CLAREMONT ADULT SCHOOL
LIFE-LONG LEARNING
Schedule of Classes Fall 2018

Information: 909 624-6402 or www.cusd.claremont.edu/cas
Registration begins August 13
Classes begin September 4

PARENT EDUCATION . HIGH SCHOOL DIPLOMA . CULTURAL ARTS . CITIZENSHIP . ENGLISH AS A SECOND LANGUAGE . CERAMICS . MUCH MORE!
CUSD NEWS

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3. Celebrating Excellence – Employees of the Year
4. Claremont High School – Advanced Video Production
5. Vista del Valle Elementary School – California Distinguished School
6. CUSD Welcomes New Principal Ann O’Connor
7. The Kirkendall Award
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ADULT SCHOOL CLASSES

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10. Certificated Education
11. English as a Second Language
12. Computer Education
13. Fine and Applied Arts
14. Language and Cultural Arts
15. Parent Education
16. Registration Information
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Mission Statement

Each CUSD student is equipped academically, prepared socially, and empowered to participate and thrive in a challenging, diverse world.

GREEN PRINT

Up Front is printed using custom formulated, soy-based, low VOC inks (Volatile Organic Compound). These inks are B.A.C.T. Compliant (Best Available Control Technology). Environmentally friendly rollers and blanket washed are used to help lower greenhouse gasses. All waste paper, plates and inks are recycled.

www.cusd.claremont.edu
CUSD's Mental Health Program implements a continuum of district-wide mental health supports including: promotion, prevention, early identification, early intervention, and treatment. The District’s mental health continuum supports students, families, and school staff by aiming to improve educational outcomes by decreasing absences, decreasing discipline referrals, and maintaining graduation rates. The mental health team has continued to strive toward increasing access to mental health services by providing an easily accessible and coordinated mental health consultative and collaborative care model that sufficiently supports the identified population needs. The mental health team is able to meet this goal by removing barriers to mental health care systems and improving access to high quality, empirically driven mental health services.

Students are referred to programs offered by the mental health team when they present with concerns regarding social-emotional and/or behavioral needs that impact their ability to learn in the school environment. It has been well researched that students with mental health problems are more often absent from school than those without mental health problems. Higher levels of school connectedness are related to increased optimism and academic outcomes along with decreases in both depression and problem behavior.

The District’s Mental Health Team is comprised of:
2 Licensed Marriage and Family Therapists
2 Licensed Clinical Social Workers
2 Post-Secondary Clinical Interns in Marriage and Family Therapy or Clinical Social Work
12 Elementary School Counseling Interns

2018-2019 Mental Health and Wellness Calendar at a Glance

► August 8, 2018
Suicide Prevention and Risk Assessment Training for K-12 Administrators

► August 27, 2018
Suicide Prevention and Risk Assessment Training for School Counselors and School Psychologists.

► August 27, 2018
ACES Training will be open to all certificated staff. The Adverse Childhood Experiences (ACE) Study was a study done by Kaiser-Permanente Health and the Centers for Disease Control that looked at the impact that childhood traumas/stressors had on health and well-being throughout life. The study looked at childhood experiences of abuse and neglect, and at significant family challenges, including incarceration of a family member, drug and alcohol abuse, and domestic violence. In the presentation we look to bring awareness of the study and its findings, to teach people that although any childhood trauma/stress can have a negative impact, as a community we can create an environment of healing and resilience; a community where children and families can thrive and build healthy relationships regardless of their ACE score.

► August 27, 2018
Mental Health in the Classroom: District Mental Health Team to provide two classes designed to be informational for educating any school staff on children’s mental health. This class will provide easy-to-understand information that could help better manage classrooms and schools, and more specifically, straight forward facts about mental health disorders, and how these influence a student’s educational experience. Participants will receive “A Guide to Student Mental Health and Wellness in California” which is intended to be a resource to help in understanding, empathizing, and action planning for students. They will also be given self-care tools to maintain their own positive mental health to use throughout the school year and even model to other students.

► September 19, 2018
Successful Parenting for K-6 Parents and Caregivers: Do you struggle with getting your child to do homework? Then this training is for you!

► October 2, 2018
SafeTALK will be a training offered to all CUSD parents and caregivers. SafeTALK is an alertness training that prepares adults, regardless of prior experience or training, to become a suicide-alert helper. SafeTALK-trained helpers can recognize these signs and take action by connecting them with lifesaving intervention resources.

Dr. James Elsasser
Superintendent, Claremont Unified School District

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Follow us on Facebook www.facebook.com/claremontusd

continued on page 2
October 3 through November 14, 2018
On Wednesday evenings, parents and caregivers of tweens and teens are invited to attend Active Parenting at El Roble Intermediate School.

