



# PALO ALTO ADULT SCHOOL

2020 FALL QUARTER SCHEDULE

**REGISTRATION BEGINS AUGUST 21, 2020**



**LIVE  
ONLINE  
CLASSES**

**50% off  
2<sup>nd</sup> class**

**[PAAAdultSchool.org](http://PAAAdultSchool.org) / 650-329-3752**

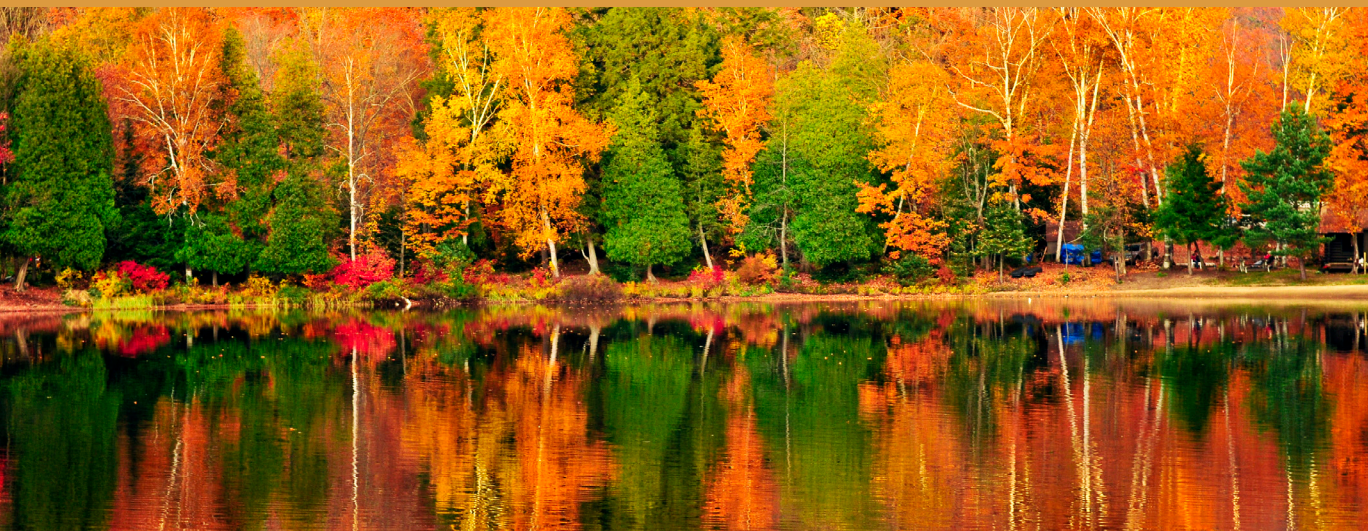


**DEAR COMMUNITY MEMBERS:**

**It's Back to School time and we hope you and your families are staying safe and well! We have a great Live Online lineup, including Arts and Crafts, Birding, Health & Fitness, World Languages, as well as our ESL and English Enrichment programs, Writing Academy — and more! We look forward to 'seeing' you at the Adult School (online)!**

**I look forward to seeing you in class.**

**Dave Hoshiwara  
Principal  
DHoshiwara@pausd.org**



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### 2020 FALL CALENDAR

REGISTRATION FOR FALL QUARTER BEGINS // AUGUST 21, 2020

FALL QUARTER TERM // SEPTEMBER 8–NOVEMBER 13, 2020

ESL CLASSES // SEPTEMBER 8–DECEMBER 11, 2020

WRITING ACADEMY // SEPTEMBER 10–NOVEMBER 13, 2020

HOLIDAYS—NO CLASSES // NOVEMBER 11 AND NOVEMBER 23-27, 2020

## ARTS AND CRAFTS

Visit [PAAultschool.org](http://PAAultschool.org) for complete descriptions and materials lists.

### REALISTIC DRAWING

Instructor: Robert Schick, [rschick@pausd.org](mailto:rschick@pausd.org)  
(650) 947-4983

*Prerequisite: None*

This class is for beginners and experienced artists wanting to sharpen their drawing and observation skills. Photos of objects, a landscape and a hand will be your inspiration. See the website for a list of supplies. Let me know your drawing interests, so that I can serve you better!

10 wks / September 10–November 12  
Thursday / 6:30–8:30 p.m.  
LIVE ONLINE / \$160

### SCENERY WATERCOLOR PAINTING AND DRAWING

*(Drawing is essential to representational painting)*

Instructor: Ferenc Besze, [fbesze@pausd.org](mailto:fbesze@pausd.org),  
<http://besze.com>

*Prerequisite: None*



Bring your field sketches or photos from your favorite places and vacations to convert them into a work of art in an impressionistic style. This class will focus on all the important

elements of picture making; techniques, perspective, design, composition, color theory. You will cover how to do essential parts of your art piece, buildings, boats, trees, cars, figures etc. See the website for a list of supplies. Please have your materials and reference photos (*landscapes, water scenes, cityscapes, etc.*). We will discuss details in the first class.

9 wks / September 9–November 4  
Wednesday / 6:30–9:30 p.m.  
LIVE ONLINE / \$216

### WATERCOLOR PAINTING

Instructor: Robert Schick, [rschick@pausd.org](mailto:rschick@pausd.org)  
(650) 947-4983

*Prerequisite: Drawing knowledge highly recommended*



Discover the magic of watercolor! Learn basic skills: color mixing, flat and graded washes, wet-into-wet, dry brush techniques combined with basic drawing concerns.

Subjects include photos of: objects, animals, human faces. Returning or advanced students may work on independent projects. See the website for a list of supplies.

10 wks / September 8–November 10  
Tuesday / 6:30–9:30 p.m.  
LIVE ONLINE / \$160

### BOOK MAKING: THE WINGED BOOK

Instructor: Jamila Rufaro, [jrufaro@pausd.org](mailto:jrufaro@pausd.org)

*Prerequisite: None*



Part origami and part drum leaf binding. The Winged Book structure is made from several sheets of lightweight, square paper. You can use any size square you like. Four inch squares will yield a book that is 3 x 1.5

inches. The more squares you use, the thicker the book will be. I recommend using printed tissue paper or deli paper because of the translucency. You will have a better experience if you can set up your work surface next to your laptop, desktop, or tablet to see what I am demonstrating. You will be able to ask questions and virtually meet the other students in the class. See the website for a list of supplies

One Session / September 16  
Wednesday / 6–9 p.m.  
LIVE ONLINE / \$40

LEARN MORE FROM THESE 6 week ed2go

## ONLINE COURSES

EACH CLASS: \$115

**Start Your Own Arts and Crafts Business**  
If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you!

**Intro to Interior Design**  
This course will show you how to transform plain living spaces into beautiful and functional rooms.

[Visit ed2go.com/PaloAlto](http://Visit ed2go.com/PaloAlto) to register and get more information

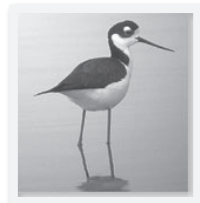
## BIRDING AND NATURE

Birding can become your passion too! With two levels offered from Birding Basics to advanced coverage, field experiences are a key part of any class. **After enrolling, forward your contact information to the instructor's email address.**

### BIRDING BASICS

Instructor: Larry Spivak, lspivak@pausd.org

*Prerequisite: None*



Do you like to look at birds in your backyard or when you are out walking, but would like to know who they are? Join your neighbors here and learn how to identify birds with a step by step process that will help you find them in an identifier long after

the birds have flown away. Learn the language of bird watching and discover why so many people are passionate about this activity.

6 wks / September 8–October 13

Tuesday / 7–9 p.m.

LIVE ONLINE / \$96

"I wanted to learn about birding and the **Birding Basics** class was the perfect introduction. I am already using my new skills every day. Thank you Larry!"

**Isabelle Cole**  
Realtor

### BIRDING: INTERMEDIATE

Instructor: Scott Smithson, wscottsmithson@gmail.com

*Prerequisite: Beginning Birding*

The goal of this course is to continue developing birding skills through bird identification by sight and sound. Students will meet live online via Zoom for one hour weekly, focusing on bird observation and identification skills, while considering ecological context. Typical class sessions will involve checking in with each other, comparing similar species via brief presentations, and practicing skills with ID challenges. During the fall course, we will emphasize identification of fall migrants, arriving winter visitors, and our local year round resident birds. Three Saturday morning field trips will be offered when/if county health mandates permit, dates and times TBD. Textbook: Any North America or Western North America bird field guide (Sibley's Guide is a great one). See the website for weekly schedule.

7 wks / September 16–October 28

Wednesday / 7–8 p.m.

LIVE ONLINE / \$95



## BUSINESS AND FINANCE

### BUSINESS COMMUNICATIONS

Instructor: Katherine Barg, kbarg@pausd.org,  
professorbarg@gmail.com

*Prerequisite: For intermediate to advanced English learners*

This class covers the most important and the most basic communication skills needed for success in the American workplace. The focus of this fall quarter will be on all aspects of spoken and written communication, both for the individual and when working in collaborative business group environments.

8 wks / October 13–December 8 (No class November 24)

Tuesday / 6:30–8:30 p.m.

LIVE ONLINE / \$128



## BUSINESS AND FINANCE

### A TO Z GRANTWRITING

**(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)**

Instructor: Linda Vallejo (ed2go Instructor)

*Prerequisite: None*

Do you love writing and want to help nonprofit organizations, schools, religious institutions, and research organizations acquire the funds they need to operate and to thrive? This informative course will equip you with the skills and tools you need to become a successful grant writer. This is one of the best online grant writing courses around, whether you're already involved in a related position or are looking to take your first step into this rewarding career. To register, visit our website (*Business & Finance*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### REAL ESTATE LAW

**(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)**

Instructor: Neal Bevans (ed2go Instructor)

*Prerequisite: None*

Explore the legal issues involved in real estate law, from investing to title examinations. You'll not only master the essentials, but you'll receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice or in personal real estate investing. By mixing explanation of legal theory with specific and practical examples, it draws a balance between legal philosophy and legal practice. To register, visit our website (*Business & Finance*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### ACCOUNTING FUNDAMENTALS

**(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)**

Instructor: Charlene Messier (ed2go Instructor)

*Prerequisite: None*

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters. To register, visit our website (*Business & Finance*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### USING SOCIAL MEDIA IN BUSINESS

**(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)**

Instructor: Brad Semp, Ph.D. (ed2go Instructor)

*Prerequisite: None*

Learn how to use the five most popular social media platforms-Facebook, Twitter, LinkedIn, Pinterest, and Instagram-to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand. So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you. To register, visit our website (*Business & Finance*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### PERSONAL FINANCE

**(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)**

Instructor: Matt Crabtree, CFP® (ed2go Instructor)

*Prerequisite: None*

Do you have clear financial goals? Are you confident you will be able to retire someday? This course will prepare you for a lifetime of worthwhile personal financial planning. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You will develop a retirement savings plan, and you will be better prepared to make large purchases and plan for taxes, and much more. To register, visit our website (*Business & Finance*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### WHERE DOES ALL MY MONEY GO?

