

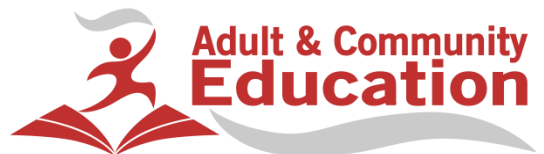


Adult Education

2018-2019
**STUDENT
HANDBOOK**



301 SW 14th Av, Delray Beach, FL 33344
561-266-1201
www.palmbeachschools.org/ace





Welcome to Delray Full Service School



The faculty and staff welcome you!

Delray Full Service School offers academic programs in an interactive, fun learning environment with innovative teaching strategies and up-to-date technology.

A team of highly trained staff is committed to your individualized academic plan, and provides a stimulating learning environment focusing on individual student needs, interest and progress.

About this handbook

The school's policies, procedures and guidelines as described in this handbook offer a roadmap for student behavior and conduct in a community of shared principles and values.

Our goal is to help you:

- Develop as a unique individual in a culturally diverse academic environment
- Learn through effective teaching strategies that accelerate your progress in learning English or attaining your GED®
- Enhance your strengths and address your weaknesses in order to maximize your potential
- Assure your success as a positive, productive, contributing member of society

Our mission

It is the mission of Delray Full Service School to inspire, equip and strengthen individuals, families and communities!!





CODED CRISIS RESPONSE

Code Red	Lockdown/no movement
Code Yellow	Lockdown/limited movement (Crisis Response Team only)
Code White Evacuation	Bomb threat evacuation
Code White	Lockdown (Crisis Response Team only)
Code Green	All Clear

Important Information

ATTENDANCE POLICY

You are expected to arrive on time and stay for the entire class period.

You will be withdrawn from your class following six consecutive absences.

You may re-enter at any time if your class is not closed because of overcrowding.

If you are going to be out because of an extended illness, or to observe a religious holiday, please let your teacher know.

PARKING

Parking is available for students in the students' parking lots, located in the northwest and northeast areas of the campus. The parking lot near the front entrance of Delray Full Service is reserved for employees, handicapped drivers and visitors only. If you park in one of those spaces, your car may be towed off the campus at your expense.

- Drive carefully in the parking lot at all times.
- Keep the volume of your radio low when you are in the parking lot.
- Do not back into a parking space; enter the space front first.

BICYCLE RIDING

DO NOT RIDE YOUR BICYCLE ON CAMPUS. When entering the campus, please get off your bicycle and push it to the bike rack by the cafeteria

INJURIES

If you are hurt on campus, or if you see anyone who is injured on campus, report this immediately to a teacher or the office. In case of an emergency, school officials will try to contact your family. The school does not have a nurse. Therefore, 911 will be called to handle all serious injuries.

MESSAGES & PHONE CALLS

Messages to students will not be delivered except in an emergency. Students may not use the telephones in the office, unless it is an emergency. *In order to avoid class interruptions, students must turn off their cellular phones or have them on vibrate when entering class.* Please inform your family and friends that you will not be available to receive calls during class time.

No texting permitted during class time.

VISITORS

All visitors must report to the office to sign in and obtain a visitor's badge. Any person who is not officially enrolled will not be permitted to attend class. Visitors who violate this rule may be arrested for trespassing.

No children are allowed to attend class with their parents or guardians.

BULLYING & HARASSMENT POLICY

The Palm Beach County School District prohibits mistreatment in all form. To report bullying or harassment, complete an Incident Report Form (available in the front office) and return it to the front office.

BEHAVIOR POLICY

Students with serious misbehavior issues or students who issue threats will be dismissed.

Classroom Etiquette

Students are expected to:

- Be in class consistently
- Have all materials ready to use when class begins
- Use English during class time
- Not use cell phones during class time
- Be respectful

INFRACTIONS

1st Offence: Verbal Reprimand

2nd Offence: Referral to Office

3rd Offence: Dismissal

Dress Code

Students and teachers need to concentrate on the learning/teaching process.

In order to be sure they can focus on learning in the classroom it is important to have as few distractions as possible. Appropriate dress and grooming can help create that focus.

Changes in clothing trends will not override the particular items of clothing to be worn by students. These dress codes or uniform guidelines should be developed under the Principal's direction with input of students and staff.

Discipline as a result of the enforcement of a student dress code is the responsibility of the Principal or the Principal's designee. (P-5.1812, P-5.1813).



RIGHTS

Students have a right to wear clothes that are appropriate for school, are not dangerous to health and safety, do not distract or offend others, and support the school's specific dress code.

