

July 01, 2023 - June 30, 2024

# 2023-2024 COURSE CATALOG

*Start Your Journey*



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## ***A Message from our Chief Academic Officer***

Welcome to the William M. Maguy School of Education, a division of Proteus, Inc. We are happy that you have placed your trust in our school to provide you with the education and training to help you achieve your future career goals. We look forward to working with you as you start your educational journey.

Proteus, Inc. has been proud to offer educational services to Central Valley residents in Fresno, Kern, Kings, and Tulare Counties for over 55 years. The William M. Maguy School of Education is committed to providing quality education, training opportunities, and a supportive staff to every student that comes through our doors. Our goal is to assist you in becoming self-sufficient, and we encourage an attitude of life-long learning.

We welcome you to call us or visit any of our service centers to learn how you can take the next step into a brighter future.



Maria Reveles  
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)  
College of the Sequoias  
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

## 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/services/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/services/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.

Mario Gonzalez - **Chair**

Maria R. Lemus -**Vice Chair**

Patricia Vasquez Topete

Andy Levine

Alejandra Juarez- **Treasurer**

Eddie Valero- **Secretary**

Paul Espinosa

David Mendoza

Andres I. Magos

## **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*

*Quirino Banuelos – Director of Operations*

## **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/services/education>

## **School Administrative Staff**

**Maria Reveles** – Chief Academic Officer

**Liset Caudillo** – Assistant Director of Education

**Laura Morales** – Compliance and Records Officer

**Noah Arzola** – Workforce & Recruitment Advocate

**Maria E Mendoza** – Admissions and Testing Coordinator

**Maria Perez** – School Clerk II

**Beatriz Serna** – School Clerk I

## *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
- ECT – Energy Careers Training
- FL – Forklift Certification

**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.

**Academic Programs:**

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

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

- GOO – General Office Occupations

**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. 1515 East Annadale, Fresno, CA 93706**, Telephone: (559) 471-4550. The facility contains a classroom for instruction.

**Academic Programs:**

- CIT – Citizenship

**William M. Maguy School of Education A Division of Proteus, Inc. 804 S. Harris St, Hanford, CA 93230**, Telephone: (559) 471-4550. The facility contains a classroom for instruction.

**Academic Programs:**

- CIT – Citizenship
- HSE – High School Equivalency Preparation

## *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 General Clerk and General Office Occupations program utilize computers equipped with Microsoft Office 2016, Windows 10, Microtype 5. In addition, students learn how to properly use 10-key calculators, multi-use copy machines (e.g. scanner, fax), telephones and the Custom Guide online platform to gain marketable skills needed in the workplace. Students in the General Office Occupations program use QuickBooks and the Alphabetic Indexing Rules filing program.

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.

Students in the Energy Careers Training will utilize a mock house lab and the training pods which provide hands-on practice in weatherization, construction, electrical wiring, plumbing and HVAC. The labs provide students with the opportunity to practice and enhance their knowledge and skills. In addition, students will learn to use a variety of diagnostic equipment and power tools including the infrared camera, blower door, combustion analyzer and duct-blaster. Students will be provided with Personal Protective Equipment (PPE), which consists of eye protection and gloves.

## *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: race (inclusive of traits historically associated with race, including, but not limited to hair texture and protective hairstyles such as braids, locks, and twists); color; ancestry, immigration status or national origin; employee's or applicant's possession of a driver's license issued under Vehicle Code Section 12801.9 (which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the US under federal law); gender; gender identity (meaning a person's identification as male, female, a gender different from the person's sex at birth, or transgender); gender expression (meaning a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth); gender transition; sex; sexual orientation including heterosexuality, homosexuality, and bisexuality; age (over 40); physical or mental disability, perceived disability or perceived potential disability; denial of family and/or medical leave; pregnancy or perceived pregnancy, childbirth, or medical condition related to pregnancy, childbirth, or breast feeding; religion (including religious belief, observance and practice and dress or grooming practices) or creed; marital status; registered domestic partner status; medical condition, including any cancer-related physical or mental health impairment from a diagnosis,