**(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)**

Instructor: Matt Crabtree, CFP® (ed2go Instructor)

*Prerequisite: None*

Ever get frustrated that you never seem to get ahead? Do you ever wonder where your money went last month? Do you have trouble saving money? Want to work on paying down your debt, but don't know where to find the money? Learn how to make conscious decisions about spending and saving so you can take full control of your financial future. This course will teach you the principles of investing, debt elimination, and retirement planning. To register, visit our website (*Business & Finance*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$100

## CAREER TRAINING

### COSMETOLOGY APPRENTICESHIP PROGRAM

Instructor: Peninsula Academy

*Prerequisite: 39-hour Pre-Apprenticeship*

An Apprenticeship program offers theoretical training and field experience while simultaneously providing paid compensation. Apprenticeships provide the foundation to building confidence and clientele. The beauty industry provides countless career opportunities and the pathway to entrepreneurship. Peninsula Academy reduces a seven-year process to two years, and once apprentices pass the licensing exam they return to their job and maintain their established clientele.

**Length of Course:** 2 years

**Hrs Per Wk:** 8 hrs in class theoretical training (every Tuesday)  
40 hrs On Job Training (OJT) Wednesday–Saturday

**For more information:**

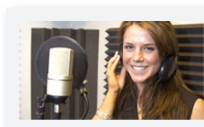
- **visit website:** <http://peninsula-academy.com>
- **email:** [penacad17@gmail.com](mailto:penacad17@gmail.com)



### VOICE-OVERS: NOW IS YOUR TIME!

Instructor: Lisa Foster, [tarah@suchavoice.com](mailto:tarah@suchavoice.com)

*Prerequisite: None*



In what could be the most enlightening 2 hours you've ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for.

One Session / October 22

Thursday / 6–8 p.m.

LIVE ONLINE / \$50

### WORK READINESS: JOB SEARCH SKILLS

Instructor: Kathilynn Lehmer, [pajoblink.lehmer@gmail.com](mailto:pajoblink.lehmer@gmail.com)

Fill your job search tool box with strategies for getting a job. Join this online work readiness program and meet with your own personal job coach. Students attend individualized job coaching sessions live online via Zoom to identify employment opportunities, prepare resume and job specific cover letters, develop networking skills, polish a professional LinkedIn profile, and participate in intensive mock interviews. Job seekers attend individualized Zoom sessions to identify employment opportunities, polish job search skills and compile an effective employment portfolio. Course curriculum includes self-assessment and skills identification, resume and cover letter development, networking strategies, interviewing techniques -- and more! Please see the website for more details. *There is no fee--and the course is open-entry.* For more information, send an email to Kathilynn Lehmer at: [pajoblink.lehmer@gmail.com](mailto:pajoblink.lehmer@gmail.com).

Start anytime

Open entry/open exit

LIVE ONLINE / No Fee

**6 week** **ONLINE COURSES**  
ed2go EACH CLASS: \$115  
START YOUR OWN CONSULTING PRACTICE  
EXPLORE A CAREER IN NURSING  
BECOME AN OPTICAL ASSISTANT  
REAL ESTATE LAW  
Visit [ed2go.com/PaloAlto](http://ed2go.com/PaloAlto) to register and get more information

## CAREER TRAINING

### 12 STEPS TO A SUCCESSFUL JOB SEARCH

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Todd Belmont (ed2go Instructor)

*Prerequisite: None*

Get the job you want in any economy. You will be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want! To register, visit our website (*Career Training*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### CREATING WORDPRESS WEBSITES

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Richard Mansfield (ed2go Instructor)

*Prerequisite: None*

You'll get hands-on experience with this powerful tool as you create your own WordPress.org site and blog—without any coding! WordPress is the world's most popular content management system, powering more than 34 percent of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the web in far less time than by coding, and at a much lower cost than hiring a professional. To register, visit our website (*Career Training*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### ADMINISTRATIVE ASSISTANT FUNDAMENTALS

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Becky Swaim (ed2go Instructor)

*Prerequisite: None*

Become an indispensable member of the corporate team as an Administrative Assistant. Rapid growth in the health, legal services, and other industries have created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, and more! To register, visit our website (*Career Training*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### RESUME WRITING WORKSHOP

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Stephanie Donaldson (ed2go Instructor)

*Prerequisite: Experience with any version of MS Word*

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each. Make the most of your work experience and discover how to use references to your advantage. This course includes the use of online resumes and is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit. To register, visit our website (*Career Training*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### BECOME A VETERINARY ASSISTANT

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Jeff Grognet (ed2go Instructor)

*Prerequisite: None*

If you have ever considered a career as a veterinary assistant, you might have quite a few questions about what it is they do: What vaccinations do cats and dogs need? What is the best way to control fleas? What do you do if your dog has a cut? What is the best way to deal with an emergency situation involving a pet? This course answers these questions and more. You will also learn about pet nutrition and about the facts of life—as it pertains to dogs and cats! To register, visit our website (*Career Training*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### START YOUR OWN SMALL BUSINESS

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Kris Solie-Johnson (ed2go Instructor)

*Prerequisite: None*

Learn how to transform your passion and talent into a viable small business. Learn about financing, marketing techniques, employee management, and policy writing — everything you need to know to start your very own small business. In the final lesson, you will learn time-management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones. To register, visit our website (*Career Training*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115



## CITIZENSHIP

### CITIZENSHIP

Instructor: Katherine Barg, professorbarg@gmail.com, kbarg@pausd.org

*Prerequisite: For intermediate to advanced English learners*

Do you want to become a US Citizen NOW? Tests are still being given and applicants are welcome! No better way to stay safe in the US than to become a citizen! This course prepares you to take the United States Citizenship Test to become a naturalized citizen. You will study the history, political processes and institutions that make an informed and effective citizen. Homework is assigned to make sure you cover all the material. Instructor will supplement with special interest topics. If some of the homework seems easy, it's optional! If it helps with your English, please be sure to do it! Required Textbook: *Voices of Freedom* 4th edition by Blass - purchase online (Amazon etc.). See the website for 'Student Objectives'.

8 wks / September 9–October 28

Wednesday / 6:30–8:30 p.m.

LIVE ONLINE / No Fee\*

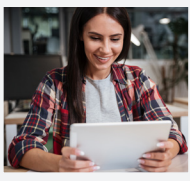


## COMPUTER SKILLS

### GOOGLE DRIVE — DOCS, SHEETS, AND SLIDE PRESENTATIONS: INTRODUCTION

Instructor: Sharon Walker, swalker@pausd.org

*Prerequisite: PC/Windows 10 experience*



Bring your documents to life using Google Docs. Learn how to use templates for professional resume, letters and more.

Google Sheets allows you to organize, edit and analyze different types of information

using spreadsheets. You will also learn the basic ways to work with cells and cell content, including how to select cells, insert content, and copy and paste cells. Google Slides helps you create dynamic slide presentations. You will also learn the Google Slides interface and the basics of setting up a document, including the menu and shortcut toolbar, zoom settings, and choosing a theme.

6 wks / October 27–December 8 (No class November 24)

Tuesday / 6–9 p.m.

LIVE ONLINE / \$120

### MS EXCEL 2019 & 365: INTRODUCTION

Instructor: Sharon Walker, swalker@pausd.org

*Prerequisite: PC/Windows 10 experience. Must use desktop or laptop during classes due to app storage limitations.*

Learn the best app ever! You will be introduced to MS Excel 2019 & 365, applying skills you learn to real world situations. Learn the basic tracking data, calculations using formulas, performing calculation functions, data visualization and images, and organizing large worksheets.

6 wks / September 16–October 21

Wednesday / 6–9 p.m.

LIVE ONLINE / \$120

### MS WORD 2019 & 365: INTRODUCTION

Instructor: Sharon Walker, swalker@pausd.org

*Prerequisite: PC/Windows 10 experience. Must use desktop or laptop during classes due to app storage limitations.*

Learn the latest MS Word 365! You will be introduced to MS Word 365, applying skills you learn to real world situations. Learn the basics: working with creating and editing business documents, producing a resume in a table, creating reports and promotional brochures, and mail merge.

6 wks / September 15–October 20

Tuesday / 6–9 p.m.

LIVE ONLINE / \$120

## COMPUTER SKILLS

### CREATING WEB PAGES

**(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)**

Instructor: Todd Bermont (ed2go Instructor)

*Prerequisite: None*

Learn the basics of HTML as you design, create, and post your very own website. Get started by learning where the web is and how it works. You will learn the best strategies for planning the content, structure, and layout of your website, create neatly formatted text, build links between the pages, and add color, graphics, and tables, as well as understand powerful no-cost or low-cost web marketing strategies and SEO (search engine optimization). To register, visit our website (*Computer Skills*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### INTRODUCTION TO QUICKBOOKS ONLINE

**(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)**

Instructor: Scott Paxton, CPA (ed2go Instructor)

*Prerequisite: None*

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. Learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting. To register, visit our website (*Computer Skills*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### INTERMEDIATE JAVA PROGRAMMING

**(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)**

Instructor: Alan Simpson (ed2go Instructor)

*Prerequisite: None*

Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools. To register, visit our website (*Computer Skills*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### INTRODUCTION TO PC TROUBLESHOOTING

**(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)**

Instructor: Scott Jernigan (ed2go Instructor)

*Prerequisite: Experience with any version of MS Word*

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. This course takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. To register, visit our website (*Computer Skills*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### INTRODUCTION TO PYTHON 3 PROGRAMMING

**(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)**

Instructor: Mike Orsega (ed2go Instructor)

*Prerequisite: None*

Create foundational programming structures with Python. This course provides the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces. Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need! To register, visit our website (*Computer Skills*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

### INTRODUCTION TO PHOTOSHOP CS6

**(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)**

Instructor: Sherry London (ed2go Instructor)

*Prerequisite: None*

Learn to use the world's best graphics program, Adobe Photoshop CS6, to edit and process photos and create original images. The course provides detailed, step-by-step instructions for using Photoshop that you'll have no trouble following—even if you've never used a computer graphics program before! By the time you finish this fun, hands-on, project-oriented course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed! To register, visit our website (*Computer Skills*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

## COOKING

### LET'S DO DINNER...

#### TAKE 1 OR ALL 6!

Instructor: Julie Shanson,  
jshanson@pausd.org, julie@findjoyinfood.com,  
www.findjoyinfood.com

*Prerequisite: Sense of humor and ability to feel good with progress—not perfection. Appetite!*



Make a delicious dinner in your home on Thursday nights. Drag out a skillet and a pan or a rice cooker and cook along with my family's favorite vegan and gluten free meals.