RESPONSIBILITIES

Students have a responsibility to dress neatly, appropriately, and to be clean and well groomed.

RULES

1. Students are expected to come to school with proper attention to personal cleanliness, grooming, and neatness of dress.
2. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom.
3. Students failing to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal, and as specified in these regulations, may be subject to appropriate disciplinary measures.
4. Students are not allowed to wear clothing, jewelry, buttons, haircuts or other items or markings which are offensive, suggestive, indecent, or associated with gangs, encourage use of drugs, tobacco, alcohol, or violence, or support discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender, or sexual orientation.

5. School dress codes shall include, but not be limited to the following:

- a. Shoes shall be worn at all times
- b. Undergarments shall not be worn as outer garments
- c. Head coverings are not permitted indoors unless they are required for safety in specific programs or are worn for bona fide religious or medical reasons
- d. Curlers and other hair-grooming aids cannot be worn in the hair while at school
- e. Sunglasses may not be worn indoors unless a doctor's permit is on file
- f. Any article of clothing or jewelry that may cause injury is not permitted
- g. Articles of clothing that cause damage or excessive maintenance problems to school property are not permitted

NO SMOKING POLICY

Under the School Board's Tobacco Free Environment Policy 7.19, smoking on School District property is prohibited.

It is against the law to smoke inside or near the school campus, including outdoors in the school parking lot.

Students, please refrain from using too much perfume and/or cologne, because some of your teachers or classmates may suffer from allergies.

Student Portal

RESPONSIBILITIES

- Utilize the District's information resources and technology only for purposes for which it was designed.
- Not interfere with the normal operations of Technology.
- Not perform acts that are considered harmful or offensive to other users.
- Not circumvent District security systems, including firewalls, filters and proxies.
- Not attempt to expose security vulnerabilities or compromise a resource.
- Report all incidents, where they believe an information security vulnerability or violation may exist, to the Department of Information Technology Governance.
- Any student failing to comply with any information security policy, procedure or standard may be subject to disciplinary action and civil or criminal liability.
- IT has the authority to take reasonably necessary immediate actions to protect District technology resources.
- The willful and knowing unauthorized use, modification, alteration, dissemination, or destruction of District information resources or technology is considered a violation of this Policy and the District may impose consequences.

LIMITED EXPECTATION OF PRIVACY

- Ensuring that use is authorized;
- For management of the system;
- To respond to a records request;
- To facilitate protection against unauthorized access;
- Verifying security procedures, survivability and operational security;
- Compliance with School Board policies;
- A possible security incident; or
- Computer performance.
- All information, including personal information, placed on or sent over this resource may be monitored.
- IT will monitor District computers and emails
- Many District technologies, including laptops and desktops, may contain web cameras and microphones which can be remotely controlled to turn them on and off. The District will not utilize any such input systems remotely unless it is consistent with law.

CAUTION

- Despite the educational and business benefits of information technologies and the District's firewall and filtering systems there are still risks and possible exposure to:
- sexually explicit, offensive, hateful or violent content
- malicious software that can harm information resources
- cyber bullying, sexting, unreliable information, identity theft, spam, viruses and spyware

SUGGESTIONS FOR EFFECTIVE USE OF EMAIL

- Make subject headings as descriptive as possible.
- Restate the question or issue being addressed in a response unless the text of the original message(s) is included in the current message.
- Include the most important fact/idea/issue first or very near the top of the message.
- Avoid misunderstandings by keeping in mind that electronic text is devoid of any context clues that convey shades of irony, sarcasm, or harmless humor.
- Proofread/edit each message and use the system's spell check prior to sending a message.
- Check the facts in your message before sending it; do not spread rumors via E-mail.
- Acknowledge requests for read receipts.
- Open E-mail on a regular basis (at least daily, if possible), delete unneeded items and file items. Failure to do so will result in that user ID being deleted.
- Send E-mail to concerned parties only.
- Passwords are never to be shared with anyone.
- Review intended recipients appearing on e-mail before sending to make sure persons with similar names and/or unintended addressees are not listed.
- Student accounts will be disabled when a student is no longer enrolled in a course.

GED® program for adults

The Adult Basic Education (ABE) and General Education Development (GED®) programs provide instruction to improve skills in preparation for success on the GED® test.

Placement Testing

All new students are required to take the TABE test upon registration. TABE is an assessment test to help place students in the correct learning level and to measure progress.

Convenient Study Options

GED® classes are available both in a traditional classroom setting and online for your convenience. You can also combine both options in a blended learning format.

