



CHUCK SHAW TECHNICAL EDUCATION CENTER

STUDENT HANDBOOK

*4260 Westgate Avenue
West Palm Beach, FL 33409*

561-616-7800

Mission Statement

The mission of Chuck Shaw Technical Education Center is to provide a first-class career and technical learning environment, where students are inspired to acquire language and work skills to succeed in life.

Congratulations on embarking on your educational journey toward a rewarding career! In an effort to support and empower you to succeed in this noteworthy academic and professional endeavor, we would like to encourage you to capitalize on this outstanding opportunity. The faculty and staff of Chuck Shaw Technical Education Center are dedicated to providing you with a first-class career and technical education environment to help you achieve your goals. The information in this handbook reviews the policies and procedures that were explained to you at the pre-registration orientation. Please read the entire handbook carefully. Should you have questions or concerns, please do not hesitate to reach out to our administrators.

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Definitions

EKG: Electrocardiogram

ESOL: English to Speakers of Other Languages

FDOE: Florida Department of Education

HHA: Home Health Aide

K12: Kindergarten through 12th grade

NRS: National Reporting System

Phlebotomy: To remove blood from the body using a needle

Professional Development: An opportunity for teachers and staff to learn and improve their job skills

CASAS: Comprehensive Adult Student Assessment Systems

CASAS Goals: Greater Opportunities for Adult Learning Success

Academic Calendar and Registration Dates

[Click here](#) to see the latest School District of Palm Beach County calendar



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SCHOOL CALENDAR 2023-2024
 School Board Approved 06/01/2022

STUDENTS AND ALLEMPLOYEES EXCEPT 12-MONTH EMPLOYEES
 12-MONTH EMPLOYEES (ALL OTHER EMPLOYEES SEE EMPLOYEE CALENDAR NOTES)
 10-HOUR DAYS FOR 12-MONTH EMPLOYEES
DUTY/PDD TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY
NO SCHOOL NO SCHOOL

JULY 2023					AUGUST 2023					SEPTEMBER 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 District Closed	4 HOLIDAY	5	6	7 District Closed	1	2	3	4 Pre-School for Teachers	5	6	7	8	9	10
10	11	12	13	14 District Closed	14 Pre-School for Teachers	15 Pre-School for Teachers	16 Pre-School for Teachers	17 First Day of School for Students	18	19 HOLIDAY	20	21	22	23
17	18	19	20	21 District Closed	21	22	23	24	25	26	27	28	29	30
24	25	26	27	28 District Closed	28	29	30	31	31	31 HOLIDAY	1	2	3	4
31														
OCTOBER 2023					NOVEMBER 2023					DECEMBER 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6	6	7	8 DUTY/PDD NO SCHOOL	9 Begin 2nd Elementary Trimester	10	11	12	13	14	15
9	10	11	12 End 1st Nine Weeks	13 DUTY/PDD NO SCHOOL	13	14	15	16	17	18	19	20	21	22
16 Begin 2nd Nine Weeks	17	18	19	20	20 HOLIDAY	21 HOLIDAY	22 HOLIDAY	23 HOLIDAY	24 HOLIDAY	25 HOLIDAY	26 HOLIDAY	27 HOLIDAY	28 HOLIDAY	29 HOLIDAY
23	24	25	26	27	27	28	29	30	31	31 HOLIDAY	1	2	3	4
30	31 End 1st Elementary Trimester													
JANUARY 2024					FEBRUARY 2024					MARCH 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 HOLIDAY	2 HOLIDAY	3 HOLIDAY	4 HOLIDAY	5 HOLIDAY	5	6	7	8	9	10	11	12	13	14
8 DUTY/PDD NO SCHOOL	9 Begin 3rd Nine Weeks	10	11	12	12	13	14	15	16 End 2nd Elementary Trimester	17	18	19	20	21
15 HOLIDAY	16	17	18	19	19 DUTY/PDD NO SCHOOL	20 Begin 3rd Elementary Trimester	21	22	23	24 HOLIDAY	25 HOLIDAY	26 HOLIDAY	27 HOLIDAY	28 HOLIDAY
22	23	24	25	26	26	27	28	29	30	31 DUTY/PDD NO SCHOOL	1 Begin 4th Nine Weeks	2	3	4
29	30	31												



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
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STUDENTS AND ALL EMPLOYEES EXCEPT 12-MONTH EMPLOYEES
 12-MONTH EMPLOYEES
 ALL OTHER EMPLOYEES SEE EMPLOYEE CALENDAR NOTES
 10-HOUR DAYS FOR 12-MONTH EMPLOYEES
 DUTY/PDD TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY
 NO SCHOOL NO SCHOOL