record or history of cancer or a genetic characteristic; HIV/AIDS status; citizenship; military and veteran status; genetic information, including information about an individual's genetic tests, family members' genetic tests, family members' diseases or disorders, an individual's or family member's receipt of, or request for, genetic services, and participation by an individual or their family member in clinical research that includes genetic services; criminal conviction history; salary history; enrollment status in a public benefit program; political affiliation; status as a victim of domestic violence, sexual assault, or stalking; perceptions that any employee or applicant has characteristics of any protected class; the individual's association with any person who has, or is perceived to have characteristics of any protected class; use of any protected time off; past engagement in protected activities or being related to someone who has engaged in such activities; as well as any other category protected by federal, state, or local law or ordinance or regulation, 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:

Megan Machado 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 feel you were the victim of discrimination, CRD is available to investigate and help settle your complaint. To begin this process, gather the information listed below and file an intake form in one of three ways:

- Online by creating an account and using our interactive [Cal Civil Rights System, CCRS](#)
- By mail using a printable [intake form](#)
- By calling using information on our [contact us](#) page

If you decide to use the CRD investigation process, you will need to gather the following:

- The specific facts and any records about the incident(s), including the name and contact information of the person or entity you believe harmed you (if known);
- Copies of any documents or other evidence related to your complaint; and
- The names and contact information of any witnesses (if known).

You must do this within one year of the date you were harmed. If you would prefer not to use the CRD investigation process and instead file your own lawsuit, you can obtain an immediate Right-To-Sue notice.

## *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, 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. Students will be expected to maintain social distancing, when feasible. Only one person at a time can enter the facility.
2. Students must wash their hands or use hand sanitizer; a dispenser will be available at the entrance.
3. Students are encouraged to wear a mask when others are present. Masks are available should the student need one.
4. The CTE trainings have designated lunch schedules; the instructor will let you know your schedule. (Not applicable for academic classes)
5. Symptomatic students must be excluded from class and test as soon as possible. Exclusion must continue until test results are obtained.
  - If the student is unable to test or chooses not to test, exclusion must continue for 10 days.
  - If the student tests negative and returns to class earlier than 10 days after the close contact, the student must wear a face covering around others for 10 days following the close contact.
  - CDPH recommends continuing exclusion from class and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
  - For symptomatic students who have tested positive within the previous 90 days, using an antigen test is preferred.

## Student Grievance Procedure

Students are encouraged to seek assistance at any time to address concerns that may arise during 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, Employer Service Representative, Workforce & Recruitment Advocate, and/or the Compliance and Records Officer. If the student is not satisfied or not willing to address the issue with the individual, he/she/they 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.

<b>Bureau for Private Postsecondary Education</b>	
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	"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> )."
<b>If tuition is paid by U.S. Department of Labor:</b>	
Attn: AA/EEO Officer 1900 N. Dinuba Blvd. Visalia, CA 93291 Phone: 559-735-3670 Fax: 559- 735-3677	Or Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210
<b>If tuition paid by Workforce Innovation and Opportunity Act (WIOA) Title I funds:</b>	



Attn: Laura Castanon, WIB Equal Opportunity Officer 309 W. Main Street, Suite 120 Visalia, CA 93291 Telephone: 559-713-5200 Fax :559-713-5263	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>
<b>For Section 167 Programs:</b>	<b>For all DOL Programs:</b>
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	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>

## *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/services/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	Maria Reveles	(559) 471-4550
Proteus Porterville Service Center	Martha Loya	(559) 781-1852
Proteus Dinuba Service Center	Maria L. Luviano	(559) 591-5701
Proteus Hanford Service Center	Terri Cooper	(559)582-9253
Proteus Fresno Service Center	Tere Cortez	(559) 499-2140

## *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>Hanford PD</b>
303 S. Johnson St.	350 N. D St.	425 N Irwin St.
Visalia, CA 93291	Porterville, CA 93257	Hanford, CA 93230
PH: (559)734-8116	PH: (559) 782-7400	PH: (559)585-2540
<b>Dinuba PD</b>	<b>Fresno PD</b>	
680 S. Alta Ave.	2323 Mariposa St #2075,	
Dinuba, CA 93618	Fresno, CA 93721	
PH: (559)591-5911	PH: (559) 621-7000	

## *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 Human Resources Generalist.
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 career counseling and placement staff 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 career counseling and placement

staff 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.**

- The orientation schedule is included on page 45.