#### WEEKLY MENUS

October 1—Poke Bowl with all the fixings

October 8—Vegan Sushi and Miso Soup

October 15—Rice Noodle Bowl with Siracha or Hoisin Tofu

October 22—Lentil “Barbacoa” (Nachos or Tacos over Rice)

October 29—Spicy Tofu Bi Bim Bap

November 5—Sheet Pan Gnsocchi

One-Session Classes / October 1–November 5

Thursdays / 5:30–7 p.m.

LIVE ONLINE / \$25 each session (\$150 for all 6 sessions)



### LOSE WEIGHT AND KEEP IT OFF

*(\*\*Online Class: ed2go.com/paloalto\*\*)*

Instructor: Donna Acosta, RDN (ed2go Instructor)

*Prerequisite: None*

Discover how to establish a healthy approach to weight loss and weight management. By the end of this course, you'll know how to set effective and appropriate goals for eating, exercise, and many other elements that affect your weight. You'll have the skills you need to lose weight and keep it off for a lifetime! To register, visit our website *(Cooking)*.

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11

ONLINE / \$100

NEW

### LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS

*(\*\*Online Class: ed2go.com/paloalto\*\*)*

Instructor: Donna Acosta (ed2go Instructor)

*Prerequisite: None*

Learn to create delicious and nutritious meals by reducing fat without sacrificing flavor or texture. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! This course provides tips on menu planning and quicker cooking, and it allows you to try out over 50 exciting lower-fat recipes. To register, visit our website *(Cooking)*.

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11

ONLINE / \$100

### SECRETS OF THE CATERER

*(\*\*Online Class: ed2go.com/paloalto\*\*)*

Instructor: Dawn Simmons (ed2go Instructor)

*Prerequisite: None*

Learn the fundamentals of the catering business, how to cook for large crowds, organize your kitchen, manage your time, and work with clients. The course focuses on cooking skills every caterer needs, with an introduction to the business side of catering. You'll also receive many unique and tested recipes that you can use to jump-start your business. Build your catering skills and begin a new and exciting career today. To register, visit our website *(Cooking)*.

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11

ONLINE / \$100



## ENGLISH AS A SECOND LANGUAGE (ESL)

**FALL 2020 ESL CLASSES: September 8 to December 11, 2020**

**No classes November 11 & November 23-27, 2020**

**ESL placement testing registration begins Monday, August 3, 2020**

The Palo Alto Adult School ESL program offers many classes to help you meet your English learning goals. To enter our free ESL classes, new students are required to register for an oral placement test. You must register for placement testing online at <https://paadultschool.org>. **Registrations will not be taken over the phone.**

### Enrollment Policies

- Students must be able to attend the full fall session.
- Students will be required to buy a textbook for the class.
- Students who leave before the end of a session may not return until the next session, and must pay a \$20 re-entry fee.
- There is no childcare.

## PLACEMENT TESTING

### English as a Second Language (ESL) Classes Offered LIVE ONLINE

#### ENGLISH AS A SECOND LANGUAGE LIVE ONLINE CLASSES (FALL 2020)

- ✓ ESL
- ✓ English Enrichment
- ✓ Literacy
- ✓ Learn English at Home (LEAH)
- ✓ TOEFL Preparation
- ✓ Fundamentals of Writing (3 Levels)
- ✓ Transition to Workor College

#### \*\*\*ALL FALL CLASSES WILL BE ONLINE FOR NEW & RETURNING STUDENTS\*\*\*

##### \*NEW\* ESL STUDENTS

*Welcome!* All new students who wish to enroll in our FREE ESL Program MUST REGISTER ONLINE AND TAKE A PLACEMENT EXAM. The placement exam is an oral interview by telephone. A staff member will call you on your assigned exam date and time. Register at [www.paadultschool.org](http://www.paadultschool.org)

##### \*RETURNING\* ESL STUDENTS

*Welcome back!* Students who were enrolled in one of our FREE ESL classes during 2019-2020 DO NOT need to take the placement exam. All returning students MUST register for the same class they attended. For more information, call (650) 329-3752 or visit [www.paadultschool.org](http://www.paadultschool.org).

**Online registration for testing begins Monday, August 3, 2020.**

**Registrations will not be taken over the phone.**

**Register for testing early. Spaces limited!**

**Thank you!**

## ADDITIONAL CLASSES

### Pre-Literacy, CBET, and LEAH \*

- **Pre-Literacy \*** is for students who cannot read and write in their first language or in English. To make an appointment for the placement exam, call (650) 329-3752.

***Pre-Literacy es para estudiantes que no pueden leer y escribir en su lengua materna o en Inglés. Para hacer una cita para la prueba de nivel, por favor llame al (650) 329-3752.***

- **CBET \*** is for parents who want to learn English and help their children with school. Students meet with a teacher once a week at Barron Park Elementary School and then study at home. For more information, call (650) 324-8986.

***CBET es para los padres que quieren aprender inglés y ayudar a sus hijos en la escuela. Los estudiantes se reúnen con un maestro una vez a la semana en la Escuela Primaria Barron Park y luego estudian en casa. Para obtener más información, por favor llame al (650) 324-8986.***

- **Learn English at Home (LEAH) \*** Learn English at Home (LEAH) is for students who cannot come regularly to class. Meet weekly with a teacher and take home materials to study. Call (650) 329-3752 for an appointment. **There is a \$30 materials fee per 8-week session.**

***Aprenda Inglés en Casa (LEAH) es para los estudiantes que no pueden asistir regularmente a clase. Se reúnen semanalmente con un maestro y llevan materiales a casa para estudiar. Llame (650) 329-3752 para una cita. Hay un pago de \$30 por materiales por cada sesión de 8 semanas.***

### Transitions to Work or College/Career Training \*

Instructors: Susan Silver, [ssilver@pausd.org](mailto:ssilver@pausd.org), Margaret Bdzil, [mbdzil@pausd.org](mailto:mbdzil@pausd.org)

*Prerequisite: To enroll in this class, you must be eligible to work or attend college in the United States, and commit to attending a ten-week class.*

#### PREPARE TO TAKE THE NEXT STEP IN YOUR CAREER OR EDUCATION!



In this ten-week course, you will develop research, writing, and communication skills and increase your knowledge of employer expectations. You will discover local career education and training programs, create a resume and write a cover letter for your job search. You will also improve your speaking skills by giving an oral presentation and preparing for a mock job interview. For information on how to enroll, call (650) 329-3752.

#### TRANSITIONS—INFORMATION MEETING

**Wednesday, September 2, 2020**

**9–11 a.m. -OR- 6:30 – 8:30 p.m.**

- Students must attend the meeting before starting the class.
- To sign up, send an email to: [amoss@pausd.org](mailto:amoss@pausd.org).
- Instructor will send you Zoom details for the meeting.

#### SECTION A

10 wks / September 9–November 18

*(No class November 11)*

Monday AND Wednesday / 9 a.m.–12 noon

LIVE ONLINE / No Fee \*

#### SECTION B

10 wks / September 9–November 18

*(No class November 11)*

Monday AND Wednesday / 6:30–9:30 p.m.

LIVE ONLINE / No Fee \*

## ESL WRITING ACADEMY

FALL 2020 WRITING ACADEMY: September 10–November 13, 2020

### FALL SESSION CLASSES

#### The PAAS Writing Academy

Write for life! Whether it's a simple email, a thank-you note, or a complex essay or report, our Writing Academy classes will help you with content, organization, tone, and purpose. The Academy offers three levels of classes, beginning with the basics of sentence creation, paragraph development, and essay writing. When you complete the required assignments, you can earn Certificates of Achievement and/or Proficiency.

Required textbooks can be purchased in the Adult School office.

**\*\* Students will provide a writing sample during the first class to determine their level. \*\***

### FUNDAMENTALS OF WRITING

#### Fundamentals of Writing I \*

Instructor: Adult School Staff

*Prerequisite: For students who are at the high beginning to low intermediate level*

Practice writing sentences and developing coherent paragraphs with the goal of writing about your own life experiences. Guidance will also be given on correct grammar and word choice.

##### SECTION A

10 wks / September 11–November 13

Friday / 9:30 a.m.–12 noon

LIVE ONLINE / No Fee \*

##### SECTION B

*Required textbook (Writing in English—Step by Step) can be purchased in the Adult School office.*

10 wks / September 10–November 12

Thursday / 6:30–9 p.m.

LIVE ONLINE / No Fee \*

#### Fundamentals of Writing II \*

Instructor: Adult School Staff

*Prerequisite: For students who are at the low intermediate to high intermediate level*

Learn how to write well-developed and cohesive paragraphs. This class will focus on how to choose and organize content, connect ideas, and use supporting details to address a topic.

##### SECTION A

10 wks / September 11–November 13

Friday / 9:30 a.m.–12 noon

LIVE ONLINE / No Fee \*

##### SECTION B

10 wks / September 10–November 12

Thursday / 6:30–9 p.m.

LIVE ONLINE / No Fee \*

#### Fundamentals of Writing III \*

Instructor: Adult School Staff

*Prerequisite: For students who are at the high intermediate to advanced level*

Learn how to plan, develop, and edit a five-paragraph essay with an introduction, thesis statement, body paragraphs, and conclusion. This class will prepare you for business and academic writing.

10 wks / September 11–November 13

Friday / 9:30 a.m.–12 noon

LIVE ONLINE / No Fee \*

## ENGLISH ENRICHMENT

These classes are offered for non-native speakers who have tested above our state-supported program or who wish to focus on one specific area of English. It is not necessary to take the placement test before enrolling in these classes.