APRIL 2024					MAY 2024					JUNE 2024							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
8	9	HOLIDAY	10	11	12	13	14	15	16	17	18	19	20	21			
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
22	23	24	25	26	27	28	29	30	31								
29	30				HOLIDAY			Last Day of School for Students	DUTY/PDD NO SCHOOL								
HOLIDAYS					EMERGENCY MAKE-UP DAYS (EMD)					EMPLOYEE CONTRACT PERIODS							
DATE	HOLIDAY				Emergency Make-up days (EMD) will be at the discretion of the Superintendent in accordance with the state status for student instructional time.					EMPLOYEE GROUP	# DAYS	BEGIN	END				
Jul 4, 2023	Independence Day			X X	TEACHER WORK DAYS/ALL-DAY IN-SERVICE NO SCHOOL FOR STUDENTS SECONDARY DUTY Oct 13, 2023 ELEMNTARY PDD Nov 1, 2023 PDD Nov 1, 2023 DUTY Jan 9, 2024 DUTY Jan 9, 2024 PDD Feb 19, 2024 PDD Feb 19, 2024 DUTY March 25, 2024 DUTY March 25, 2024 PDD May 30, 2024 DUTY May 31, 2024					Selected Teachers (T)	188	8/8/2023	5/30/2024				
Sept 4, 2023	Labor Day			X X						Teachers & Assistant Principals (T & I)	250	7/1/2023	6/30/2024				
Sept 25, 2023	Fall Holiday			X X							196	8/4/2023	5/31/2024				
Nov 20 - 24, 2023	Thanksgiving Break			X X X							206	7/24/2023	6/3/2024				
Dec 25, 2023 - Jan 3, 2024	Winter Break			X X X							216	7/10/2023	6/4/2024				
Jan 4-5, 2024	Winter Break			X X							226	7/10/2023	6/18/2024				
Jan 15, 2024	Dr. Martin Luther King Jr. Day			X X							260	7/1/2023	6/30/2024				
Mar 18-22, 2024	Spring Break			X X X							180	8/10/2023	5/30/2024				
Mar 29, 2024	Spring Holiday			X X							180 + 2 Add'l Days	Mock Day - 8/9/2023	5/30/2024				
Apr 10, 2024	Spring Holiday			X X							182	8/8/2023	5/30/2024				
May 27, 2024	Memorial Day			X X	187	8/4/2023	5/31/2024										
ELEMENTARY SCHOOLS STUDENTS' ATTENDANCE DAYS					SECONDARY SCHOOLS STUDENTS' ATTENDANCE DAYS					All Other Employees (NT) Please see Employee Calendar Notes for additional information regarding workdays. It is each employee's responsibility to know their workdays for the school year.							
PERIOD	BEGIN	END	# DAYS	PERIOD	BEGIN	END	# DAYS	187	8/4/2023						5/31/2024		
1 st Trimester	Aug 10, 2023	Oct 31, 2023	56	1 st Quarter	Aug 10, 2023	Oct 12, 2023	44	190	8/4/2023						5/31/2024		
2 nd Trimester	Nov 2, 2023	Feb 16, 2024	59	2 nd Quarter	Oct 16, 2023	Dec 22, 2023	44	193	7/27/2023						5/31/2024		
3 rd Trimester	Feb 20, 2024	May 30, 2024	65	3 rd Quarter	Jan 9, 2024	Mar 15, 2024	47	196	7/26/2023						5/31/2024		
ELEMENTARY SCHOOLS REPORT CARD DISTRIBUTION DATES					SECONDARY SCHOOLS REPORT CARD DISTRIBUTION DATES										206	7/13/2023	6/6/2024
PERIOD	ELEMENTARY SCHOOLS			PERIOD	SECONDARY SCHOOLS			216	7/10/2023						6/13/2024		
1 st Trimester	TBD			1 st Quarter	TBD			226	7/5/2023						6/20/2024		
2 nd Trimester	TBD			2 nd Quarter	TBD			260	7/1/2023						6/30/2024		
3 rd Trimester	TBD			3 rd Quarter	TBD			1 st Semester Aug 10, 2023 Dec 22, 2023 89 2 nd Semester Jan 9, 2024 May 30, 2024 92									

Pursuant to S. 1011.60(3)(d) FS, the following six legal holidays are paid holidays for all regular full-time 12-month employees not represented by CTA: Independence Day, Labor Day, Thanksgiving Day, New Year's Day, Dr. Martin Luther King, Jr. Day and Memorial Day. In addition, some employees may have other paid holidays that are considered not to be legal holidays, as provided in their Labor Agreements and this School Calendar.

- July 17, 2023: Registration for the fall term begins
- November 27, 2023: Winter term registration begins
- December 20, 2023: Fall term ends
- January 8, 2024: Professional development day, no school for students, main office open 8:00 AM-8:00 PM
- January 9, 2024: Winter term begins
- March 25, 2024: Spring/Summer term registration begins
- April 12, 2024: Winter term ends
- April 15, 2024: Spring/Summer term begins
- June 28, 2024: Last day of school days for students (Subject to change)

Main Office Hours

Monday-Thursday 8:00 AM - 8:00 PM

Friday 8:00 AM - 3:00 PM

Admissions Process

1. Determine eligibility
2. Visit the main office and pay tuition and register
3. Choose class session
4. Complete New Student Orientation
5. Take placement test (if applicable)
6. Receive class placement

Admission Requirements

- ESOL
 - a. Are age 16 years or older and not enrolled in the K12 system
 - b. Score below the exit score of NRS ESL Level 6 as measured by FDOE-approved assessments (Students who score above NRS ESL Level 6, will be placed in the Academic Skills Building Course)
 - c. May have secondary or postsecondary degree(s) and/or credential(s) from another country or the U.S.