February 6 through March 13, 2019
On Wednesday evenings, parents and caregivers of children K-6 are invited to attend Active Parenting.

February 20, 2019
Successful Parenting for parents and caregivers of tweens and teens: Do you struggle with your teenagers doing their homework? Then this class is for you!

April 17, 2019
Parents & Teachers as Allies: The National Alliance on Mental Illness (NAMI) will present to parents and caregivers ways to make a difference for students who may be struggling with a mental health condition. Participants will learn to recognize warning signs and hear from others who have experienced this first hand.

Childcare is provided at all workshops. Additional trainings will be added throughout the year. Please continue to check your email, your student's folder, and the Parent Engagement Workshop Calendar on the District website for specific workshop information and additional trainings.

Measure G Update – Your Dollars at Work!

It has been nearly two years since the Claremont community passed Measure G. While District staff spent the entire first year planning for the execution of projects, the second year has been extremely busy with “shovels in the ground.” The following is an update on the status of Measure G projects:

District Roofing – Complete
This project is complete.

Claremont High School Gymnasium – Complete
This project is now complete. The gymnasium has been painted; new doors and hardware, flooring, bleachers, and Heating Ventilation Air Conditioning (HVAC) have been installed; the boys' and girls’ restrooms adjacent to the gym have been modernized.

Portable Classroom Modular Replacement Project
Demolition of existing portables has been completed for both El Roble Intermediate School and Sycamore Elementary School. Excavation for the new modular buildings, as well as necessary preparation for plumbing, electrical, and low voltage, is also complete. Forms for pouring of concrete foundations are in progress. The foundations will be cured and ready to receive buildings on August 2 and 3. It is anticipated that the new buildings will be ready for occupancy by the end of September.

Excavation for utilities is ongoing at Mountain View Elementary School, Chaparral Elementary School, Sumner Danbury Elementary School, and Oakmont Outdoor School. It is anticipated that these projects will be complete in January 2019.

We are in the process of submitting proposals to Golden State Water to address the Division of State Architect’s (DSA) additional requirements for Vista Elementary School and Condit Elementary school.

District-wide Air Conditioning
Nearly half of all units district-wide have been replaced with new energy efficient models, including the recent completion of the Claremont High School gym. CUSD will replace units on an as-needed basis going forward.

Claremont High School and El Roble Intermediate School Pools
Renderings and drawings for both pools have been submitted to DSA (Division of State Architect) for the initial stages of approval. Final approval is anticipated by December.

Claremont High School and El Roble Intermediate School Locker Rooms
Renderings and drawings for both locker rooms have been submitted to DSA for the initial stages of approval. Final approval is anticipated by December.

Claremont High School Student Center and Food Preparation Building
Renderings and drawings for the student center and food preparation building have been submitted to DSA for the initial stages of approval. Final approval is anticipated by January 2019.

Claremont High School Music Building
Architects met with staff to determine programmatic needs and developed conceptual drawings based on that input. The DSA approval process is expected to begin upon completion of the Student Center.

On behalf of the Board of Education, thank you again for your support of Measure G!
Maggie Domico

Classified Staff Member of the Year

Maggie Domico, Information Services, has been selected as the 2018-2019 Claremont Unified School District’s Classified Staff Member of the Year. She has been with CUSD since 2005.

Nominated by her peers and selected by former recipients, Maggie is one of our many behind the scenes supporters of Claremont students. Her work on critical projects and with vital processes ensures our students and staff have what they need to shine. All her work is accomplished so seamlessly, it is often not noticed by our students and community.

Maggie is known as “the friendly and helpful voice on the other end of the phone, assisting staff and parents with questions and concerns.” In addition to the many demands of her regular job, Maggie has a commitment to serving the Guide Dogs of America community. She has raised many litters of pups and trained them as potential guide dogs, sometimes socializing the pups in the District Office. Their presence is always a reminder of the compassion and care we have for others.

Kara Evans

Teacher of the Year

Kara Evans has been selected as Claremont’s 2018-2019 Teacher of the Year. She began her career with Claremont Unified School District 14 years ago as a Claremont High School English teacher and has been a favorite among students and peers alike. She is known to be genuine, easy to connect with, and always supportive. Her classroom content is distinguished as meaningful, relevant and engaging.

In 2014, Kara took on the role of Teacher on Special Assignment as a mentor, collaborator, and professional developer. Her dedication to quality teaching is extraordinary. She has also been an integral part of the team to reinvent the way instruction is provided to our students.

