



SUTTER COUNTY ONE STOP



General Information 2009-2010

256 Wilbur Avenue/P0 Box F • Yuba City, CA 95992
www.sutteronestop.com • 530.822.5120 • 530.822.5104 TTY



SUTTER COUNTY ONE STOP BOOKSTORE HOURS

Monday.....9:00 AM—5:00 PM

Tuesday9:00 AM—5:00 PM

Wednesday9:00 AM—5:00 PM

Thursday9:00 AM—5:00 PM

Friday.....9:00 AM—12:00 PM

All sales are **CASH** or **VOUCHER** only and **EXACT CHANGE** is required.

A booklist approved by instructor is required for purchasing books at the bookstore.

Sutter County One Stop

MISSION STATEMENT

Sutter County One Stop empowers individual self-sufficiency through education, training, jobs, and partnerships with the community, employers, and agencies to provide increased opportunities for success.

SEXUAL HARASSMENT

Sexual harassment of any kind shall not be tolerated. The Sutter County Board of Education considers sexual harassment to be a major offense, which may result in disciplinary action up to, and including expulsion of the offending student.

Pursuant to Education code, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is the basis for any decision affecting benefits, services, honors, programs, or activities available at or through the educational institution.

Any person who feels that he/she is being harassed is advised to immediately report such incidents to their instructor/director.

EQUAL OPPORTUNITY EMPLOYER PROGRAM/SERVICE

Auxiliary Aids and services are available upon request to individuals with disabilities.

CANCELLATION OF CLASSES

The administration reserves the right to cancel a class if insufficient number of students enroll or to close a class if the attendance falls below standards set by the Board of Education.

Students will be notified in advance of the cancellation, whenever possible.

NON SMOKING CAMPUS

All campuses of Sutter County Superintendent of Schools have been declared non-smoking campuses by the Board of Education. Students must refrain from smoking while on school district property.

STATEMENTS FOR CIVIL RIGHTS COMPLIANCE

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs.

Se ofrecen todas las oportunidades educacion y vocacionales sin tomar en cuenta raza, origen étnico, sexo o incapacidad. La falta de habilidades en el idioma ingles no consituirá impedimento para admission y participación en los programas educativos y vocacionales.

UNIFORM COMPLAINT PROCEDURE

It is the intention of the Board of Education that every member of the community shall; have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal and state laws or regulations of education programs. Therefore, pursuant to California Code of Regulation, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school. A copy of the uniform complaint policy is available at each site where adult education is offered.

Kathleen Hansen, County Superintendent, Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, CA 95993. Phone: (530) 822-2900.

CLASS FEE PAYMENT

Full payment is due prior to the first day of class. No refunds after first day of class.

JOB CENTRAL



Job Central was developed to aid in meeting the workforce needs of the community.

Some of the services available include:

- Computer Resource Lab
- Job Search Tools & Materials
- Internet Access
- Resume Tutorials
- Job Listings
- Video Library
- Career Exploration
- Typing Certificate Available
- Yuba-Sutter Labor Market Information
- Self Assessments Career Inventories Tutorials
- Interviewing Techniques and Tips
- Typing/Keyboarding Tutorials
- College Exploration
- CalJOBS
- Job Search Phone Bank

The computer bank offers Internet accessibility for career research and job hunting. Also, if you are an employer, we can list job openings for you.

Job Central offers a variety of computerized software program tutorials, resume, typing tutorials (MS Word, Excel, PowerPoint), as well as competency testing. Whether you are an employer seeking the perfect employee or an applicant seeking the perfect job, Job Central at *Sutter County One Stop* can help.