Source:

<https://www.fldoe.org/academics/career-adult-edu/adult-edu/2021-2023-adult-edu-curriculum-frameworko.shtml>

- ABE/GED classes or GED Prep program®
 - a. Are age 16 years or older and not enrolled in the K12 system
 - b. May have secondary or postsecondary degree(s) and/or credential(s) from another country
- Home Health Aide Program

- a. Are 18 years or older
 - b. CASAS scores in reading and listening, equivalent to ESOL levels 5 or higher, with exceptions to be determined by administration
 - c. Meeting with school's career advisor/counselor
- Phlebotomy Technician Program
 - a. Are 18 years or older
 - b. CASAS scores in reading and listening, equivalent to ESOL levels 5 or higher, with exceptions to be determined by administration
 - c. A high school diploma or equivalent is required for certification.
 - d. Meeting with school's career advisor/counselor
- EKG Technician Program
 - a. Are 18 years or older
 - b. Minimum 239 CASAS/GOALS - Reading, Language, Math. (Test requirements waived if A) Student who possesses an associate college degree or higher from a regionally accredited institution; B) A student who demonstrates readiness for public postsecondary education pursuant to rule 6A10.0315, F.A.C., a student entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma; C) A student who passes a state, national or industry certification or licensure examination aligned to their program of study that is identified in the Basic Skills Licensure Exemption List)
 - c. Meeting with school's career advisor/counselor
- Administrative Office Specialist
 - a. Are 18 years or older
 - b. Minimum 239 CASAS/GOALS - Reading, Language, Math. (Test requirements waived if A) Student who possesses an associate college degree or higher from a regionally accredited institution; B) A student who demonstrates readiness for public postsecondary education pursuant to rule 6A10.0315, F.A.C., a student entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma; C) A student who passes a state, national or industry certification or licensure examination aligned to their program of study that is identified in the Basic Skills Licensure Exemption List)
 - c. Meeting with school's career advisor/counselor

Transfers:

The transfer of students between programs within the institution and the transfer of students from other institutions will be considered on a case-by-case basis.

Transfer students will have to produce evidence of OCP completion via transcript.

Credit Transfer

Transfer of credit earned at other institutions will be reviewed for equivalency by the academic counselor and awarded if deemed equivalent.

Adult General Education Transfer Policy

ABE/GED® and ESOL students may transfer to another session time or another School District of Palm Beach County Adult Education Program within the same term if there are remaining openings. The school reserves the right to adjust class placement based on availability. To do so, please contact the main office.

Tuition

All tuition prices include a \$5 student ID fee. Full payment for tuition and fees is due when you register for classes. Fees below are for Florida qualified residents and are subject to change.

- ESOL & ABE/GED®: \$35
- Home Health Aide Program: \$681
 - a. Includes: Registration Fee, ID Badge, Books, Fingerprinting, Scrubs, Physical Assessment Kit, and CPR Training.
- Phlebotomy Technician Program: \$931
 - a. Registration Fee, ID Badge, Books, Fingerprinting, Scrubs, Physical Assessment Kit, and CPR Training, and Certification Exam Package.
- EKG Technician Program: \$1,696
 - a. Registration Fee, ID Badge, Books, Fingerprinting, Scrubs, Physical Assessment Kit, and CPR Training, and Certification Exam Package.
- Administrative Office Specialist: \$3,262.50
 - a. Registration Fee, ID Badge, Course Materials, and Certification Exam Package.
- Accepted forms of payment: Cash, Mastercard, Visa

Registration: What to Bring

Students who wish to register for any course offerings must physically come to the school's main office.

Students should bring one of the following forms of valid photo identification: Florida ID, Florida Driver's License, Passport, Permanent Resident Card, Work Authorization Card, Alien Registration Foreign Embassy ID, or a valid Palm Beach County School ID

For EKG registration, bring proof of associate degree (if applicable).

For HHA, Phlebotomy, and EKG registration, bring proof of completion of Basic Healthcare Worker course (if applicable). Note: To qualify for in-state tuition, students must bring proof of residency.

Schedule of Class Offerings

ESOL®

- Session 1: Monday - Friday, 8:30 AM - 11:00 AM
- Session 2: Monday - Friday, 11:30 AM - 2:00 PM
- Session 3: Monday - Thursday, 6:00 PM - 8:30 PM

ABE/GED®

- Session 1: Monday - Friday, 8:30 AM - 2:00 PM
- Session 3: Monday - Thursday, 6:00 PM - 8:30 PM

Home Health Aide Program

- Daytime: Monday - Thursday, 8:00 AM - 1:00 PM

Phlebotomy Technician Program

- Daytime: Monday - Thursday 8:00 AM -1:00 PM
- Evening: Monday - Thursday 5:00 PM - 9:00 PM

EKG Technician Program

- Morning: Monday - Friday 8:00 AM -2:00 PM

Administrative Office Specialist

- Morning: Monday - Friday 8:00 AM -2:00 PM

Schedule may vary depending on length of term

Placement Testing Process

ESOL

- Upon successful completion of registration, new students (or students who have not attended for two complete terms) will be offered the opportunity to test or receive an appointment to return to the school to take a placement test.
- This test will take approximately 2-2.5 hours to complete.