Kara’s involvement with Claremont Faculty Association has been monumental, moving from site representative to the executive board and currently serving as Vice President and Lead Negotiator. She is passionate about her members’ rights and has the unique ability to understand District operations and fiscal constraints. She is a skilled and measured negotiator who brings much thought and research to the table. Her desire to work toward agreements that benefit members without compromising students and other employees is a significant component in the relationship of the District and Association.

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In keeping with the sentiments of Mr. Torlakson, and recognizing that this achievement was truly a team effort, a celebratory assembly and barbeque was organized for the entire Vista del Valle community and took place on June 6. Members of the CUSD School Board attended the event. Everyone participated in singing a song that was written by Vista del Valle third grade students and cheered at the unveiling of the official Distinguished School Flag. At the conclusion of the assembly, CUSD Superintendent Dr. Elsasser and other District administrators served lunch to students, families and staff. Everyone who attended enjoyed hamburgers and hotdogs, but the favorite among students, and more than a few adults, was the ice cream truck!

The Vista del Valle staff and community wish to thank everyone who helped make this achievement and celebration possible. Congratulations to Vista del Valle Elementary School for living out its motto “Hard Work Pays Off.”

The awards ceremony took place on May 22, 2018 at the historic Theatre at the Ace Hotel in Downtown Los Angeles. The Claremont Cinematic Arts Program, under the direction of Ms. Sarah Hills, CHS Video Production Instructor, will receive a $500.00 grant to help promote mental health awareness on the Claremont High School campus.
CUSD Welcomes New Principal to Chaparral Elementary School

Ann O’Connor

Most of the Claremont Unified School District family knows Ann as being an exceptional teacher and as having important roles on site-level and district-level committees. Ann has spent the past 25 years in public education and has held a variety of roles, most recently at Sycamore Elementary School. She has taught both primary and upper grades, and has also worked extensively with teachers and administrators designing curriculum, providing professional development training, and developing leadership programs at various levels of staff.

Prior to working in Claremont, Ann was employed for 11 years as a teacher in the Upland Unified School District. She was later selected to work in Staff Development Services at the Upland District Office. She was the District’s BTSA (Beginning Teacher Support Assessment) Coordinator, ensuring that beginning teachers completed induction and were issued their preliminary credential. Her BTSA support provided the tools teachers needed to get them through those first very tough years in teaching. Ann also worked with veteran teachers in PAR (Peer Assistance and Review). She worked with the Superintendent’s Cabinet and was in charge of reviewing and making recommendations for Board Policies. She also provided training and leadership development of site administrators and District staff. Additionally, she has worked for an outside consulting firm providing training and support for effective teaching strategies.

CUSD is pleased to welcome Ann O’Connor as the new Chaparral Elementary School Principal.

At this year’s CUSD Honor Our Own celebration, former CUSD employee Devon Freitas received the prestigious Kirkendall Award for extraordinary service to the Claremont Unified School District.

During Devon’s 39 years of employment with the District, she served as a classroom teacher at both elementary and secondary levels, a counselor at Claremont High School, an Assistant Principal at San Antonio High School, a Principal at El Roble Intermediate School, and as Assistant Superintendent of Human Resources for 20 years before her retirement in 2010. Her responsibilities included staffing, recruitment, hiring, retention, evaluation, termination of personnel, and the negotiations of the collective bargaining agreements with both certificated and classified employees. She also served on the Superintendent’s Cabinet and chaired several district-wide committees including Shared Decision Making and Youth Master Plan.

One of Devon’s passions has been Alternative Education. During her time at CUSD, she managed the alternative education program and started the first Community Day School in Claremont. In 1997, she worked with the California Department of Education to form a statewide Community Day School Network, of which she was the Charter President.

Congratulations, Devon Freitas!

The Kirkendall Award was presented to Devon Freitas for extraordinary service to the Claremont Unified School District.
Claremont Unified School District continues to provide a whole grain menu with large portions of fresh, local fruits and vegetables. All menu items meet the California nutritional standards which are monitored by the Department of Health and the California Department of Education. Though you may recognize brand names, each item has a different recipe that follows the guidelines and contains lower amounts of carbohydrates, sugar, salt, and saturated fats. These manufacturers create recipes that meet the standards and have different ingredients than that of the same brand item in the grocery store. This year, we incorporated more leafy greens on the salad bar and are moving away from iceberg lettuce as it contains fewer nutrients than the leafy greens. We have also continued to offer fresh fruit to all students for snacks.