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

## English Language Proficiency Policy

All Career and Technical Education Courses are taught in English. Students must be able to read, write, speak, and comprehend English. Prospective students that completed all of their high school/secondary school in English are considered proficient. The English Language Proficiency can be fulfilled with one of the following:

- ✓ Provide High School Diploma/equivalent or transcript.
- ✓ 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 or completion of ESL at an approved school.
- ✓ 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.

## Academic:

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

**Career Technical Education Training Programs** – CTE classes have scheduled start dates. To find out the training start dates, please refer to page 46 of the **WMSE 2023-2024 Training Schedule**.

**CTE Programs with scheduled start dates:**

- TD – Truck Driving
- GC – General Clerk
- FL – Forklift Certification
- ECT – Energy Careers Training
- GOO – General Office Occupations

## *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. There are two cash payment options:

#### **Private Pay “One Payment” Cost:**

Private pay students get a larger discounted price for paying the total amount prior to their scheduled first day of training.

#### **Total One Payment Fee training cost: \$3,500.00**

(must be paid by the first day of training to receive the full discount)

#### **Private Pay “Three Payment” Cost:**

Private pay students who choose the three payment plan option will still receive a discounted price but for a lesser amount than the “One Time Payment” option.

#### **Total Fee training cost: \$3,900.00**

1st Payment of \$2,000.00 due by first day of training

2nd Payment of \$950.00 due at the start of week three

3rd Payment of \$950.00 due by the last day of class. Failure to pay will result in postponing the DMV drive test until the balance is paid off.

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 class. Re-enrollment must occur within six months of withdrawal. 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>General Office Occupations (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	\$4,400.00	Tuition Fee	\$123.00
<b>Total Cost</b>	<b>\$4,510.00</b>	<b>Total Cost</b>	<b>\$150.00</b>
<b>Truck Driving (Certificate)</b>			
Registration Fee (Non-Refundable)	\$100.00		
STRF Fee (Non-Refundable)	\$10.00		
Tuition Fee	\$4,055.00		
DOT Physical Exam Fee	\$35.00		
DOT Drug Test Fee	\$67.00		
DMV Fee	\$89.00		
Hazmat Application Fee	\$86.50		
<b>Total Cost</b>	<b>\$4,442.50</b>		
<b>Non- Tuition programs</b>			
<b>English as a Second Language &amp; Citizenship</b>		<b>High School Equivalency Preparation</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</b>	<b>\$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</b>	<b>\$0.00</b>

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

**Note: The initial fees for testing and application are included in the above Schedule of Charges for Truck Driving. Any retest fees are the responsibility of the student.**

## No Fees Policy for Academic Programs

William M. Maguy School offers the Workforce Innovation and Opportunity Act (WIOA) Title II AEFLA programs free of charge to the students. These programs include English as a Second Language, Citizenship, High School Equivalency, and Adult Basic Education.

## *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 Obligating 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% (85% 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 and must arrange it with the instructor. No lectures will be repeated for students who are absent and the absences will remain on the record.

## ***Completion & Graduation Policy***

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

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

**Academic Programs:** In order for students to complete 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, skills lab areas or at the worksite including the use of electronic devices, interfering with the progress of other classmates and/or not following directions from the instructor.
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 Disciplinary 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 participation and/or unsatisfactory hands-on skills/driving performance.
4. Drug abuse, including alcohol and marijuana
5. Student Conduct violation (per handbook)
6. Failure to follow school/classroom policies or any other conduct associated with unacceptable standards or behaviors.
7. A positive random drug test result for students in the truck driving program will lead to termination.