ABE/GED®

- Upon successful completion of registration, new students (or students who have not tested for more than 12 calendar months) will be offered the opportunity to test or receive an appointment to return to the school to take a placement test.
- This test will take approximately 2-2.5 hours to complete.
- ABE/GED® will take CASAS GOALS To determine which educational functioning level at which you are currently performing in these three areas: Math, Reading, and Language.

There is no placement test required for Home Health Aide or Phlebotomy Technician programs. However, students may need to take CASAS test to demonstrate they are proficient in English

EKG Technician students must take CASAS GOALS if they do not have a High School Diploma.

Class Placement

ESOL

- Students are placed according to score on the native language literacy screening tool (see previous page for placement information) or according to the score on the CASAS test.
 - If students are placed using CASAS scores, they will be placed in a class according to the score of the lower of the two test scores (reading or listening).

Class Level	Reading Scale Score	Listening Scale Score
1	153*/170-180	169-180
2	181-190	181-189
3	191-200	190-199
4	201-210	200-209
5	211-220	210-218

6	221-235	219-227
Career and College Readiness	236+	228+

*If form 27/28 is used

ABE/GED®

- Students are placed according to the score of the indicated tests.

ABE Mathematics	Scale Score
ABE Level 1	178-193
ABE Level 2	194-203
ABE Level 3	204-214
ABE Level 4	215-225
ABE Reading	Scale Score
ABE Level 1	165-203
ABE Level 2	204-216
ABE Level 3	217-227
ABE Level 4	228-238
GED®*	Scale Score
Reasoning through Language Arts (Based on Reading CASAS GOALS Score ONLY)	239-262
Social Studies (Based on Reading CASAS GOALS Score ONLY)	239-262
Science (Based on Reading CASAS GOALS Score ONLY)	239-262
Mathematical Reasoning (Based on Mathematics CASAS GOALS Score ONLY)	226-249

*Students must score 239 or higher CASAS GOALS Reading or 226 or higher on CASAS GOALS Math Test to be placed in GED® courses

Learners' Rights and Responsibilities

FERPA NOTICE Family Educational Rights and Privacy Act (FERPA) Notice The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' educational records. The Family Educational Rights and Privacy Act (FERPA), F.S. 1002.22, F.S. 1002.221, and SB Policy 5100.1 afford parents, guardians or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records.

It is the District's responsibility to inform all students that accommodations may be available for basic skills testing as well as instruction, such as extended time or testing in a separate room.

Persons with documented disabilities, including but not limited to a learning disability, ADHD, depression, mobility impairment, or a hearing/vision impairment, are protected under law with the right to accommodations in instruction and testing.

Each student has the right:

- To participate in adult education programs, services, and activities without discrimination
- To choose whether to disclose a disability
- To receive reasonable accommodations in class and on tests
- To meet with staff to discuss his/her needs
- To receive procedural safeguards for students with disabilities

Each student has the responsibility:

- To self-identify, or notify a teacher or registrar if he or she needs or wishes to request accommodations for testing or instruction
- To provide documentation of your disability (Documentation is required, but will be kept confidential)

Possible accommodations may include:

- Extra time for testing
- Frequent breaks
- Private work area
- Interpreters

- Alternate test formats (Braille or large print)
- Assistive devices

Remember, if you have ever had or think you might currently have a learning disability or other disability which affects your ability to learn or to take tests, please let us know as soon as possible so that, together, we can determine what assistance you may need with testing and instruction. If you need further explanation of these rights, please ask the school.

[See the full version of this form here](#)

Refund Policy

ABE/GED® and ESOL:

There is no refund for registration fees for these programs.

CLASS CANCELLATION In the event a class is canceled by the institution, all tuition and fees for the class will be refunded.

REFUNDS Prior to the course meeting the first 10% of its scheduled hours of instruction:

- **No Show:** In the event that a student does not show to class and fails to contact the institution, the institution will make every effort to contact the student to determine if a withdrawal is necessary. If the student is to be withdrawn, tuition and fees will be refunded. Registration and ID fees are not refundable.
- In the event the student elects to withdraw, notification must be submitted to the institution in writing. Registration and ID fees are not refundable.

NO REFUND after 10% of the scheduled hours of instruction have elapsed:

- Students are not eligible for a refund after the first 10% of the scheduled hours of instruction have elapsed.

ADDITIONAL NOTES:

- Any materials that the student has purchased, that have been utilized, will not be refunded.
- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that prevent a student from attending class, the school principal/designee may honor a request for full or partial refund of fees provided that: the request from the student is made in writing and when appropriate, supporting documentation is provided. Other

accommodations may be offered at the discretion of the school’s principal or CTE administrator.