Our billing has changed from past years due to Senate Bill 250 that went into effect January of 2018. We are no longer able to discuss balances with students during the lunch hour unless they ask for the information. We are also obligated to sell every student a lunch every day. If you do not want your students to eat a school lunch every day, you will need to make arrangements with the kitchen manager, your principal, or our central kitchen staff to flag your account. This new law allows students to purchase lunch which may increase your balance without your knowledge. Please be aware that unless you are on our free or reduced program, you will be responsible for that balance. We have moved to a monthly billing cycle sent to your home, and one monthly reminder phone call.

On August 7, the District held its annual Food Faire at El Roble. The doors opened at 9:00 a.m. for the community to sample food items that we currently serve as well as possible new items to be added to the 2018-19 menu. There was a voluntary survey that we used to develop our menu based on community input. The samples were free, and the students loved tasting what’s coming for the new school year.

Applications for free or reduced lunch prices are available now. The application is available at school sites, in your student packet, or at our Central Kitchen. You can also download the application from our CUSD website at cusd.claremont.edu. Please be advised that you must reapply each year to receive the benefit. If you need assistance with the process, contact us at 909 398-0358 or come to the Central Kitchen office located at 699 N. Mountain Avenue, Claremont.

Claremont Unified students graduated on June 14, 2018. It was a day for celebration, marking the 108th Commencement for Claremont High School (CHS), the 52nd for San Antonio High School (SAHS), and 41st for Claremont Adult School (CAS). The Class of 2018 marched onto the CHS field to the traditional “Pomp and Circumstance,” performed by the CHS Band.

This year’s class represented 622 graduates from CHS, 11 from SAHS, and 17 from CAS. Students, families, and friends who attended the ceremony listened to welcome speeches by Juliana Quick, CHS Senior Class President; Kyra Tisopulos, CHS Associated Student Body President; and Krista Bartlett-Gutierrez, SAHS Senior Class Representative. Valedictorian Sanjar Junisbai and Salutatorian Elizabeth Wu also shared words of wisdom with the graduates. In addition, there were musical performances by the following CHS students: Madeleine Adolph, Aeris Stewart, Shane Wilson, Jeremiah Alarcon, Dixie Reese, Jonas Huffer, Riley Polanski, and Violet Alvarez-Johnson.

Once all students crossed the stage after receiving their diplomas and congratulations from members of the CUSD Board of Education, the ceremony concluded with the playing of the Claremont High School Alma Mater, turning of the tassel, and the throwing of caps! The proud graduates were joined by their families, friends, and loved ones to celebrate this milestone before heading off to Grad Night and/or family festivities.
ATTENDANCE COUNTS

The Compulsory Education Law requires all children between the ages of 6 and 18 to attend school on a consistent and regular basis. It is the parents’ responsibility to make sure their children are in school. It is the law!

High levels of attendance boost academic performance. Students keep current in their classrooms, demonstrate a commitment to their own education, and learn great things!

Revenue for California schools is generated from student attendance. It’s as simple as this: When a student is present for any portion of a school day (even five minutes!), state funds are generated. When a student is absent all day for any reason (ill, excused, not excused, it doesn’t matter), no funds are generated.

During the 2017-18 school year, Claremont students totaled:

**47,037 ABSENCES**

That’s about 261 students absent each day of school. That’s a lot of lost learning and revenue! Absences are expensive both academically and financially.

The key to success for many students is simply coming to school every day. Recent studies show that students who attend school 93% of the time or better scored 85-100% on their exams. Students with a 91% attendance rate scored 65-84% on their exams, and students with attendance of 85% or less scored 0-64%.

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**The Flu and You …**

_Not in the same sentence, please!_

We’ve heard from all the experts. Wash hands and surfaces often. Cough into the inside of your elbow. Keep tissues at the ready.

And don’t forget mother’s poetic advice:

- Lots of fruit and veggies
- Plenty more of rest
- Wash your hands quite often
- Always do your best.
- Think no ill of others
- Hold a healthy thought
- Drink a lot of liquids
- Give it all you’ve got!

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**2018-19 Coming Attractions!**

**Friends Of Our Theatre**

**F.O.O.T. Auction**
November 13 & 14
at 7:00 p.m. at The Candlelight Pavilion

Join the Musical Theatre Class for an evening of dessert, music and dance! This year’s entertainment features selections from _West Side Story_, one of the most performed productions in American History.

This annual event is a fundraiser which includes a live auction featuring many exciting products and services.

**ComedySportz High School League**

October 27, November 30, December 20, March 8, April 12, and May 3 at 7:02 p.m.