### AMERICAN IDIOMS 101

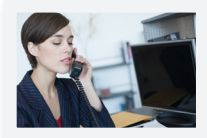
Instructor: Simone Wojtowicz, [swojtowicz@pausd.org](mailto:swojtowicz@pausd.org)  
*Prerequisite: For high intermediate to advanced English language learners*

This class is ideal for students who want to develop their reading, listening, speaking and writing skills while becoming familiar with many useful English expressions. Do you want to increase your vocabulary? Improve your TOEFL score? Use idioms in conversation? We will dissect the top 300 idioms used on the TOEFL test in addition to discussing metaphorical language. No textbook.

8 wks / September 15–November 10 (No class October 20)  
Tuesday / 9:30–11:30 a.m.  
LIVE ONLINE / \$128

### BUSINESS COMMUNICATIONS

Instructor: Katherine Barg, [kbarg@pausd.org](mailto:kbarg@pausd.org),  
[professorbarg@gmail.com](mailto:professorbarg@gmail.com)  
*Prerequisite: For intermediate to advanced English learners*



This class covers the most important and the most basic communication skills needed for success in the American workplace. The focus of this fall quarter will be on all aspects of spoken and written communication, both for the individual and when working in collaborative business group environments.

8 wks / October 13–December 8 (No class November 24)  
Tuesday / 6:30–8:30 p.m.  
LIVE ONLINE / \$128

### CURRENT AFFAIRS

Instructor: Simone Wojtowicz, [swojtowicz@pausd.org](mailto:swojtowicz@pausd.org)  
*Prerequisite: For high intermediate to advanced English language learners*

This class is ideal for students who want to improve their English skills while discussing current affairs. Reading, listening, vocabulary, pronunciation, conversation, and a greater understanding of American culture are incorporated into each class. We will investigate and discuss a variety of topics. No textbook.

8 wks / September 16–November 11 (No class October 21)  
Wednesday / 9:30–11:30 a.m.  
LIVE ONLINE / \$128

### ENGLISH CONVERSATION CLASS

Instructor: Shadya Ghezal, [sghezal@pausd.org](mailto:sghezal@pausd.org)  
*Prerequisite: For beginning to intermediate English level students*

NEW



If you believe that effective communication is the key to success in all walks of life, then this class is for you! You will learn how to improve your fluency and use correct grammar,

pronunciation and intonation while discussing a variety of topics in a fun and interactive class environment. This class will provide you tools needed to achieve success in career, college and in life. You will learn and practice skills to improve fluency while improving your reading, grammar and listening comprehension skills. All class materials provided by the instructor.

10 wks / September 10–November 12  
Thursday / 6–8 p.m.  
LIVE ONLINE / \$160

### ESL BOOK CLUB

Instructor: Simone Wojtowicz, [swojtowicz@pausd.org](mailto:swojtowicz@pausd.org)  
*Prerequisite: For advanced English language learners*

Do you love to read? Do you want to increase your conversational fluency, boost your vocabulary, and improve your grammar? Join the book club and have fun developing your English skills while learning about American values. We will read the second section of Michelle Obama's book *Becoming*. We will discuss the book's themes, author interviews, and related videos. You may have the opportunity to present a written book review or give an oral presentation. Please purchase the book (a physical copy or an electronic version) before the first class.

8 wks / September 18–November 13 (No class October 23)  
Friday / 9:30–11:30 a.m.  
LIVE ONLINE / \$128

### BE A VOLUNTEER ESL TUTOR Help Someone Learn English

Just two hours a week—work one-on-one with a student to help improve his or her English skills.

#### FREE TRAINING

\* Volunteer training will return winter 2021 \*

ESL Volunteer Tutor Manager,  
Lynn Tanner, [LTanner@pausd.org](mailto:LTanner@pausd.org)

## ENGLISH ENRICHMENT

### FOCUS ON PRONUNCIATION AND LISTENING

Instructor: Sue Stevick, [sstevick@pausd.org](mailto:sstevick@pausd.org)

*Prerequisite: For high intermediate oral English skills (non-native speakers)*



Improve your listening comprehension and master the most important elements of English pronunciation: stress, intonation, rhythm and linking. Practice difficult sounds such

as TH, R, and L. Learn to guess the pronunciation of unfamiliar written words. The instructor will provide a written personalized evaluation of your pronunciation skills. Required textbook can be purchased in the Adult School office before the first class. You can enroll in both sessions if you wish.

#### SECTION A

8 wks / September 14–November 2

Monday / 6:30–8:30 p.m.

LIVE ONLINE / \$128

#### SECTION B

8 wks / September 10–October 29

Thursday / 9:30–11:30 a.m.

LIVE ONLINE / \$128

### POETRY OF PROTEST

Instructor: Sharon Hampel, [shampel@pausd.org](mailto:shampel@pausd.org)

*Prerequisite: For advanced English learners*

Poets witness the world. They see beauty and struggle. Poems allow writers to speak from the heart. In this class, you will read heartfelt poetry from many nations and cultures. Nicanor Para, an anti-Pinochet Chilean activist wrote in 1975 that “Poetry was a luxury item/But for us/It’s an absolute necessity.” Poetry is necessary when it cries out against injustice and when it provides a voice for those who would otherwise be voiceless. The collection of short, powerful international poems covers the theme of identity, of people finding their way and their purpose. Textbook: Forche, Carolyn, ed. *Against Forgetting: Twentieth Century Poetry of Witness*. W.W. Norton and Company, 1993.

10 wks / September 11–November 13

Friday / 1–2:30 p.m.

LIVE ONLINE / \$120

NEW

### TOEFL

Instructor: Mitra Bahrami, [mbahrami@pausd.org](mailto:mbahrami@pausd.org)

*Prerequisite: For high/advanced English level students*

This class is designed to help English language learners understand the TOEFL test and prepare for it. You will learn the skills you need to successfully pass the test in all four areas: reading, listening, speaking and writing. Instruction, guided practice, and test-taking tips are built-in into the class. We will focus on each component individually before moving to the full test. In addition, the class offers special instructions for the speaking and writing components of the test. You will receive individualized evaluations and personalized feedback at the end of the course. To obtain the *TOEFL Test and Guide Book* please go to: <https://www.ets.org/toefl/test-takers/ibt/prepare/guides-books/>.

9 wks / September 21–November 18 (No class November 11)

Monday **AND** Wednesday / 10 a.m.–12 noon

LIVE ONLINE / \$432

### US HISTORY AND CULTURE

Instructor: Simone Wojtowicz, [swojtowicz@pausd.org](mailto:swojtowicz@pausd.org)

*Prerequisite: For high intermediate to advanced English language learners*



This class is ideal for students who want to improve their English skills while becoming familiar with many interesting aspects of US history and culture. We address why Americans think and behave the way they do and

the foundation for some of their attitudes and values such as the importance of competition and hard work. Reading, vocabulary improvement, pronunciation, language usage, and a greater understanding of American culture and history are incorporated into each class. Required textbook can be purchased in the Adult School office or online. Please contact the teacher by email to get the name of the book.

8 wks / September 17–November 12 (No class October 22)

Thursday / 9:30–11:30 a.m.

LIVE ONLINE / \$128

### NEW TEACHERS WELCOME!

If you would like to become an Adult School instructor, send an email to [adultschool@pausd.org](mailto:adultschool@pausd.org), or call (650) 329-3752 for an application. Specific teaching credentials are required for certain subjects, but not for all. For more information on how to apply, visit [PAAadultschool.org/new-instructors-welcome](http://PAAadultschool.org/new-instructors-welcome)





## GENERAL INTEREST

### GENEALOGY: INTERMEDIATE

Instructor: Christine Bell Green, PLCGS, candmres@aol.com  
*Prerequisite: Beginning genealogy or previous ancestry and family research experience*

Need help breaking down brick walls? Want to learn more about the variety of records to research? Sign up for the fall online Genealogy class and learn how to access more records online than you have used previously! Optional Textbook: Greenwood, Val D. *The Researcher's Guide to American Genealogy: 4th Edition*. Baltimore: Genealogical  
10 wks / September 9–November 18 (No class November 11)  
Wednesday / 12:30–3 p.m.  
LIVE ONLINE / \$75 \*

"I enjoy the group, the topics, and find the information helpful and motivating in the **Intermediate Genealogy** class. These new skills are helpful in my efforts to pursue family history. I plan to be back in the fall!"

Esther Lucas  
Alcohol and Drug Prevention Coordinator (retired)

### LINE DANCING ON ZOOM

Instructor: Lori Rock, lorirock21@gmail.com  
*Prerequisite: None*

Join us and learn the basic steps of line dancing. New and continuing students welcome! You will review and learn new dances weekly online on Zoom. There are many advantages of line dancing such as physical movement, socialization, memory, musicality, flexibility, focus and rhythm. \*\*\*Please register online and contact the instructor for access to the Zoom class prior to the first day of class.\*\*\*

9 wks / September 9–November 4  
Wednesday / 12:45–1:45 p.m.  
LIVE ONLINE / \$72

### POETRY OF PROTEST

Instructor: Sharon Hampel, shampel@pausd.org  
*Prerequisite: For advanced English learners*

Poets witness the world. They see beauty and struggle. Poems allow writers to speak from the heart. In this class, you will read heartfelt poetry from many nations and cultures. Nicanor Para, an anti-Pinochet Chilean activist wrote in 1975 that "Poetry was a luxury item/But for us/It's an absolute necessity." Poetry is necessary when it cries out against injustice and when it provides a voice for those who would otherwise be voiceless. The collection of short, powerful international poems covers the theme of identity, of people finding their way and their purpose. Textbook: Forche, Carolyn, ed. *Against Forgetting: Twentieth Century Poetry of Witness*. W.W. Norton and Company, 1993

10 wks / September 11–November 13  
Friday / 1–2:30 p.m.  
LIVE ONLINE / \$120

### VOICE-OVERS: NOW IS YOUR TIME!

Instructor: Lisa Foster, tarah@suchavoice.com  
*Prerequisite: None*

In what could be the most enlightening 2 hours you've ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for.

One Session / October 22  
Thursday / 6–8 p.m.  
LIVE ONLINE / \$50

### DISCOVER SIGN LANGUAGE

(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)

Instructor: Erin Trimble (ed2go Instructor)

*Prerequisite: None*

Gain confidence in your ability to sign with the Deaf community. *Discover Sign Language* will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. You will also gain an introduction to the world of the Deaf culture and explore topics such as lip reading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign! To register, visit our website (*General Interest*).

6 Weeks Access / 24 Course Hours  
Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$100

### GED PREPARATION

(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)

Instructor: Barbara Rolston (ed2go Instructor)

*Prerequisite: Ability to read and write English at a high-school level. Able to add, subtract, multiply, and divide whole numbers. If you are testing in the USA, you need an understanding of the English measurement system. If testing in Canada, be familiar with the metric system.*

This course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED® test modules: Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning. To register, visit our website (*General Interest*).