Institution Responsibility	Student Responsibility
<ul style="list-style-type: none"> ● <u>Return of Payment:</u> Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution withdraws the student. Payments will be refunded by check or credit card. This is dependent on the original form of payment. ● The institution will make every effort to contact the student who has not been present for a consecutive number of days. 	<ul style="list-style-type: none"> ● Provide any forwarding address for refund if the address on file is not where a refund should be sent ● Voluntary withdrawals must be submitted in writing to the institution

Class cancellation by institution = Full Refund of tuition and fees
 No Show = Full Refund of tuition (registration fee/ID not refundable)
 10% or less attendance = Full Refund of tuition
 10% or more attendance = No Refund

Financial Aid

ABE/GED® and ESOL

- A limited amount of fee waivers are available for those who qualify. Students may request a fee waiver for one or more of the following reasons:
 - I am a dependent of a deceased or disabled veteran. (Must provide documentation, i.e.: Veterans ID Card, driver's license showing "V" or DD214 form)
 - I am enrolled in an apprenticeship program. (Must provide documents from institution)
 - I am, or was when I turned 18 years old, in custody of the Department of Children and Family Services, and am currently under 28 years old. (Attach eligibility letter from MyACCESS Account)
 - I am enrolled in an employment and training program under the Welfare Transition Program. (Must provide Welfare Transition Program Letter of Participation and Referral)

- I am, or was when I turned 18 years old, in custody of a relative or nonrelative through the Department of Children and Family Services, and am currently under 28 years old. (Must provide a letter from the institution or a letter from MyACCESS)
- I currently do not have a regular nighttime home, or my nighttime home is a public or private place not ordinarily used for sleeping, such as a car, park, abandoned building, or camping ground. (Attach eligibility letter from MyACCESS Account and provide former address)

Career Technical Education Programs Educational Scholarships

Please contact [CareerSource](#) (561) 340-1060 or [Palm Beach County CAP \(Community Action Program\)](#) (561) 355-4291.

Attendance, Progress, and Withdrawals

Students at Chuck Shaw Technical Education Center demonstrate their commitment to learning by attending class every day and by participating in class activities.

ABE/GED® and ESOL

When you have missed six days in a row, you will be withdrawn from your class after the sixth absence. If you return during the term, report to the main office to be reinstated into the current term. Your registration fee will expire at the conclusion of each term.

Career and Technical Education Programs

Attendance Policy – CTE (Career and Technical Education)

Attendance is an essential element of completing a program. Attendance requirements in programs that lead to board licensure may be stricter, taking precedence over the district-wide attendance policy. A student who anticipates a break in attendance should consult his/her instructor and school counselor before these absences.

All students registered in class are expected to attend every class period fully.

The teacher for each program is responsible for attendance. Absences will be counted from the first scheduled class meeting of a student's enrollment.

Career Technical Education Programs may have additional requirements for

attendance in their program. Students should refer to the class syllabus.

If a student's cumulative absences reach 10% of the clock hours for which a student is enrolled, the student will be withdrawn from the class for lack of attendance. As stated in the program syllabus, individual programs may have a stricter policy.

Attendance taken by the teacher will be the final authority in determining the number of hours and absences for each student.

It is the student's responsibility to know the attendance policies for the program in which they are enrolled. It is the student's responsibility to be aware of all absences and keep up with the number of hours they have been in attendance.

Students are responsible for completing classwork and/or labs missed due to absences.

No Shows

Students enrolled in a CTE program who are no-shows at the start of a term will be withdrawn after the fifth class has transpired, or after 10% of the total class hours, whichever comes first.

Certificates

Students in all programs are awarded certificates upon course or program completion. Your instructor will inform you of the specific requirements for your course or program. The awarding of a Certificate of Completion is governed by the Florida Department of Education, and is based on successful completion of the requirements of the program mandated basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

Discrimination/Bullying/Harassment Policies

Chuck Shaw Technical Education Center strives to be a positive learning environment free from discrimination, bullying, and harassment. Please see the following district policies as it relates to these issues.



- [Policy 5.001: Protecting Students from Discrimination and Harassment](#)
- [Policy 5.002: Protecting Students from Bullying and Harassment](#)
- [Policy 5.81: Protecting Students from Sexual Harassment and Gender-Based Discrimination](#)

Safety and Security

- Upon entering the campus, all students must be wearing a valid student identification badge. If you do not have a badge, you must pay \$5 for a replacement.
- Please immediately report any suspicious activity to the nearest staff member.
- In case of an emergency, the emergency code will be announced on the loudspeaker.
 - The emergency codes are as follows:
 - CODE RED: Full Lock-Down | No Movement
 - CODE YELLOW: Modified Lock-Down | Limited Movement
 - CODE GREEN: Normal Operation
 - CODE WHITE: Bomb Threat
 - CODE BLUE: Evacuation
- In the case of a fire emergency, the fire alarm will sound. Everyone in the building should evacuate according to the evacuation plan posted in each room.
- Periodically, we will have drills to practice our emergency response. Drills should always be treated as if it is real, following all protocols.

Please see the district's procedures for safety and security, outlined in the Student Code of Conduct Handbook.



Injuries and Insurance

The following procedure shall be followed when a student becomes ill or is injured while at school:

- a. First aid shall be rendered by the nearest person with first-aid training.
 - b. The emergency contact of the student shall be notified, as indicated on SIS.
 - c. In the event of an emergency or serious illness, 911 will be called or Emergency Medical Services (EMS) will be contacted. School Police will be notified as well.
2. The following procedure shall be followed when reporting student illnesses or accidents:
- a. School staff shall document and report immediately all injuries and episodes of sudden illness referred for emergency treatment to the Principal or designee.
 - b. Principals shall inform the Superintendent or designee immediately of any serious injuries suffered by students while under the jurisdiction of the District.
 - c. The “Student or Visitor Accident” form, PBSO 0335, shall be completed online by all District employees who witnessed the accident.
3. Principals shall ensure that at least two (2) of the school’s employees are trained in the rendering of first aid and cardiopulmonary resuscitation. The names of trained school employees shall be displayed in strategic locations of the school.