ComedySportz is a fast-paced show, driven by fan suggestions, and improvised on the spot. Two teams compete for laughs and points. ComedySportz is G-rated, side-splitting fun for the entire family!

**The Student-Directed One-Acts!**
January 31 and February 1 at 7:30 p.m.

Performed by the new Theatre Production class, student directors will choose the plays and cast them and take charge of the entire rehearsal process on their own. Directors, plays, and themes are to be announced.

**Peter and the Starcatcher**
February 14, 15 and 16 at 7:30 p.m.

This Tony-winning show upends the century-old story of how a miserable orphan comes to be The Boy Who Would Not Grow Up.

**Madagascar, Jr.**
April 19 at 6:30 and 8:30 p.m.
April 20 at 4:30 and 6:30 p.m.

Join Alex the Lion, Marty the Zebra, Melman the Giraffe, Gloria the hip hip Hippo and, of course, those hilarious, plotting Penguins as they bound onto your stage in the musical adventure of a lifetime.

**Trap**
May 9, 10, and 11 at 7:30 p.m.

An incomprehensible event: every person in the audience of a high school play falls unconscious – except one. Exhilarating, and inventive, you’ve never walked into anything quite like Trap.

**Musical: To Be Announced!**
May 30, 31, and June 1 at 7:30 p.m., Bridges Auditorium

[View website](chstheatre.cusd.claremont.edu)
**Mountain View Preschool**

**Enrollment Kick-off!**

- Full Day Program
  - 8:00 a.m. to 3:00 p.m.
- Safe Early Learning Program for 3- and 4-year-olds
- Child-centered Learning Environment to develop the whole child
- Highly Trained and Credentialed Teachers to prepare children for kindergarten
- Parent fee-based program
- Child must be fully potty-trained

Space is still available.

To enroll, please contact Ruby Garcia at rgarcia@cusd.claremont.edu or 909 398-0609 x41003.

**Enrollment is held at the District Office**

170 W. San Jose Avenue
Claremont, CA 91711

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**Claremont High School Chamber Singers Earn Gold!**

This year’s Australian International Music Festival was attended by over 1,000 participants including groups from Australia, China, New Zealand, Japan, Singapore and the United States. In addition to performances, the Festival features workshops from world class clinicians from around the world and cultural exchanges with musicians who may speak different languages, but most definitely share their passions for music.

"The kids truly got to enjoy a global experience and we got close to choirs from New Zealand, Australia, China, and the Czech Republic. It was a wonderful experience in every way and our kids did so well. It is such a joy to work with them."

--Dr. Joel Wilson
General Adult Education

High School Diploma Program

The High School Diploma Lab offers high school credit courses that count toward completion of a high school diploma issued by Claremont Adult School. Students work at their own pace under the direction of credentialed teachers. Classes are completed through Odysseyware, an online program that allows students to continue their work outside of lab hours. All tests must be taken in the lab. You must attend the lab 12 hours per month or you will be dropped. A high school diploma is earned after the successful completion of 180 credits in specific subject areas.

If you are interested in attending the Claremont Adult School program for the first time, you must bring a sealed copy of your most current transcripts to the Adult school in person.

Start  End  Weeks  Days  Start  End  Location  Fee  Instructors
9/4   11/8  10  M-Th  8:00a  11:00a  CAS 102  $0  Ceccarelli
9/4   11/8  10  M-Th  6:00p  9:00p  CAS 102  $0  TBD

This program is available only to adults 18 years and older.

Requirements for a High School Diploma

- English: 30 credits
- World History: 10 credits
- U.S. History: 10 credits
- American Government: 5 credits
- Economics: 5 credits
- Algebra: 10 credits
- General Mathematics: 10 credits
- Life Science: 10 credits
- Physical Science: 10 credits
- Fine Arts/Foreign Language: 10 credits
- Electives: 70 credits

TOTAL: 180 credits

At least ten credits must be earned at Claremont Adult School.

CLAREMONT ADULT SCHOOL. 170 W SAN JOSE AVE CLAREMONT CA 91711.
Call for information: 909-624-6402. There is a $5.00 fee per copy of transcript.
High School Equivalency Preparation Class / Adult Basic Education

The goal of this course is to help students achieve their High School Equivalency Diploma through the California’s State Testing Requirements. Students achieve their equivalent diploma, not by recovering credits, but by passing a test in five subject areas in addition to a written essay. Students are tested on the official website, and a passing prediction is given after each test. There are four levels of feedback: not yet prepared, somewhat prepared, adequately prepared or well prepared. If students are in the adequate or well prepared level, they are predicted to pass the test without further study in those sections. For the sections where they are not yet prepared, or somewhat prepared, the instructor works one-on-one with students to move them into the readiness category. The official test is given off site as Claremont Adult School is not currently a testing center.