6 Weeks Access / 24 Course Hours  
Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$115

## HEALTH AND FITNESS

### AIKIDO

Instructors: Ivan Korolevskiy, fushany@gmail.com, and Fushan Yuan, fyuan@pausd.org

*Prerequisite: None*



Aikido! The Art of Peace—a dynamic martial art based on harmony. Train mind and body in the dynamic art of Aikido with Hombu Dojo's Shiohira Shihan, 7th Dan, and senior students. The Japanese martial art of Aikido is a comprehensive system

of throwing, joint locking, striking and pinning techniques that foster strength, flexibility, presence of mind, and cooperative movement. We practice to improve awareness and work on conflict de-escalation within and around ourselves. Training Aikido provides an opportunity to find grounding in today's hectic world. Learn to relax in the face of stress, ground yourself during anxiety, and gain tools to move through the world with confidence.

10 wks / September 10–November 14  
Tuesdays and Thursdays / 6:30–8 p.m.

**AND**

Saturday / 10–11 a.m.  
LIVE ONLINE / \$179

### GENTLE TAI CHI

Instructor: Lisette Yung, cyung@pausd.org

*Prerequisite: None*

Learn a series of exercise based on fundamental Tai-Chi moves. Improve our overall health, body awareness, mind and body coordination. Practice meditation to relax the muscles, calm the mind and reduce stress. Improve body alignment and daily movement. Recommended for beginners.

9 wks / September 9–November 4  
Wednesday / 7–8 p.m.

LIVE ONLINE / \$72

### MATURE ADULT CYCLING CLASS

Instructors: Maylyn Co and Maria Abilock, mabilock@pausd.org

*Prerequisite: None*



This socially-distanced in-person bicycle class is intended for mature adults who want to learn bicycle safety skills to ride on local streets. The class content includes: helmet safety,

basic bicycle maintenance, principles of safe riding, traffic law, and more! Class is taught by League of American Bicyclist certified instructors who are passionate about empowering riders. Bring a well-functioning bicycle, helmet, and water bottle and snack in a backpack.

One Session / October 10–OR– October 17  
Saturday / 9 a.m.–1 p.m.

Fletcher Middle School (Parking lot) / \$32 (per session)

\* Partially or fully state-funded

### PILATES: BEGINNING/INTERMEDIATE

*(Class limited to 12 students)*

Instructor: Judy Lee-Squire, jleesquire@aol.com

*Prerequisite: None*

Get your body moving! You need to keep moving and breathing for your physical and mental health. Pilates is a mind-body exercise approach that improves flexibility, strength and endurance. It also leaves you feeling relaxed and refreshed. So let's start moving! Modifications will be taught. A mat is highly recommended during class.

10 wks / September 8–November 10

Tuesday / 5:30 p.m.–6:30 p.m.

LIVE ONLINE / \$80

"As a beginner, the **Pilates** class was great. It was easy to follow along and I made progress with each class. I hope to continue in the future."

**Pauline Marchon**  
Nurse Coordinator, Stanford

### TAI CHI: CHEN STYLE

Instructor: Lisette Yung, cyung@pausd.org

*Prerequisite: None*

Learn the traditional Chen Style first form (*Taijiquan*). Practice the continuous movements which help develop balance, body coordination and strength. The first hour of the class is joined together with the Gentle Tai-Chi class. Learn a series of exercise based on fundamental Tai-Chi moves. Improve our overall health, body awareness, mind and body coordination. Practice meditation to relax the muscles, calm the mind and reduce stress. Improve body alignment and daily movement.

9 wks / September 9–November 4

Wednesday / 7–8:30 p.m.

LIVE ONLINE / \$108

### YOGA AND MEDITATION

*(In Person - Open Air Class)*

Instructor: Kamal Vilms, kvilms@pausd.org

*Prerequisite: None*

Gently stretch, relax and energize your body with yoga poses that cultivate balance, inner awareness, and mobility and release muscle tension. Regular yoga practice can improve health in many ways from stress reduction to increased flexibility and improved breathing. *Bring a yoga mat. Social distancing guidelines and Covid-19 protocols will be practiced during class.*

8 wks / September 14–November 2

Monday / 5–6:30 p.m.

Palo Alto High School Outdoor Quad / \$96

## HOME AND ENVIRONMENT

### GARDENING IN FALL

Instructor: Sherri Bohan, [sbohan@pausd.org](mailto:sbohan@pausd.org)

*Prerequisite: None*



Productive, vibrant gardens begin in the fall when the cooler shorter days of fall are the best time to winterize your garden for a better spring recovery. Colorful bulbs, healthy trees, shrubs, perennial borders, lovely water-wise landscapes, productive vegetable, herb, kitchen gardens and fruit trees, roses, vines

and citrus trees are focused on in this class. All topics will be easy, organic and sustainable, friendly to bees, butterflies and birds, to guide students in the most up to date methods to use that will create healthy restful home landscapes. For beginning gardeners, amateur and experienced all enjoy and learn in this session. Textbook: *2001 Edition only of the Sunset Western Garden Book.*

9 wks / September 9–November 4

Wednesday / 10 a.m.–12 noon

LIVE ONLINE / \$65 \*

### UPHOLSTERY: Basic Techniques

*(Will return in winter 2021)*



## MUSIC

### ACOUSTIC (FINGER STYLE) GUITAR: BEGINNING

Instructor: Chris Main, [chmain@pausd.org](mailto:chmain@pausd.org)

*Prerequisite: None*



This is an exciting beginner, finger-style guitar course that focuses on basic technique. This course offers the fundamentals of reading music while understanding time. You will play beginning pieces for guitar as well as learning open string and barre chords. You are expected to practice. No textbook.

10 wks / September 9–November 18 *(No class November 11)*

Wednesday / 6–7 p.m.

LIVE ONLINE / \$80

### ACOUSTIC (FINGER STYLE) GUITAR: ADVANCED

Instructor: Chris Main, [chmain@pausd.org](mailto:chmain@pausd.org)

*Prerequisite: Beginning, or some guitar experience*

Advanced guitar will expand on the material covered in the beginning guitar class. You will learn more complex rhythms when it comes to reading music, as well as extended harmonies when it comes to practicing and applying basic chords. You will begin to apply the rhythmic and harmonic concepts together and start to create music by yourself and with others. We will cover left and right hand techniques that were not covered in the beginning class. This will allow you to start playing solo guitar with more fluidity. Textbook: None.

10 wks / September 9–November 18 *(No class November 11)*

Wednesday / 7–8 p.m.

LIVE ONLINE / \$80

### MUSIC MADE EASY

*(\*\*Online Class: [ed2go.com/paloalto](https://ed2go.com/paloalto)\*\*)*

Instructor: Marianne Murawski (ed2go Instructor)

*Prerequisite: None*

Gain complete understanding of rhythm, melody, and harmony and recognize pitches on the musical staff and keyboard. By the end of this course, you'll be able to read, write, and even play simple pieces of music! If you enjoy music and would like to know more about what makes it work, this is the course for you. Each lesson will build on previous lessons, while also introducing new musical concepts.. To register, visit our website (*Music*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11  
ONLINE / \$100

# Instructor-Facilitated Online Courses



COURSES  
AS LOW AS  
**\$95**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office...any time of the day or night!

EXPERT INSTRUCTORS • 24-HOUR ACCESS • ONLINE DISCUSSION AREAS • SIX WEEKS OF INSTRUCTION

## BECOME A PHYSICAL THERAPY AIDE

This course will teach you about the workings of the human body, various disorders, patient safety, and even how to speak the language of physical therapy.

## CERTIFICATE IN ENERGY MEDICINE

Explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques like Reiki and reflexology.

## CERTIFICATE IN STARTING YOUR OWN BUSINESS IN HEALTH AND HEALING

This course will guide you through every step of building your health and healing business, including developing a business plan, finding the right target market, getting financing, and creating marketing strategies to ensure success.

## EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT

Explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding to give you an inside-view of the job.

## INTRODUCTION TO JAVA PROGRAMMING

No prior experience needed. Learn Java, one of the most widely used computer languages in the world. Write your own programs and integrate input and output, calculations, decision making and loops.

## INTRODUCTION TO NATURAL HEALTH AND HEALING

Explore a variety of methods including diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies and more to achieve total health.

## INTRODUCTION TO STOCK OPTIONS

Learn how stock options can protect your portfolio and help you profit in any type of market.

## REAL ESTATE LAW

Learn the basics of real estate law, including investing, title searching, and mortgages.

## STOCKS, BONDS AND INVESTING

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

## USING SOCIAL MEDIA IN BUSINESS

Learn how Facebook, Twitter, LinkedIn, Pinterest and Google+ can grow and promote your business.



### MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

Email [adultschool@pausd.org](mailto:adultschool@pausd.org) / Call 650-329-3752 / Visit [ed2go.com/PaloAlto](http://ed2go.com/PaloAlto)  
New course sessions begin monthly.

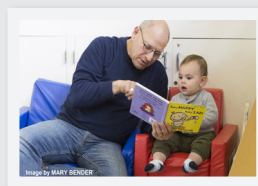
## PARENTING AND FAMILY \*

For 74 years, we have offered preschool programs organized primarily for parent education. Parents develop a deeper understanding of early childhood development and parenting skills through adult discussion classes, formal and informal observations, and community exchanges. The school provides children and their families a nurturing play-based curriculum helping children develop in all areas including creativity, cooperation, peaceful conflict resolution, positive communication, fine and gross motor skills and kindergarten readiness. Our unique participatory structure allows parents to be involved in their children's preschool education.

### PRESCHOOL FAMILY

4120 MIDDLEFIELD ROAD • PALO ALTO, CA 94303-4741  
INSTRUCTOR: PRESCHOOL FAMILY STAFF

PreSchool Family is a parent education, parent participation program serving families with children from birth through five years. The program is designed to offer parents an opportunity to learn about parenting and to actively participate in their child's education. For children, the program offers a developmentally appropriate, play-based, educational experience.



Ask about classes for newborns and older babies—and their parents! Also ask about our unique dinner class in the early evening for 9-24 month olds—and parents!