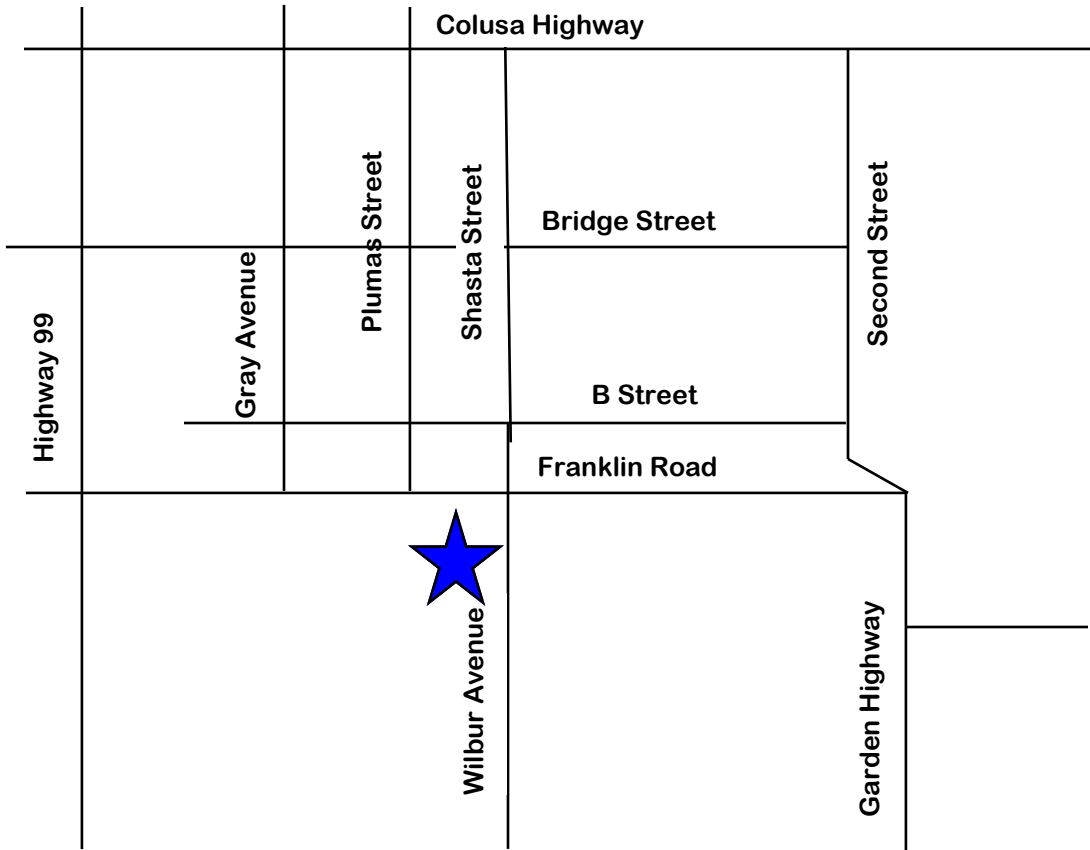
The design of the center is geared towards people who are looking for a job, a career change or to upgrade existing skills. You can work independently or receive assistance from our trained staff.