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United States Citizenship

This course prepares students for their USCIS citizenship interview and reading/writing exam. Topics include U.S. history, U.S. government, written dictation practice, practice with the 100 civics interview questions, and oral interview practice using the N-400 application form. It is required that students are able to speak, read and write English at a beginning high level or above. Certificates are awarded to students who attend 12 or more classes.

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Certificated Education

Pharmacy Technician Program

This course is designed to prepare the student for an entry-level position as a Pharmacy Technician. The Pharmacy Technician Program will address basic pharmacology, Pharmacy Calculations, deciphering and filling medication orders, reconstitution of drugs, medical terminology, basic anatomy and physiology, and pharmacy operations among other critical topics. Upon completion of the program, students will be able to receive a pharmacy technician license from the California Board of Pharmacy. Hybrid Program: Students are required to complete 10-20 hours a week of online and self-study.

Must attend one orientation day before enrolling.
Orientation dates 8/15 or 8/29 at 6:00pm (CAS 202)

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Registration in person only. 909 624-6402
English as a Second Language FREE!

Beginning Literacy

This course is designed for students who have little or no literacy skills in English or their native language and who need to start at the beginning. Students will build Basic English life skills vocabulary including letters and numbers. The content covered in this course will focus on understanding through the areas of listening, speaking, reading, writing, language function, language form, and cultural literacy.

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ESL (AM Classes)

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ESL (PM Classes)

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ESL Conversation (Student must be at an Advanced ESL level to register.)

The focus of this class will be conversation skills, English emersion, and native pronunciation with an emphasis on understanding and speaking to native English speakers in real world situations. This class is for students who want to increase fluency and attain the language skills necessary for comfortable communication in the community and the workplace. Students will increase fluency through guided conversation practice and thought provoking discussions.

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Register in person only.
ESL Sequence at CAS

Beginning Literacy

Beginning Low

Beginning High

Intermediate

Advanced

High School Diploma requires 180 Credits

ESL/Conversational Min Time is 6 Months Max Time is 1 Year

Conversational Academic Bridge

HSD

Citrus College Credit

HiSET

Citrus ESL Non-Credit

See page 19 for REGISTRATION instructions.
Computer Education

Introduction to Computers
This course utilizes the Windows operating system to learn the basics of computer file management, how to print files, change the computer display, add and remove programs from the computer, view the computer properties and so much more! This course is the prerequisite to the Microsoft Office suite programs; therefore, no prerequisite is required. Great for first-time computer users. **Students register on the first class meeting with the instructor.**

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</table>

Introduction to Microsoft Word
Use Microsoft Word to type letters and other documents. You will learn to create, edit, save, and print your documents. Use the Spelling and Grammar check and Thesaurus. Create envelopes and labels. Copy and paste using the Clipboard. Use automatic bulleted and numbered lists. Adjust tabs, margins, and line spacing, and much more. Good typing skills are strongly recommended. **Prerequisite:** Introduction to Computers or Microsoft Windows Operating System. **Students register at the first class meeting with the instructor.**

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Intermediate to Microsoft Excel
Utilize this popular spreadsheet program one step further. Learn how to freeze panes; insert comments; apply conditional formatting; sort data; apply formulas using the insert function dialog box; work with pivot tables and pivot charts, and much more. **Prerequisite:** Introduction to Computers or Microsoft Windows Operating System. **Students register at the first class meeting with the instructor.**

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See page 19 for REGISTRATION FORM.
Introduction to Microsoft PowerPoint

Learn to create PowerPoint presentations including adding slides to a presentation; customizing slide layouts and designs; add pictures, customize animations, and apply animation schemes to a slide; set slide transitions and timings; understand how to add narration to a presentation; format ClipArt, WordArt, and photos in a presentation; present a slide show; and learn available options for finalizing handouts and presentation scripts. **Prerequisite:** Introduction to Computers or Microsoft Windows Operating System. Students register on the first class meeting with the instructor.

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Intermediate Microsoft Word

Students will learn an intermediate level of features in Microsoft Word including: working with reports, styles and formatting; format paragraph features; document templates; Autocorrect options; tables, formatting tables; document views; basic mail merge principles; working with toolbars as they relate to different features; working with the Task Pane; and other related features. **Prerequisite:** Knowledge of Microsoft Windows Operating System and Microsoft Word Basics or equivalent experience. Students register at the first class meeting with the instructor.