Who can enroll in GED® classes?

GED® classes are available to adults age 18 and over or for students as young as 16 with notarized documentation from parents and public school officials. Students must be officially withdrawn from the K-12 day school program.

Who can take the GED® test?

Anyone 18 years and older can register to take the GED® test. You do not have to be enrolled in GED® classes to take the test.

Persons 16-17 years of age must achieve passing scores on the Official Practice Test (OPT) and are required submit an Age Waiver in which the parent or guardian gives permission for the student to register for the GED® Test.

What subjects are covered in the GED® test?

The current GED® test is composed of several 4 sub-tests: language arts (reading/writing), math, science, and social studies.

GED® Information: For more information go to www.GEDyes.com

You may qualify for a free GED® test!

To find out if you meet the qualifications, contact Sharon Webb at the Department of Adult and Community Education 561-649-6010.

Need Help with a Subject?

Visit the eFolders page for extra help and lessons for each subject area?



The graphic features the word "eFolders" at the top. Below it are three circular icons: a blue circle with a math equation "1+2=3" labeled "Math", a red circle with a book icon labeled "Language Arts", and a green circle with a flask icon labeled "Science". At the bottom of the graphic is the text "Virtual Academic Plan". A small disclaimer at the very bottom reads: "The School District of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristics prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups." To the right of this text is the "Palm Beach County Education" logo.

Website: www.studentpbc.com
Username: ACE (use capital letters)
Password: student2014



ESOL program for adults

English for Speakers of Other Languages

Convenient Study Options

ESOL classes are available both in a traditional classroom setting and online for your convenience. You can also combine both options in a blended learning format.

What is ESOL?

English for Speakers of Other Languages (ESOL) is an educational program to help adult students learn English. The different skills that are covered in ESOL classes are listening, speaking, reading and writing.

Placement Testing

All new students are required to take the CASAS test upon registration.

CASAS is an assessment test to help place students in the correct learning level and to measure progress.

Improving your English can help you:

- Get promoted
- Find a job
- Find a better job
- Get a GED®
- Obtain additional training
- Enter a new career
- Earn a degree
- Start your own business
- Become a U. S. Citizen
- Make new friends
- Communicate with your doctor
- Help your child with homework
- Communicate with your child's teacher

2017-2018 Dates to Remember

Holidays – no school for teachers or students

September 3, 2018
September 10, 2018
September 19, 2018
November 19-23, 2018
January 21, 2018 (for HHA students)
March 18-22, 2019
April 19, 2019
May 27, 2019
July 4, 2019

Classes will be held on Teacher Work Days listed on the School District Calendar

DFSS School Schedule

ESOL & ABE/GED

(Monday-Thursday)

TERM I

August 27, 2018– December 14, 2018

Registration begins: August 13-24, 2018

Award Ceremony: December 13, 2018

TERM II

January 22, 2019 – April 18, 2019

Registration begins: January 7-18, 2019

TERM III

April 29, 2019– July 19, 2019

Registration begins: April 22-26, 2019

Home Health Aide (HHA)

(Monday-Friday)

TERM I

September 4, 2018– December 6, 2018

Registration begins: August 13-24, 2018

Award Ceremony: December 13, 2018

TERM II

January 15, 2019 – April 18, 2019

Registration begins: January 7-11, 2019

TERM III

April 22, 2019– July 25, 2019

Registration begins: April 15-18, 2019

CONTACT US

DELRAY FULL SERVICE SCHOOL

301 S.W. 14TH AVE
DELRAY BEACH, FL 33444

PHONE: (561) 266-1201
FAX: (561) 266-1250

EMAIL: DELRAYFSCACEGRP@PALMBEACHSCHOOLS.ORG

Tuition Fees

Registration for classes must be done in person (even if you are going to study online).

GED® & ESOL CLASSES:

\$30 per term
\$5.00 ID Badge Fee
(ID badge is effective through June 30th)

HHA CLASS

\$758.70 per term
\$5.00 ID Badge Fee
(ID badge is effective through June 30th)

The School Board of Palm Beach County

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***For more information please
visit the Department of
Adult & Community Education:***



www.palmbeachschools.org/ace

Student Acknowledgement

Delray
Full
Service
Center

SY 2017-2018

My teacher reviewed the Student Handbook with me and I had the opportunity to ask questions. I understand that if I have additional questions, I should contact my teacher.

I understand all class rules and procedures, and I will do my best to follow them to ensure class runs efficiently and effectively.

Signature

Last Name

First Name

Teacher Name

Date



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