Instructors will address the vast majority of disciplinary issues at the classroom level; however, WSME management 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 Disciplinary Action Plan
3. Suspension or Expulsion

Violations can result in student termination from the program depending on the seriousness and circumstances of the offense.

Terminations due to the student's unacceptable standards or behaviors must be reviewed and approved by Proteus' Chief Executive Officer or designated representative.

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.

### **GOO – 520407**

### **GENERAL OFFICE OCCUPATIONS**

#### Location:

Porterville, CA

#### Hours/Length:

420 Clock Hours/12 Weeks including Externship

#### Daily Schedule:

Mon – Fri; 8:00 – 3:30pm

#### Prerequisites:

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

Description: During the twelve week 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), presentation (PowerPoint), and email (Outlook). Google apps (GMail, Drive, Docs, Sheets, Slides, Calendar) and an introduction to the accounting program (QuickBooks). Beginning and intermediate software applications will be available in this course.

#### EXTERNSHIP-(Work-Based Activity)

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 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. Students must complete the externship component at 80% in order to complete the training and obtain a certificate.

#### **\*\*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  
43-9061  
43-4151  
43-9051  
43-3051  
43-4161  
43-5061  
43-3061  
43-5071

Clerks, Loan  
Clerks, Office, General  
Clerks, Order  
Clerks, Packaging  
Clerks, Payroll  
Clerks, Personnel  
Clerks, Production  
Clerks, Purchasing  
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 Assistant Director of Education, 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 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.

**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.

**\*\*Standard Occupational Classification****Employment Position**

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 (Also available in Spanish)**Location:

Main Campus Visalia, CA

Length:

16 Clock hours/2 Days

Daily Schedule:

The class is offered once a month; 7:30 to 4:00pm

Prerequisites:

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

Description: This course is designed for individuals who have never been trained and for those individuals who need certification. 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, 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  
43-5071  
45-2091  
51-9111

Tank Car, Truck, and Ship Loaders  
Shipping, Receiving, and Traffic Clerks  
Agricultural Equipment Operators  
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, Fresno, 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, Hanford, 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 M Appraisal.

Description: The ABE class is 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 M 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
Lopez, Juan C	<b>Diploma</b> , Dinuba High School, Dinuba CA Commercial Class A License <b>Certificate</b> , Truck Driving, Fresno, CA.
Montemayor, Cesar	<b>Diploma</b> , Orosi High School, Orosi, CA <b>Certificate</b> , PV Solar, WMSE, Visalia, CA Mt. San Antonio College, Rancho Cucamonga, CA College of the Sequoias, Visalia, CA
Sandoval, Alejandro J	<b>Diploma</b> , Tulare High School, Tulare, CA Commercial Class A License <b>Certificate</b> , Truck Driving, WMSE, Visalia, CA
Sierra, Jubenal Jr.	<b>Diploma</b> , Tulare Union High School, Tulare, CA Commercial Class A License
Vargas, Luis	Commercial Class A License <b>Certificate</b> , Truck Driving, WMSE, Visalia, CA
Pinedo, Maria P	University of New Mexico, Albuquerque, NM <b>B.A.</b> Financial Management

## Faculty: Part-Time

Alcantar, Vanessa	Fresno Pacific University, Bakersfield, CA <b>B.A</b> Liberal Arts
De la O-Flores, Susan	California State University, Fresno, CA <b>B.S</b> Child Development, Chicano Studies
Del Hoyo, Luis R	California State University, 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, CA <b>B.A.</b> Liberal Arts
Mares Alatorre, Maricela	California State University, Fresno, CA <b>B.A.</b> Linguistics
Martinez, Rebeca	Colorado Technical University <b>B.A.</b> Criminal Justice/Human Services
Martinez, Maria I	Northcentral University, San Diego, CA <b>M.A.</b> Education