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Introduction to Microsoft Excel

Use Excel instead of a calculator to work with finances and statistics at home and at work. You will learn to customize the Excel window, enter and format your data, work with simple formulas and functions, save, preview and print your worksheets; create charts, manage lists with filters, use conditional formatting, and focus on Excel terminology. **Prerequisite:** Introduction to Computers or Microsoft Windows Operating System. Students register at the first class meeting with the instructor.

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Fine & Applied Arts

Watercolor

Beginners, intermediate and advanced students will learn new watercolor techniques and use contrast to paint dramatic paintings! Learn how to apply glazes and paint in the negative shapes. Students are responsible for providing their own materials.

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Stained Glass

Students do leaded and copper foiled projects. Decorative soldering will also be taught. Individual and group instructions are offered. Supplies will be discussed at the meeting. Supply fee $5.

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Ceramics

Learn to wheel throw or hand build basic ceramic forms. Decorating, glazing and firing techniques will be covered. There will be a $25 materials fee payable to the instructor.

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Register early to reserve your space. Class sizes are limited. 909 624-6402
Language & Cultural Arts

German Language & Culture

Exploration of German language and cultures. We’ll discover how and why German speakers are the largest language group in Europe and make up one of the largest heritage groups in America. Fun conversation, sharing and enrichment. Some knowledge of German is helpful but not required.

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Russia and the World

Inscrutable Russia... with poets, novelists, artists, film masters: voices of the Russian soul and of universal humanity... but also with oppressors, enslavers, annihilators, and their gulags of the human body and spirit. This class will explore these aspects of Russian civilization through a focus on the country’s arts, literature, music, and film. Particular emphasis will be placed on the interaction between Russian and world cultures. The course also includes an optional Russian language component during the last hour.

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Africa Today

Did you see that great film on Botswana’s first president, "A United Kingdom"? His son has recently stepped down after his two terms as president. How did his country fare under his watch? President Kabila of Congo is way past his two term limit. Is he purposely spreading violence and chaos in order to remain in power? Is Ghana continuing its history of healthy democracy? What does the future hold for Kenyan democracy, with bitterly contested elections last fall, and increasing pressure on dissent by President Kenyatta? What solutions are there now that global warming is warming up conflict between herdsmen and farmers in Nigeria? Just as Confederate statues are falling in the U.S., statues of historic white leaders in South Africa are also heading for the crane. What’s behind that movement? With U.S. support, the U.N. recently imposed an arms embargo on South Sudan. What hope is there for ending the civil war there? Is President Magufuli, nicknamed “the bulldozer,” bulldozing democracy in Tanzania, a country with a great history of never having a civil war or a military dictatorship? Mugabe of Zimbabwe has finally been ousted after 37 years in power. What can we hope for under the new regime?

Text: Alex Thomson. An Introduction to African Politics. We will also read a short play, I Will Marry When I Want by Ngugi wa Thiong’o, one of Africa’s most famous writers. $5 materials fee payable to the instructor.

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See page 19 for REGISTRATION instructions.
All The World’s a Stage
Explore the brilliance of theater by plunging into the depth of the nuances of playwrights and their works. Reading and viewing films of the plays are included in this course and, of course, class discussions.

Plays of study will include:

- The Man of La Mancha
- A Picture of Dorian Gray
- TBA

Attending live performances is always optional.

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Shakespeare for Everyone
Explore through the poetic lyricism of the Bard’s plays how they continually reflect contemporary societal issues. We will explore the life and works of Shakespeare with emphasis on performances of the plays on stage in regional theaters. Study will include shared reading of the plays in the class during which everyone has an opportunity to participate. BBC productions of studied plays will be shown in the class.

Plays to be studied include:

- Much Ado About Nothing
- A Picture of Dorian Gray
- Rosencrantz and Guildenstern are Dead

The Bard’s works selected for study are, when possible, coordinated with plays available on stage in regional theaters. Attending live performance is always optional.

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Creative Writing
A workshop for published and aspiring writers! Experienced writers focus on “works in progress” while new writers find support in finding their own unique ‘voice’. Genres include life stories, poetry, fiction, non-fiction and drama. This class involves research techniques, exercises and optional assignments. Students participate in reading and critiquing.

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See page 19 for REGISTRATION instructions.
Parent Education - Parent/Child Participation
(Mommy, Daddy, Grandparent and Me)

VISTA DEL VALLE – 550 Vista Dr., (Claremont) Room 21 (southwest corner of Vista campus)

Don’t miss this unique learning opportunity! Create wonderful memories as you participate with your children in an interactive classroom setting. Learn with us about child growth and development, learning styles and positive discipline while observing your child become ready for school. A typical day includes creative play (child’s work), crafts, music, movement and circle time. Monthly fieldtrips enhance the curriculum. Parents in the 3-5Years Class compile a book including photos, language records, and crafts which shows growth.