**Registration for fall 2020:** In a typical year, applications from new families for the coming September to May school year are accepted on a rolling basis starting in late March. *Due to Covid-19 previously planned classes will not be meeting in person for fall 2020. Please visit [psf.pausd.org/enrollment](https://psf.pausd.org/enrollment) at the end of August 2020 for updates about distance learning programs for the fall. Thank you and be well.*

**Tours for parents:** Each month PreSchool Family instructors provide a tour for parents who are interested in seeing our campus and learning more about PreSchool Family from birth to four years old. *During this Covid-19 period, tours have been temporarily suspended. For updates, please visit <https://psf.pausd.org/tours> at the end of August 2020.*

*For class availability, program information and registration, visit [psf.pausd.org](https://psf.pausd.org).*

### ESL FOR PARENTS (CBET): STUDY AT HOME

Instructor: Susan Stevick and Nikki Holt



Palo Alto Adult School and Barron Park Elementary School offer individualized classes for parents who want to learn English and help their children with school. Students follow a customized program of instruction and meet once a week with a teacher for 30 minutes.

**For more information, call (650) 329-3752.**

### CLASES LÉS PARA LOS PADRES (CBET): PUEDE ESTUDIAR EN SU CASA

Instructor: Susan Stevick and Nikki Holt

Palo Alto Adult School y la escuela primaria de Barron Park ofrecen clases individuales para los padres que quieren aprender inglés y ayudarles a sus niños con su tarea. Los estudiantes siguen un programa personalizada de instrucción y se reúnen con la maestra una vez a la semana por 30 minutos.

**Por favor llame (650) 329-3752. Se habla español**

DreamCatchers engages the next generation of leaders in helping low-income PAUSD middle school students to thrive. Stanford undergrads and high schoolers provide free after school tutoring/mentorship. We are currently looking for individual and business volunteers to support our youth-driven efforts.



**DreamCatchers**

*Tutoring Underserved Youth for a Brighter Future*

For more information contact:

**Jonake Bose at [jonake@dreamcatchersyouth.org](mailto:jonake@dreamcatchersyouth.org)**

[dreamcatchersyouth.org](https://dreamcatchersyouth.org)

**\* DreamCatchers will return winter 2021 \***

## PHOTOGRAPHY

### FUNDAMENTALS OF PHOTOGRAPHY

Instructor: Liz Crandall, [ecrandall@pausd.org](mailto:ecrandall@pausd.org)

*Prerequisite: None*



Take control of your camera!

Investigate dials, icons, and screens on your camera and learn how to use them.

Improve your photography through exploring and

understanding the exposure triangle, visual elements and compositional guidelines. Achieve skillful use of photographic concepts by completing weekly assignments. All camera types welcome.

8 wks / September 14–November 2

Monday / 7–9 p.m.

LIVE ONLINE / \$128

### PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER

*(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)*

Instructor: Beverly Richards Schulz (ed2go Instructor)

*Prerequisite: Comfortable acquiring digital images (with a digital camera, using images scanned onto CDs, or scanning film prints). Basic computer skills.*

Bring out the best in your photos! In this course, you'll learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital images. Even if you don't have any image-editing experience, this class will turn you into an advanced photo editor. To register, visit our website (*Photography*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11

ONLINE / \$100

### SECRETS OF BETTER PHOTOGRAPHY

*(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)*

Instructor: Beverly Richards Schulz (ed2go Instructor)

*Prerequisite: None*

Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignments that will help you apply new techniques to your own camera and make a distinctive difference in your photos. By the time you finish, you will see a difference in both your photographer's eye and your photos. To register, visit our website (*Photography*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11

ONLINE / \$100

### INTRODUCTION TO PHOTOSHOP CS6

*(\*\*Online Class: [ed2go.com/paloalto](http://ed2go.com/paloalto)\*\*)*

Instructor: Sherry London (ed2go Instructor)

*Prerequisite: None*

Learn to use the world's best graphics program, Adobe Photoshop CS6, to edit and process photos and create original images. The course provides detailed, step-by-step instructions for using Photoshop that you'll have no trouble following—even if you've never used a computer graphics program before! By the time you finish this fun, hands-on, project-oriented course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed!. To register, visit our website (*Photography*).

6 Weeks Access / 24 Course Hours

Starts August 12 | September 16 | October 14 | November 11

ONLINE / \$115

**6 week** **ONLINE COURSES**  
EACH CLASS: \$100  
**ed2go**  
PHOTOGRAPHING NATURE  
INTRO TO DIGITAL SCRAPBOOKING  
TRAVEL PHOTOGRAPHY  
Visit [ed2go.com/PaloAlto](http://ed2go.com/PaloAlto) to register and get more information

## WOODWORKING

### WOODWORKING CLASSES

*(Will return in winter 2021)*



## WORLD LANGUAGES

### CHINESE: ORAL AND WRITING SKILLS

Instructor: Lucia Wu, [www@pausd.org](mailto:www@pausd.org)

*Prerequisite: Able to use Chinese phonetics or characters to write a paragraph of 50 words in proper Chinese grammar*



This class welcomes students of different levels who have a long term goal to use Chinese in their lives. Students at similar levels will be paired up in online groups to complete their parts of the class project. Topics will be discussed in the class. No textbook.

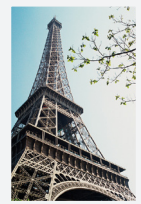
10 wks / September 10–November 12  
Monday AND Thursday / 4:30–6:30 p.m.  
LIVE ONLINE / \$180

### FRENCH: INTERMEDIATE

*(Class limited to 10 students)*

Instructor: Mireille Belloni, [mbelloni@pausd.org](mailto:mbelloni@pausd.org)

*Prerequisite: French Advanced Beginning III or equivalent*



Reading, grammar, vocabulary, conversation: work on your oral and written comprehension and on expressing yourself in a more natural way. The class is conducted in French and is aimed at students who at this stage can communicate at an intermediate level where they have

started to move away from simple sentences and to use a more complex syntax (relative pronouns, expressing cause, giving time references). Besides using the textbook (TBD), students will also be asked to work on video documents. Review the present, passé composé and future tenses before the beginning of the quarter. Weekly assignments. Supports: TBD.

10 wks / September 9–November 18 (No class November 11)  
Wednesday / 6–7:30 p.m.  
LIVE ONLINE / \$120

### ITALIAN: BEGINNING I

Instructor: Roberta Lamanda, [rlamanda@pausd.org](mailto:rlamanda@pausd.org)

*Prerequisite: None*

Learn the essentials of the Italian language from a native speaker from the comfort of your home! You will learn the basics of Italian grammar and conversational skills through active online participation in this engaging and interactive Zoom class. Please contact the instructor for further information about the class and the textbook.

9 wks / September 9–November 4  
Wednesday / 6–7:30 p.m.  
LIVE ONLINE / \$108

NEW

### ITALIAN BOOK CLUB: ADVANCED READING AND CONVERSATION

*(Class limited to 14 students)*

Instructor: Stefania Filigheddu, [sfiligheddu@pausd.org](mailto:sfiligheddu@pausd.org)

*Prerequisite: Advanced Italian skills*



Do not miss this opportunity to challenge yourself and increase your Italian vocabulary and culture while reading and conversing completely in Italian. The selected book contains complex grammatical structures that enhance your ability to incorporate new idioms and vocabulary in different

contexts. You will be asked to read about 35-40 pages (sometimes less) per week and actively participate in the virtual discussion. Please order your book as soon as possible (paperback or e-book) and contact the teacher by email to know how to get prepared for the first class. Conversation about the first chapters will start on the first meeting and then you will receive a detailed reading program for the rest of the course. Textbook: TBD..

10 wks / September 8–November 10  
Tuesday / 6–7:30 p.m.  
LIVE ONLINE / \$120

### ITALIAN: INTERMEDIATE VI

Instructor: Roberta Lamanda, [rlamanda@pausd.org](mailto:rlamanda@pausd.org)

*Prerequisite: Intermediate V or equivalent*

Immerse yourself in the beauty of the Italian language from the comfort of your home. You will learn more Italian grammar, strengthen your conversational skills through active online participation in this engaging and interactive Zoom class. Please contact the instructor for further information about the class and the textbook.

10 wks / September 14–November 16  
Monday / 6–7:30 p.m.  
LIVE ONLINE / \$120

"I took the **Advanced Italian Reading and Conversation** class to continue to improve my Italian. Reading 30 pages per week pushed me to improve and get a better sense of the story. Thank you so much for this opportunity!"

**Gail Buschini,**  
Retired Teacher



## WORLD LANGUAGES

### JAPANESE: BEGINNING I

Instructor: R. Tsuno, [rtsuno@pausd.org](mailto:rtsuno@pausd.org)

*Prerequisite: None*



Are you interested in learning the Japanese language? Then this is the right class for you! You will learn how to write Hiragana and Katakana during the class. You will also learn useful vocabulary, correct pronunciation and phrases for basic conversation. Textbook: *Genki* (optional)

10 wks / September 8–November 10

Tuesday / 6:30–8 p.m.

LIVE ONLINE / \$120

### JAPANESE: BEGINNING II

Instructor: R. Tsuno, [rtsuno@pausd.org](mailto:rtsuno@pausd.org)

*Prerequisite: Japanese: Beginning I or equivalent*

This class is for students who took at least 20 hours of Japanese class previously. Students should be able to read and write Hiragana and Katakana for this level. Students learn useful vocabulary, phrases, and expressions, and some Kanji characters, emphasis on conversational skills. Textbook: *Genki* (optional).

10 wks / September 10–November 12

Thursday / 6:30–8 p.m.

LIVE ONLINE / \$120

### JAPANESE CONVERSATION I

Instructor: Kumiko Sakamoto, [ksakamoto@pausd.org](mailto:ksakamoto@pausd.org),  
[ksakamotomac@gmail.com](mailto:ksakamotomac@gmail.com)

*Prerequisite: Japanese–Beginning I and II*

(*Konnichiwa*). My name is Kumiko Sakamoto, and I want to welcome you to my Japanese conversation class! I'm a native Japanese speaker, and I have been teaching Japanese to adults and adolescents for 25 years. (*Yoroshiku Onegaishimasu*). You will learn to communicate with the instructor and classmates, while encouraging each other to speak in Japanese during class. You will acquire Japanese language skills through immersion and reinforce what you have learned by completing our weekly homework assignments. No textbook.

10 wks / September 9–November 18 (No class November 11)

Wednesday / 6:30–7:30 p.m.

LIVE ONLINE / \$80

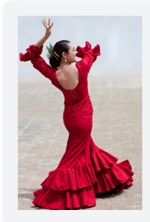
"I wanted to learn a new language and found the **Beginning Spanish** class through an online search. The instructor, Leo is a very passionate, enthusiastic and delightful teacher. I am going to practice what I learned with my Spanish speaking colleagues."