Visitors and Children on Campus

This policy applies to all visitors or any person who is not an employee of the School District.

This policy does not apply to routine deliveries or scheduled maintenance visits.

Policy -- The Palm Beach County School Board welcomes visits by parents and guardians in schools, especially if prearranged and for the purpose of conferences with teachers. Any visitor,

which for the purpose of this policy shall mean, parents, volunteers, business partners, community members, public officials, representatives of the news media, salespersons or any other non-School District employee, shall report to the principal's office to explain the purpose of and get permission for the visit, sign-in and to receive a visitor's pass/badge. All visitors shall be welcomed, treated with dignity and respect, and be allowed to express their concerns and/or questions to the appropriate person.

All visitors entering a school campus must report to the school's office to sign-in and explain the purpose of, and get permission for, the visit. All visitors will be issued a visitor's pass. Any request for visitation shall be made to the principal of the school and be arranged prior to the visit. Any visitation upon which the principal has a question shall be referred to the superintendent's office, appropriate Area Superintendent, or to the Chief Public Information Officer.

The school reserves the right to contact school police to remove any visitor who is disruptive, threatening, or abusive.

Loitering in and around school premises is prohibited.

Any visitor who enters or remains on District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

Visitation by persons with legal authority, such as School Police, law enforcement or Department of Children and Families personnel, are the only persons allowed to interrogate and/or question a student on School Board property without the consent of the student's parent(s) or guardian(s). The school will notify school police to assist in these matters.

Visitors that are agents, solicitors or salespersons may only come on school premises if the visits are for demonstrating materials or services used in an educational setting.

The principal, after determining the purpose of the visit, shall have the sole discretion to permit visits by agents, solicitors and salespersons.

Agents, solicitors and salespersons shall sign in at the school's main office upon arrival.

The principal shall prohibit all other forms of canvassing or soliciting of teachers or students on school premises during school hours.

Visits from elected officials, candidates for national office, representatives of the United States executive branch, Florida government officials, elected officials representing local

constituencies and/or spouses of all of the aforementioned must be cleared by the Superintendent via the Department of Public Affairs.

Once cleared by the Superintendent, the Principal and/or Department of Public Affairs will contact the appropriate Area Superintendent's office to coordinate the visit.

Political activities and/or campaigning by candidates are prohibited on school campuses or in School District facilities. This includes the distribution of campaign materials, displayed posters, or other paraphernalia, including the presence of a candidate on campus for campaign purposes. The only exception is when a recognized group rents a facility after school hours or, when on Election Day, the School District follows the county election law regarding voting polls located at many Palm Beach County schools.

STATUTORY AUTHORITY:

Fla. Stat. §§ 1001.41, 1001.42

LAWS IMPLEMENTED:

Fla. Stat. §§ 1001.42 (19), 1001.43, 1001.54, 1006.07, 1006.145

HISTORY:

2/18/72; 5/06/200

Change of Student Information

If a student experiences a change of contact information (including address and phone number) or any other applicable demographic, it is their responsibility to provide this new information to the main office as soon as possible so the student's records can be updated accordingly.

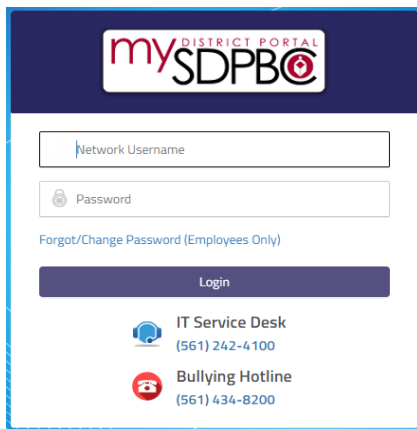
Access to the Student Portal

You MUST learn how to access your PALM BEACH PORTAL LOGIN to access the learning and communication tools that you will use in your course.

1. Open Chrome Browser

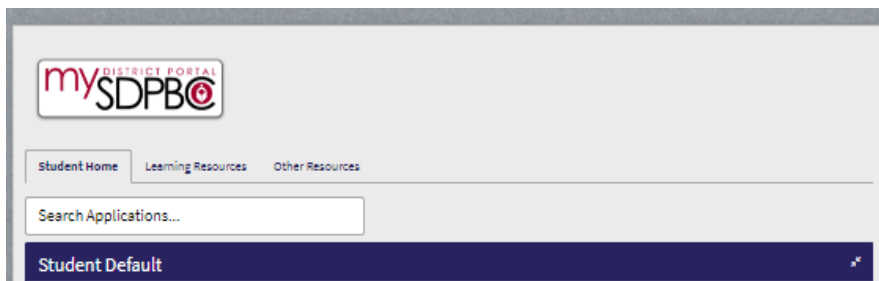


2. Type "mysdpbc.org" in the address bar. You should see this webpage.

The screenshot shows the login page for the mySDPBC District Portal. At the top, there is a dark blue header with the logo "mySDPBC" and "DISTRICT PORTAL" in white. Below the header, there are two input fields: "Network Username" and "Password". Below the password field, there is a link for "Forgot/Change Password (Employees Only)". A dark blue "Login" button is positioned below the input fields. At the bottom of the page, there are two contact options: "IT Service Desk (561) 242-4100" and "Bullying Hotline (561) 434-8200".