## Instructor Directory

### TULARE COUNTY

<b>Alcantar, Vanessa, ABE, HSE</b>	Email: <a href="mailto:valcantar@proteusinc.org">valcantar@proteusinc.org</a> Address: Porterville Service Center, 54 N. Main St. Ste. 10, Porterville, CA 93257	Phone: (559) 781-1852
<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>Guzman, Juan C. ABE, 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, Juan C TD</b>	Email: <a href="mailto:jlopez@proteusinc.org">jlopez@proteusinc.org</a> Address: Main Campus 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550
<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>Montemayor, Cesar ECT</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>Pinedo, Maria GOO</b>	Email: <a href="mailto:mpinedo@proteusinc.org">mpinedo@proteusinc.org</a> Address: Porterville Service Center, 54 N. Main St. Ste.10, Porterville, CA 93257	Phone: (559) 471-4550
<b>Sandoval, Alejandro J TD</b>	Email: <a href="mailto:asandoval@proteusinc.org">asandoval@proteusinc.org</a> Address: Main Campus, 1440 N. Shirk Rd., Visalia, CA 93291	Phone: (559) 471-4550
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## KINGS COUNTY

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## FRESNO COUNTY

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## Holidays/Staff Development Calendar 2023-2024

July 4, 2023	Independence Day
July 21, 2023	Professional Development/Appreciation
Sept. 4, 2023	Labor Day
Sept. 16, 2023	Annual Event
Oct. 13, 2023	Professional Development
Nov. 10, 2023	Veterans Day
Nov. 23-24, 2023	Thanksgiving Day/Day after Thanksgiving
Dec. 18-31, 2023	Winter Break
Jan. 1, 2024	New Year's Day observed
Jan. 15, 2024	Martin Luther King Jr. Day
Feb. 2, 2024	Professional Development
Feb. 19, 2024	President's Day
March 25- 29, 2024	Spring Break
April 1, 2024	Cesar Chavez Day
May 3, 2024	Professional Development
May 27, 2024	Memorial Day
June 19, 2024	Juneteenth

**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.



## FY 2023-2024 Orientation Schedule

<b>July 2023</b>			
Monday	7/10/2023	9:00 AM	Main Campus
Monday	7/17/2023	9:00 AM	Main Campus
Thursday	7/20/2023	9:00 AM	Porterville Campus
Thursday	7/20/2023	9:00 AM	Main Campus
<b>August 2023</b>			
Thursday	8/03/2023	9:00 AM	Main Campus
Tuesday	8/18/2023	9:00 AM	Main Campus
Tuesday	8/29/2023	9:00 AM	Main Campus
<b>September 2023</b>			
Monday	9/11/2023	9:00 AM	Main Campus
Tuesday	9/12/2023	9:00 AM	Main Campus
Monday	9/25/2023	9:00 AM	Main Campus
Tuesday	9/19/2023	9:00 AM	Porterville Campus
<b>October 2023</b>			
Monday	10/09/2023	9:00 AM	Main Campus
Thursday	10/12/2023	9:00 AM	Main Campus
Monday	10/16/2023	9:00 AM	Main Campus
<b>November 2023</b>			
Thursday	11/09/2023	9:00 AM	Main Campus
Tuesday	11/14/2023	9:00 AM	Main Campus
Tuesday	11/21/2023	9:00 AM	Porterville Campus
<b>December 2023</b>			
Monday	12/04/2023	9:00 AM	Main Campus
Thursday	12/28/2023	9:00 AM	Main Campus
<b>January 2024</b>			
Tuesday	1/02/2024	9:00 AM	Main Campus
Thursday	1/11/2024	9:00 AM	Main Campus
<b>February 2024</b>			
Monday	2/05/2024	9:00 AM	Main Campus
Thursday	2/08/2024	9:00 AM	Porterville Campus
Thursday	2/29/2024	9:00 AM	Main Campus
<b>March 2024</b>			
Thursday	3/07/2024	9:00 AM	Main Campus
Thursday	3/28/2024	9:00 AM	Main Campus
<b>April 2024</b>			
Thursday	4/18/2024	9:00 AM	Porterville Campus
Monday	4/22/2024	9:00 AM	Main Campus
<b>May 2024</b>			
Thursday	5/16/2024	9:00 AM	Main Campus
<b>June 2024</b>			
Monday	6/10/2024	9:00 AM	Main Campus
Monday	6/20/2024	9:00 AM	Porterville Campus