**Arya  
Engineer**

### SPANISH: BEGINNING

Instructor: Leonardo McCord Salazar, [lmccord@pausd.org](mailto:lmccord@pausd.org)

*Prerequisite: Level 1, none; Levels 2 and 3, previous level*



Learn the essentials of Spanish grammar from a native speaker, and develop the four language skills in meaningful contexts. Topics included will be useful for parents with children in Spanish Immersion classes. Adult students will be able to participate actively in simple conversations with their children. Required textbook can be purchased in the Adult School office.

#### SECTION A (Level 1)

*(Class limited to 20 students)*

10 wks / September 8–November 10

Tuesday / 1–3 p.m.

LIVE ONLINE / \$160

#### SECTION B (Level 2)

10 wks / September 14–November 16

Monday / 1–3 p.m.

LIVE ONLINE / \$160

#### SECTION C (Level 3)

10 wks September 10–November 12

Thursday / 1–3 p.m.

LIVE ONLINE / \$160

### SPANISH: HIGH INTERMEDIATE

Instructor: Leonardo McCord Salazar, [lmccord@pausd.org](mailto:lmccord@pausd.org)

*Prerequisite: Three quarters of low intermediate Spanish or equivalent*

Learn the fine points of Spanish grammar and the multiple uses of the subjunctive mood in this engaging course. Read, translate, and discuss a masterpiece of Spanish, Latin-American, or Chicano literature. Required textbook can be purchased in the Adult School office.

10 wks / September 9–November 18 (No class November 11)

Wednesday / 12 noon–2 p.m.

LIVE ONLINE / \$160

### SPANISH: ADVANCED CONVERSATION AND LITERATURE

Instructor: Leonardo McCord Salazar, [lmccord@pausd.org](mailto:lmccord@pausd.org)

*Prerequisite: Advanced Spanish skills*

Converse with other students in Spanish, and read contemporary Spanish or Latin-American plays, novels, or short stories. Repetition of the course is encouraged, as new literature is introduced every quarter. Required textbook can be purchased in the Adult School office.

10 wks / September 9–November 18 (No class November 11)

Wednesday / 2–4 p.m.

LIVE ONLINE / \$160



## MISSION AND STUDENT LEARNER OUTCOMES

### MISSION

Palo Alto Adult School is committed to excellence in providing a broad range of accessible and flexible educational programs that enable our diverse community of adult learners to achieve their academic, career, and personal goals.

### SCHOOLWIDE LEARNER OUTCOMES (SLOs)

#### SET GOALS:

Students will assess their own needs and identify their academic, career, and/or personal goals.

- With guidance, develop and communicate plans to achieve their goals.
- Be self-directed learners who learn independently and collaboratively in a diverse environment.

#### ACHIEVE SKILLS:

Using a variety of methods, technology, and resources, students will acquire knowledge and skills.

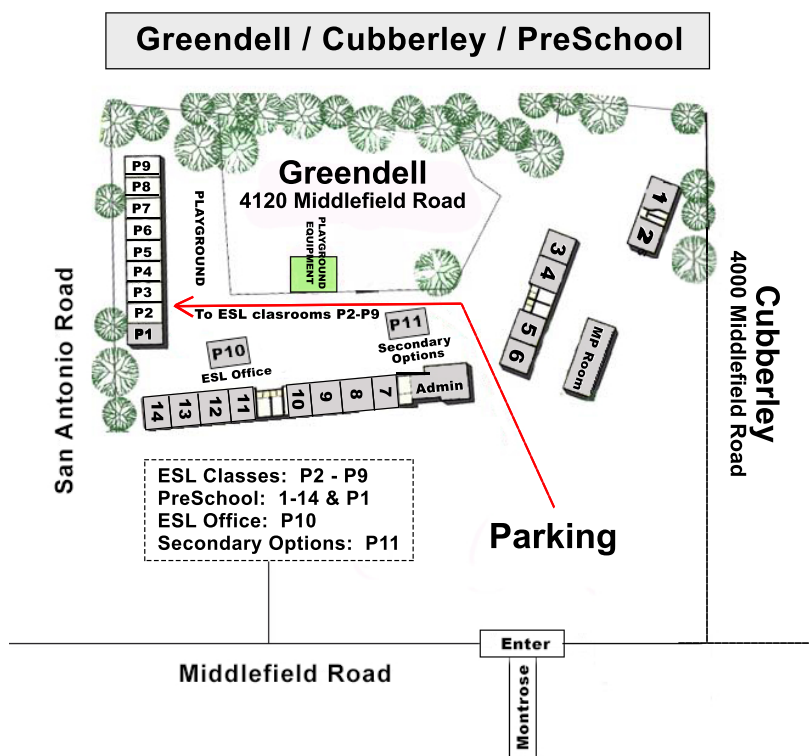
- Develop and apply critical thinking skills.
- Obtain academic and career skills for life and workforce readiness.

#### DEMONSTRATE LEARNING:

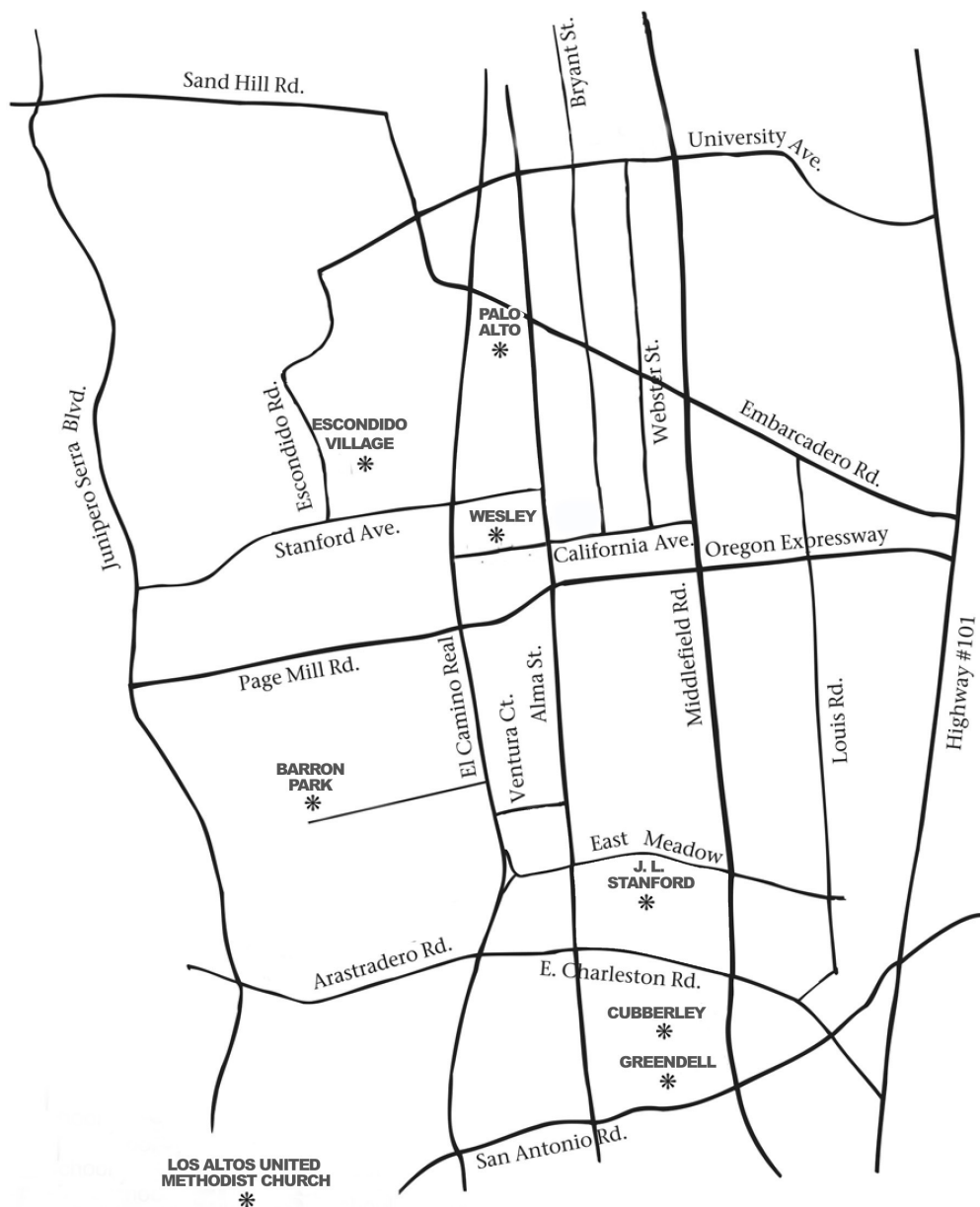
Students will apply their acquired core knowledge and skills appropriate to their goals.

- Advance to post-secondary education or training.
- Contribute to personal enrichment and the community.
- Demonstrate 21st century skills including critical thinking, communication, collaboration, and creativity.