Teacher Barbara is a credentialed early childhood and parent education teacher with more than 25 years of experience. Discussion topics focus upon parent questions and children’s activities are age appropriate and varied. Join us for two wonderful hours each week when Teacher Barbara offers an exciting curriculum for both parent and child!

NEW PARENTS - OPEN HOUSE: Friday, 9/7/18 from 9:30am to 10:30am. Please bring your child with you.

Enrollment for all sections: Min:12/Max:16
There is an additional fee to be paid to the instructor: $60 due at the 2nd class meeting. A copy of the child’s immunization is due on the first day.

Liability Disclaimer for All Parent Education Classes
Adult students and their children will be participating in classroom activities, playground activities, and field trips. Claremont Adult School and the classroom instructor are not liable for any injury to any person for any reason.
Claremont Adult School

REGISTRATION INFORMATION

♦ ♦ 3 CONVENIENT WAYS TO REGISTER  ♦ ♦

1 Online
www.cusd.claremont.edu/cas

Important: Your billing statement will show Administrative Software Administration or ASA.

2 Walk-In

Fill out the CLASS REGISTRATION FORM on PAGE 20 and bring to:
Claremont Unified School District
Richard S. Kirkendall Education Center
170 W. San Jose Ave.
Claremont, CA 91711

Monday - Friday    7:30 a.m. to 4:30 p.m.

Pay by cash, check, credit/debit. (Cash must be exact amount. No change is available.)

Evening registration hours: 6:00-9:00 p.m.

3 Mail-In

Fill out the CLASS REGISTRATION FORM on PAGE 20 and mail to:
Claremont Adult School
170 W. San Jose Ave.
Claremont, CA 91711

Submit the Registration Form with your check.
Make your check payable to: Claremont Unified School District or CUSD.

Please fill out the form completely by including the following:
• class title
• birth date
• signature

Additional class registration forms are available for download and print at:
http://www.cusd.claremont.edu/adult

REGISTRATION & REFUND POLICIES

• Some classes have limited space, please register early.
• Claremont Adult School Office will accept registrations by cash or check.
• NO REFUNDS after registration deadline unless class is cancelled.
• There is a $5 non-refundable handling fee for class cancellation.
• Class size may be limited.
• The instructor may have a set minimum for a class.
• The Claremont Adult School reserves the right to cancel classes if enrollment does not meet the required minimum of student by the first day of enrollment.

• Schedule Changes: Every effort is made to ensure the accuracy of the information in this brochure. Claremont Adult School, however, reserves the right to make corrections or changes at any time without prior notice.
• REFUND POLICY: Please plan carefully. There are NO REFUNDS, CLASS TRANSFERS OR LETTER OF CREDIT.
• If the class is cancelled by the Adult School, a full refund will be processed and mailed to you in approximately 15 days. Please note: No refunds by credit card after 120 days. At that time you will be issued a check.
• RETURNED CHECKS: If a check is returned due to insufficient funds, a $15 fee will be accessed. This applies to ALL courses offered by Claremont Adult School.
### CLAREMONT ADULT SCHOOL REGISTRATION FORM

**170 W San Jose Ave**  
Claremont, CA 91711

**DATA INFORMATION:**  
- Low Literacy  
- Veteran  
- Long Term Unemployment  
- Person with Disability  
- SSI Rehabilitation  
- Homeless  
- English Learner  
- No TANF within 2 years  
- Desert Low-Income Individual  
- Adult Formerly in Foster Care  

**MARITAL STATUS:**  
- Single  
- Married  

**RACE/ETHNICITY:**  
- Native American  
- Black  
- Asian  
- White  
- Pacific Islander  
- Middle Eastern  
- Hispanic  
- Other  

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### The Adult School receives money by gathering information about the adults enrolled in our program. Please help us by completing the following survey. The information below will ONLY be used to anonymously gather data for Adult Ed funding. Information about you will not be released to any outside agency! Mark all that apply.

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### Last Name | First Name | M. I. | Date of Birth
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### Street Address | City | Zip
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### Phone Number | Email Address
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### Gender  
- Female  
- Male

### Returning Student  
- Yes  
- No

### High School Diploma  
- Yes  
- No

### I am at least 18yrs old  

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### Class Title | Instructor | Start Date
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Student Signature
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**Today's Date**
Please call Claremont Adult School for directions.

909 624-6402