 **MAP**



SUTTER COUNTY ONE STOP
256 WILBUR AVENUE
YUBA CITY, CA 95991
(530)822-5120



FREQUENTLY REQUESTED PHONE NUMBERS

Alta California Regional Center, 2135 Butano Drive, Sacramento, (916) 978-6400
Anthony Soto Employment Training Center, 1468 Sky Harbor Drive, Suite G, Marysville, (530) 741-2924
Area 4 Agency on Aging, 2260 Park Towne Circle, Suite 100, Sacramento, (916) 486-1876
California High School Proficiency Exam (CHSPE), (916) 319-0330
California Human Development Corporation, 440 North Palora Avenue, Suite A, Yuba City, (530) 673-4120
California State Department of Rehabilitation, 1237-B Live Oak Blvd., Yuba City, (530) 822-4591 TDD (530) 822-4594
California State University, Chico Upward Bound Project, Chico, (530) 898-4144
Casa de Esperanza, P.O. Box 56, Yuba City, (530) 674-2040
Children's Home Society, 990 Klamath Lane, Suite 18, Yuba City, (530) 673-7503
Community Resource Services, P.O. Box 3659, Yuba City, (530) 751-7440
Consolidated Area Housing Authority of Sutter County, 448 Garden Highway, Yuba City, (530) 671-0220
Division of Apprenticeship Standards, 2424 Arden Way, Suite 125, Sacramento, (916) 263-2877
East Nicolaus Union High School District, 2454 Nicolaus Avenue, Trowbridge, (530) 656-2255
Easter Seals Superior California, 3205 Hurley Way, Sacramento, (916) 485-6711
Employment Development Department & Veterans Services, 1114 Yuba Street, Marysville, (530) 749-4800
Experience Works, 1114 Yuba Street, Marysville, (530) 749-4887
Feather River Academy, 1895 Lassen Blvd., Yuba City, (530) 822-2400
Foundation of Resources for Equality and Employment for the Disabled (FREED), 508 J St., Marysville, (530) 742-4474
Friday Night Live, Inc., 301 Fourth Street, Suite 4, Marysville, (530) 742-5483
Gang Risk Intervention Program, 970 Klamath Lane, Yuba City, (530) 822-2900
GraceSource/Dress for Success Yuba-Sutter, 2086 Live Oak Boulevard, Suite D, Yuba City, (530) 671-2911
Human Services Mental Health, 1965 Live Oak Boulevard, Yuba City, (530) 822-7200
Live Oak Unified School District, 2201 Pennington Road, Live Oak, (530) 695-5400
Marysville Adult Education Center, 1919 B Street, Marysville, (530) 749-6154
NorCal Center on Deafness, 909 Spiva Avenue, Yuba City, (530) 671-0811
Quality Education Services and Training (QUEST), 909 Spiva Avenue, Yuba City, (530) 751-7440
Sacramento Job Corps Center, 3100 Meadowview Road, Sacramento, (916) 391-1016
Sutter County Dept. of Human Service/Social Services, 190 Garden Highway, Yuba City, (530) 822-7230
Sutter County Employment Services - CalWORKs, 539 Garden Highway, Suite A, Yuba City, (530) 822-7133
Sutter County Parent Network, 1506 Starr Drive, Suite C, Yuba City, (530) 751-1925
Sutter County Probation Department, 463 Second Street, Yuba City, (530) 822-7320
Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, (530) 822-2900
Sutter Union High School, 265 Acacia Street, Sutter, (530) 822-5161
Tri-County Regional Occupational Program, 970 Klamath Lane, Yuba City, (530) 822-2952
Yuba City Unified School District, 750 North Palora Avenue, Yuba City, (530) 822-5200
Yuba College New Horizons Re-Entry Center, 2088 North Beale Road, Marysville, (530) 741-6826
Yuba Community College District, 2088 North Beale Road, Marysville, (530) 741-6700
Yuba County Employment Services - CalWORKs, 6000 Lindhurst Avenue, Marysville, (530) 749-6311
Yuba County Office of Education—Regional Career Center (WIA), 1114 Yuba Street, Marysville, (530) 749-4850
Yuba Sutter Chamber of Commerce, 10th & E, Marysville, (530) 743-6501
Yuba Sutter Head Start, 1208 F Street, Marysville, (530) 741-2995

For "Low Cost - No Cost People Services" go to
http://www.co.sutter.ca.us/doc/government/depts/hs/lcs/dlitem_lcs_alcohol_and_drug_abuse

 **SCHOOL CALENDAR**

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ADULT EDUCATION & ROP

Beginning of School	August 17
Labor Day.....	September 7
Veterans' Day.....	November 11
Thanksgiving Holidays.....	November 25-27 ⁸
Winter Break	December 21-January 8
Martin Luther King Day	January 18
Lincoln's Birthday Observed.....	February 8
Presidents' Day Observed.....	February 15
Spring Break.....	April 2-9
Graduation	May 27
Memorial Day.....	May 31
Last Day of School.....	June 4