## PALO ALTO ADULT SCHOOL—GRENDSELL / CUBBERLEY / PRESCHOOL



## PALO ALTO ADULT SCHOOL LOCATIONS



### Easy-to-Find CLASS LOCATIONS

#### **BARRON PARK**

Barron Park Elementary School  
800 Barron Avenue, Palo Alto

#### **CUBBERLEY**

Cubberley Community Center  
4000 Middlefield Road, Palo Alto

#### **ESCONDIDO VILLAGE**

Escondido Village  
Escondido Road, Stanford

#### **GREENDELL**

Greendell School  
4120 Middlefield Road, Palo Alto

#### **J. L. STANFORD**

J.L. Stanford Middle School  
480 E. Meadow Drive, Palo Alto

#### **LOS ALTOS UNITED METHODIST CHURCH**

655 Magdalena Avenue, Los Altos

#### **PALO ALTO**

Palo Alto High School  
50 Embarcadero Road, Palo Alto

#### **WESLEY**

Wesley Methodist Church  
463 College Avenue, Palo Alto

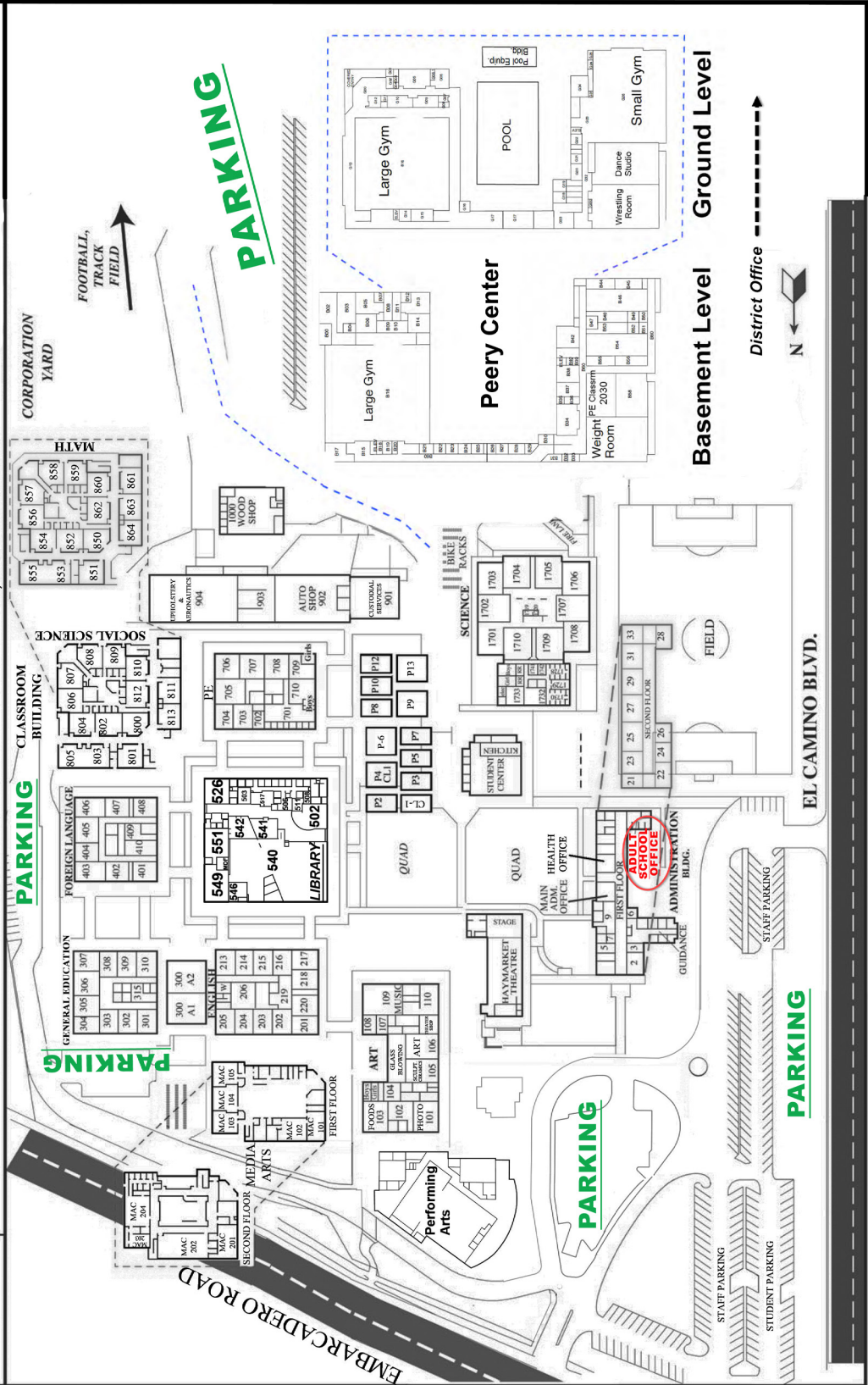
# PALO ALTO HIGH SCHOOL CAMPUS

**\*\*\* Smoke-free Campus \*\*\***

50 EMBARCADERO ROAD  
PALO ALTO, CA 94301

**SCHOOL NAME: PALO ALTO HIGH SCHOOL**

**SITE MAP**



## ADMINISTRATIVE POLICIES

### POLICIES AND PROCEDURES

Palo Alto Adult School follows the Policies and Procedures adopted by the Palo Alto Board of Education. These can be found at: <https://www.pausd.org/about-us/policies-procedures/board-policies>. These policies support the Education Code of the State of California.

### NON DISCRIMINATION

BP 0400: The Board shall provide equal opportunities in all areas and assure that there will be no discrimination against any person on the grounds of race, religion, age, sex, national origin, color, disability, political belief, sexual orientation, marital status, or veteran's status.

### ACADEMIC REGULATIONS

BP 5131: The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers. Prohibited student conduct includes, but is not limited to:

- Conduct that endangers students, staff, or others
- Conduct that disrupts the orderly classroom or school environment
- Harassment of students or staff
- Damage to or theft of property belonging to students, staff, or the district
- Use of profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or on tests
- Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drug in violation of school rules

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

### STUDENT RECORDS

BP 5125: At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

*School Policy:* Adult student records can be released following a written request by the student to the adult school office. Records are released to other parties with the student's permission.

### ELIGIBILITY

All persons over the age of 18 are eligible for all Adult School classes with no residency restrictions.

### PRE-REGISTRATION

Please register early since classes that do not have sufficient enrollment are canceled.

### REFUND POLICY

Refund of fees will only be given if requested at least 72 hours before the first class meeting. There is a \$15 fee for cancellations. A complete refund will always be made if we cancel a class. Please choose your classes carefully.

- We are sorry we cannot accept medical, business travel or other reasons.
- Refunds will be given automatically if the Adult School cancels a class.
- Deposits and tuition for parent education classes are entirely non-refundable.
- Textbooks are not returnable.

### A CERTIFICATE OF COMPLETION

A certificate of completion and/or a letter stating participation in any Adult School class will be given to any student upon request to the office and verification of attendance.

### SCHOLARSHIPS

Please contact the Principal, Dave Hoshiwara, if you need scholarship assistance. All information given will remain confidential.

### TOBACCO-FREE SCHOOL DISTRICT PROPERTY

Smoking and the use of tobacco products by all persons is prohibited on Palo Alto Unified School District property and at district-sponsored events.

### SEXUAL HARASSMENT POLICY

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and staff model this behavior and are treated with dignity and respect. Please see the district website for complete information: <https://www.pausd.org/about-us/policies-procedures/title-ix-office>.

### UNIFORM COMPLAINT PROCEDURES

The Palo Alto Unified School District maintains a uniform complaint procedure. Please visit the district website for complete information at <https://www.pausd.org/about-us/policies-procedures/formal-complaint-procedures>.

## CONSORTIUM PARTNERSHIP

### North Santa Clara County Student Transition Consortium

The Palo Alto Adult School is a member of the North Santa Clara County Student Transition Consortium (NSCCSTC), a collaboration between the Foothill-De Anza College District (FHDA), Palo Alto Unified School District Adult School (PAUSD), Fremont Union High School District Adult School (FUHSD), and the Mountain View Los Altos Union High School District Adult School (MVLA). The consortium serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, and Sunnyvale, as well as portions of San Jose. Its mission is to coordinate and align programs, create linkages, and develop regional plans to better serve the educational needs of adults in the region.

#### Meet the members of our consortium:

- Palo Alto Adult School: [paadultschool.org](http://paadultschool.org)
- Mountain View Los Altos Adult School: [mvla.net](http://mvla.net)
- FUHSD Adult School Sunnyvale-Cupertino: [fuhsdadultschool.com](http://fuhsdadultschool.com)
- De Anza College: [deanza.edu](http://deanza.edu)
- Foothill College: [foothill.edu](http://foothill.edu)

Find out more about NSCCSTC at [sites.google.com/site/nscstcaebg](https://sites.google.com/site/nscstcaebg).



## CONTACT INFORMATION

### 2019 PAUSD BOARD OF EDUCATION

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6 week 

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# ONLINE COURSES

EACH CLASS: \$115

<b>Enhancing Language Development in Childhood</b> Enrich your children's lives by learning fun and natural ways to help them become proficient speakers and thinkers.	<b>GED Preparation</b> Discover the areas you need to work on in order to pass the GED Test.
	<b>Understanding Adolescents</b> Uncover the secrets of the adolescent mind - how they feel, how their identities develop, and how you can best meet their needs.

Visit [ed2go.com/PaloAlto](http://ed2go.com/PaloAlto) to register and get more information

# 5

## WAYS TO REGISTER

PHONE	(650) 329-3752 (Limited hours Monday-Friday)
FAX	(650) 329-8515
EMAIL	adultschool@pausd.org
WEBSITE	PAAAdultSchool.org
MAIL	Palo Alto Adult School, 50 Embarcadero Road, Palo Alto, CA 94301

### RECEIPTS/CONFIRMATIONS

Please call if you need a receipt or a confirmation: (650) 329-3752. You will be notified if a class is full.

### REFUNDS

Refunds are given up to 72 hours before the first class meeting. There is a \$15 fee for cancellation. A complete refund will always be made if we cancel a class. Textbooks are not returnable.

**NEED HELP? CALL (650) 329-3752**

### REGISTER EARLY

Register today to secure your place in our most popular classes. If minimum enrollments are not met, classes will be canceled and a full refund will be processed. Refunds are given up to 72 hours before the first class meeting.

### OFFICE PHONE HOURS

DAY: 10 a.m.–2 p.m., Monday through Friday  
 EVENING: Temporarily Closed

## FALL REGISTRATION BEGINS AUGUST 21, 2020

This schedule is valid through December 11, 2020. Additional information, materials lists and schedule changes are posted on our website at PAAAdultSchool.org.



## REGISTRATION FORM

**PALO ALTO ADULT SCHOOL**  
 Palo Alto Unified School District  
 50 Embarcadero Road  
 Palo Alto, CA 94301

Year: 2020 \_\_\_\_\_

Quarter:  Winter     Spring  
 Summer     Fall

Registration Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 (Last) (First) (Middle)

Address: \_\_\_\_\_  
 (Street Number) (Street Name) (Apt.) (City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_  New Student  Returning Student    Date of Birth: \_\_\_\_\_  M  F

Class Name	M	T	W	Th	F	S	Instructor	Time	Location	Fee

Type of Payment:  Check     Cash     Visa     MasterCard     No Fee

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

How did you find out about this class? \_\_\_\_\_

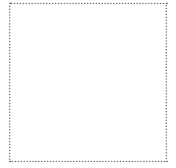
**Register Online at PAAadultschool.org or print and fax this form to 650-329-8515.**

**PALO ALTO**



**ADULT SCHOOL**

**PALO ALTO ADULT SCHOOL**  
Palo Alto Unified School District  
50 Embarcadero Road  
Palo Alto, CA 94301



**Learn more at [PAAAdultSchool.org](http://PAAAdultSchool.org)**



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