3. Log in to the portal using your credentials

If you logged on correctly, you should see this:

The screenshot shows the student portal dashboard. At the top, there is a dark blue header with the logo "mySDPBC" and "DISTRICT PORTAL" in white. Below the header, there are three tabs: "Student Home", "Learning Resources", and "Other Resources". Below the tabs, there is a search bar with the placeholder text "Search Applications...". At the bottom of the page, there is a dark blue footer with the text "Student Default" and a small icon.

Students should never share login information with any other student.

Technology Use Policy

You may have access at school for many school-related activities to certain District technology resources, including the Internet and the District's Intranet. Your school's access to the Internet is filtered to comply with the Children's Internet Protection Act and School Board Policy 8.125. You will be required to follow the acceptable use standards and guidelines that are stated in Policy 8.123, the referenced Manual, and the Notice of Conditions for Student Use of District Technology and be bound by their terms. There is only a limited expectation of privacy to the extent required by law related to a student's use of these technology resources. Before you use these District resources, you must read, and/or be explained the policy. You are invited to read this Policy, Manual and Notice. If you need assistance reading the documents, you may ask the school for assistance. The policy is available at <http://www.palmbeachschools.org> under chapter 8 - Policy 8.123



Technical Help/Support

For assistance in using district devices and/or educational technology, please contact your teacher or a staff member.

Conduct and Discipline Policies

- Chuck Shaw Technical Education Center is committed to excellence in education.
- All students must obey federal, Florida and local laws, including all traffic and parking laws, Palm Beach County School Board Policies, Chuck Shaw Technical Education Center

- Student Handbook, and directions from the principal, teacher or other staff member that do not cause a health or safety hazard, or would cause you to violate established law.
- You must think of the welfare of the school, its employees and other students. You are expected to do the following:
 - Be polite to other people and respect their differences
 - Work hard to complete your education
 - Respect the rights of others to pursue their education
 - Obey the rules of this school. You must avoid any behavior that would do the following:
 - Be detrimental to the school, its employees, the students or the community
 - Adversely affect your academic performance
 - Disrupt the general peace and welfare of school functions or activities
 - Damage school property
 - No one has the right to interfere with the education of another student, including, but not limited to, sexually harass, intimidate, or threaten any individual on campus.
 - It is your responsibility to respect the rights of everyone involved in the educational process.

Grievance Procedures

A student is encouraged to directly resolve an issue with the individual at hand. If that is not possible, the student may present the concern to either the day time Assistant Principal or the evening Assistant Principal. If a satisfactory solution is not reached, then the issue is regarded as a grievance. A student must follow these steps to process a grievance:

1. The student must submit the grievance in writing to the day time Assistant Principal or the evening Assistant Principal based on staff involvement and/or time of the incident.
2. Within five school days, an Assistant Principal will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may submit a written appeal regarding the outcome of that meeting to the Principal who will then schedule a meeting with the student within two weeks. A decision will be made.

4. If the student is not satisfied with the decision, he/she may further appeal in writing to Mr. Fred Barch from the Department of Adult and Community Education or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the student is not satisfied with the decision, he/she may further appeal in writing to Deputy Superintendent Edward Tierney and Superintendent Mike Burke in that order.
6. If the grievance is not settled to the student's satisfaction at the local level the student may contact The Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Telephone 770-396-3898.
7. If the grievance is related to the State and not settled to the student's satisfaction at the local level the student may send a letter to: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, or e-mail: cieinfo@fldoe.org or fax: 850-245-3238.

Student Services

- Career Center
 - Current students and alumni can receive help from our career specialist to identify a career track, create a resume, practice job interview skills, and find job opportunities.
- Guidance Department
 - Students can speak with a fully certified school counselor to discuss a schedule change or social/emotional issues that impact learning.
- Tutoring Services
 - Tutors are available on a limited basis. Please speak with your teacher if you are interested in tutoring services. The teacher will then notify the administration.

Cafeteria

- The cafeteria is located in the multi-purpose room (1-121).
- Food and drink are available for purchase from vending machines.
- Students may use the sink and microwave, but must leave both of these areas clean after use.
- Additionally, students may use the computers during school hours but must not consume food or drink while seated at the computers.

Dress Code

- CSTECH is a professional place where many students are working towards establishing or furthering their careers.
- At any given moment, personnel may be on campus that could provide students with valuable professional or academic opportunities. Thus, students should be mindful of this when choosing how to present themselves.
- The following attire is **unacceptable** in all School District of Palm Beach County schools:
 - i. Attire with language or images that are crude, vulgar, profane, lewd/obscene, sexually explicit, or sexually suggestive.
 - ii. Attire with symbols, mottos, words or acronyms that promote illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats.
 - iii. Attire associated with discrimination based on age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
 - iv. Clothing traditionally designed, as undergarments, such as boxer shorts or sleepwear, may not be worn as outer garments.
 - v. Clothing that is sexually suggestive or revealing (examples include, but is not limited to, clothing which exposes the midriff, exposes one's undergarments, have plunging necklines, muscle tops, backless clothing, and are constructed of see-through materials).
 - vi. Attire that may be used as a weapon, including but not limited to, steel toed shoes; large, long, or heavy waist or other chains; studded or chained accessories; items with spikes; and other items deemed inappropriate by an individual school site.

vii. Articles of clothing that cause excessive maintenance problems for school property, such as, shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture, etc.

viii. Clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, creates classroom or school disorder or distract the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity, or which creates a safety or health hazard for any student in the school.

ix. Jewelry worn in a manner that presents a safety health hazard or causes a major disruption to the educational process. Examples may be chains hanging from the belt pocket or attached to the wallet.

x. Footwear that does not provide adequate protection or hygienic measures.

xi. A student who fails to maintain personal cleanliness, grooming, or neatness of dress to the extent that presence in the classroom creates classroom or school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or the distraction of other students in the classroom.