## 2023-2024 CTE Training Schedule

### July

- 07/12/2023 – 09/07/2023 Energy Careers Training
- 07/17/2023 – 07/18/2023 Forklift Certification (Spanish)
- 07/19/2023 – 08/30/2023 Truck Driving
- 07/24/2023 – 10/17/2023 General Office Occupations (Porterville)
- 07/24/2023 – 07/25/2023 Forklift Certification

### August

- 08/07/2023 – 08/08/2023 Forklift Certification
- 08/10/2023 – 08/11/2023 Forklift Certification (Spanish)
- 08/11/2023 – 09/25/2023 Truck Driving
- 08/14/2023 – 10/06/2023 Energy Careers Training

### September

- 09/01/2023 – 10/17/2023 Truck Driving
- 09/21/2023 – 01/13/2024 General Office Occupations (Porterville)
- 09/12/2023 – 09/13/2023 Forklift Certification (Spanish)
- 09/14/2023 – 11/13/2023 Energy Careers Training
- 09/27/2023 – 11/08/2023 Truck Driving

### October

- 10/10/2023 – 10/11/2023 Forklift Certification
- 10/16/2023 – 10/17/2023 Forklift Certification (Spanish)
- 10/18/2023 – 12/15/2023 Energy Careers Training
- 10/20/2023 – 12/05/2023 Truck Driving

### November

- 11/13/2023 - 01/10/2024 Truck Driving
- 11/14/2023 – 11/15/2023 Forklift Certification
- 11/16/2023 – 11/17/2023 Forklift Certification (Spanish)
- 11/20/2023 – 02/01/2024 Energy Careers Training
- 11/27/2023 – 03/07/2024 General Office Occupations (Porterville)

### December

- 12/07/2023 – 02/05/2024 Truck Driving

### January

- 01/02/2024 – 01/03/2024 Forklift Certification
- 01/04/2024 – 01/05/2024 Forklift Certification (Spanish)
- 01/16/2024 – 02/28/2024 Truck Driving
- 01/08/2024 – 03/06/2024 Energy Careers Training

### February

- 02/05/2024 – 02/06/2024 Forklift Certification
- 02/08/2024 – 03/21/2024 Truck Driving
- 02/07/2024 – 02/08/2024 Forklift Certification (Spanish)
- 02/09/2024 – 04/15/2024 Energy Careers Training
- 02/12/2024 – 05/15/2024 General Office Occupations (Porterville)

## March

- 03/04/2024 – 04/19/2024
- 03/07/2024 – 03/08/2024
- 03/11/2024 – 03/12/2024
- 03/13/2024 – 05/16/2024

Truck Driving  
Forklift Certification  
Forklift Certification (Spanish)  
Energy Careers Training

## April

- 04/02/2024 – 05/14/2024
- 04/16/2024 – 04/17/2024
- 04/18/2024 – 04/19/2024
- 04/19/2024 – 07/18/2024
- 04/22/2024 – 06/18/2024
- 04/24/2024 – 06/06/2024

Truck Driving  
Forklift Certification  
Forklift Certification (Spanish)  
General Office Occupations (Porterville)  
Energy Careers Training  
Truck Driving

## May

- 05/20/2024 – 07/02/2024
- 05/21/2024 – 05/22/2024
- 05/23/2024 – 07/23/2024

Truck Driving  
Forklift Certification (Spanish)  
Energy Careers Training

## June

- 06/12/2024 – 07/26/2024
- 06/20/2024 – 06/21/2024
- 06/24/2024 – 09/18/2024
- 06/24/2024 – 06/25/2024
- 06/26/2024 – 08/23/2024

Truck Driving  
Forklift Certification  
General Office Occupations (Porterville)  
Forklift Certification (Spanish)  
Energy Careers Training

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# WILLIAM M. MAGUY

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