The Admissions Policy has been updated to remove the high school diploma/ATB requirement.

**Page 20:** The English Language Proficiency Policy has been revised.

**Page 23:** The Program Cost Table has been updated with the new cost for Truck Driving.

**Pages 34-39:** The pre-requisite requirement for the programs has been updated.

## **January 17, 2022**

Page 6: The addresses where the class sessions are held are identified.

Page 26: Correction made to Item 3 and 5 of the refund policy.

## **January 4, 2022**

Page 6: The school administrative staff has been updated

Page 7: The Delano Satellite has been removed

Page 16: Site supervisor's information has been updated

Page 19: The admissions policy has been updated to include the age requirement of 18 years old for the truck driving program.

Page 35: The age requirement of 18 years old has been included in addition to the letter requirement.

Page 43: Removed the instructor information for Kern County

## **August 2, 2021**

Page 6: The ESL and CIT programs have been separated under instructional facilities.

Page 19: The Admissions Policy has been updated.

Page 20: The ESL and CIT programs have been separated under Academic Programs.



Page 28: Revision to the Attendance Policy for academic programs.

Page 30: The Grading Policy was updated to include ESL and CIT.

Page 31: The Completion & Graduation Policy was revised for the ESL and CIT programs.

Page 39: The ESL and CIT programs were separated and the description was revised.

*This page left blank intentionally*