- Please [click here](#) to view the full school policy



Lost and Found

- If a personal item is left behind in the classroom, please see your teacher.
- If a personal item is left behind somewhere on campus, outside of the classroom, please visit the main office.
- We cannot guarantee that items left behind will be found and returned to the owner.

Parking

- Students may park in any parking space that does not have a marked designation (i.e., principal, assistant principal, or handicap).
- All vehicles parked on campus must display a school issued parking tag.
- Vehicles that are parked illegally (not in a parking spot or in a handicap spot without a displayed permit) will be subject to towing at the owner's expense

Smoking/Vaping/Illegal Drugs

- Tobacco in all forms, or other substances used to smoke or vape are prohibited inside the school building, on the school campus, or at school-sponsored events. This applies to students, employees, visitors, and vendors.
- The use of illegal drugs are prohibited in the school building, on the school campus, or at school-sponsored events.
- To view the full policy, please [click here](#).



Graduation

- A formal graduation will be held each year during the month of May at an off-campus location.
- Students who have earned a GED® or completed a health sciences program during the current academic year are eligible to participate.
- Please contact your teacher to inquire about eligibility to participate.

Money Back Guarantee Policy

The Money-back Guarantee Program is designed to help individuals achieve self-sufficiency by requiring each school district and Florida College System institution to refund the cost of tuition to students who are not able to find a job in the field in which the student was trained within 6 months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

In order to be eligible a student must meet all the requirements listed for each eligible program. The eligible programs at the School District of Palm Beach County are Phlebotomy Technician, Home Health Aide, and Commercial Vehicle Driver program.

Students interested in opting-in to the Money Back Guarantee must meet with their school counselor or school administrator before starting the program.

Program: Phlebotomy Technician-

- Attendance- Students must meet the program's attendance requirement as the student handbook indicates.
- Program Performance- The student must complete all program requirements, such as clinicals, and certification exam, pass the background check, and receive a passing grade for all coursework.
- Career Service Attendance- Students must work directly with the career services counselor for resume writing, interview skills, and employment assistance within the last term of completing the program of study.
- Participation in an internship or work-study programs- Be in good standing with clinical sites; meet physical/vaccination requirements and liability release documentation.
- Job Search Documentation- Students must have a documented job search of at least ten company applications related to the program of study, including having participated in interviews and career fairs set up by the career counselor or administrator; be legally eligible for employment in the U.S.; pass a criminal background check; be willing to travel or relocate to a new market to obtain employment in the program of study
- Development of a student career plan with the institution's career services department or administrator. Students must complete the Career Portfolio requirements by the end of the program.

Program: Home Health Aide

- Attendance- Students must meet the program attendance requirement as indicated in the student handbook.
- Program Performance- The student must complete all program requirements, such as clinicals certification exam, pass the background check, and receive a passing grade for all course work.
- Career Service Attendance- Students must work directly with the career services counselor for resume writing, interview skills, and employment assistance within the last term of completing the program of study.
- Participation in internship or work-study programs- Be in good standing with clinical sites; meet physical/vaccination requirements and complete liability release documentation.
- Job Search Documentation- Students must have a documented job search of at least ten company applications related to the program of study, including having participated in interviews and career fairs set up by the career counselor or administrator; be legally eligible for employment in the U.S.; pass a criminal background check; be willing to travel or relocate to a new market to obtain employment in the program of study
- Development of a student career plan with the institution's career services department or administrator. Students must complete the Career Portfolio requirements by the end of the program.

Program: Commercial Vehicle Driver- Class A

- Attendance- Complete the required 320 clock hours during the assigned class period and scheduled course dates (i.e., last day of class). The class and course dates will be published before each term.
- Program Performance- The student must complete all program requirements, such as acquiring the Commercial Drivers License Class A by the end of the scheduled class term (i.e., last day for Fall, Winter, or Spring term). The term dates will be published in advance of each term. Pass the background check and receive a passing grade for all coursework.
- Career Service Attendance- Students must work directly with the career services counselor for resume writing, interview skills, and employment assistance within the last term of completing the program of study.
- Participation in internship or work-study programs- N/A

- Job Search Documentation- Students must have a documented job search of at least ten company applications related to the program of study, including having participated in interviews and career fairs set up by the career counselor or administrator; be legally eligible for employment in the U.S.; pass a criminal background check; be willing to travel or relocate to a new market to obtain employment in the program of study
- Development of a student career plan with the institution's career services department or administrator. Students must complete the Career Portfolio requirements by the end of the program