

# Enter these doors and change your future!



**Family Service Center  
Division of Career & Adult Education  
2023– 2024**

## **STUDENT HANDBOOK**

**SCHOOL DISTRICT OF DESOTO COUNTY  
ARCADIA, FLORIDA**

**Phone: (863) 993-1333 Fax: (866) 889-1073**

**[www.fsc.desotoschools.com](http://www.fsc.desotoschools.com)**



## **DIVISION OF CAREER AND ADULT EDUCATION**

### **ADULT CAREER PATHWAYS COURSES**

**Adult Basic Education (ABE)**

**GED Preparation and GED Testing**

**English for Speakers  
of Other Languages (ESOL)**

**Family Literacy Program**

**Online Classes are Available  
(ABE and GED)**

### **CAREER ASSESSMENT / PLANNING**

**Career Planning**

### **VOCATIONAL PROGRAMS**

**Licensed Practical Nursing**

**Certified Nursing Assistant**

**School District of DeSoto County**

**310 West Whidden Street**

**Arcadia, Florida 34266**

**Phone: (863) 993-1333 Fax: (866) 889-1073**

**[www.fsc.desotoschools.com](http://www.fsc.desotoschools.com)**

**THE SCHOOL DISTRICT OF DESOTO COUNTY**

**SCHOOL BOARD MEMBERS**

Mrs. Asena Mott, Chairperson  
Mrs. Karen Chancey, Vice-Chair  
Dr. Sharon T. Goodman  
Mrs. Kelly Mercer  
Mrs. Jami Schueneman

**SUPERINTENDENT OF SCHOOLS**

Dr. Bobby Bennett

**SCHOOL BOARD ATTORNEY**

Sarah L. Johnston

**Division of Career and Adult Education**

Kathy Severson, Director of Career, Technical & Adult Education

2023-2024

Dear Students:

We are pleased to be able to present to you this Student Handbook. All too often the rules and responsibilities of the adult student are overlooked and viewed as separate from the K-12 student population. It is with the hope of bridging this gap that this handbook was prepared.

Within this handbook you will find an overview of the programs, an explanation of the services that are offered at the Family Service Center and the District's Code of Student Conduct. We hope that you will find this information helpful.

We look forward to serving you and assisting you in meeting your educational goals for the 2023-2024 school year. If we may offer any additional service to you or can assist you in any way, please do not hesitate to contact us.

*Kathy Severson*

Kathy Severson  
Division of Career, Technical & Adult Education  
Family Service Center

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**Vision:**

The DeSoto Way: Building minds leveraging all available resources to ensure every graduate is ready for college, career, and life.

**Mission:**

The School District of DeSoto County will partner with parents and the community to:

- **D**eliver a safe and secure learning environment.
- **O**ptimize communication to strengthen inclusivity.
- **G**uarantee students have equitable access to rigorous engaging instruction.
- **S**hape minds to build a strong social-emotional foundation for responsible citizenship.

*This is the DeSoto Way.*  
**Go DOGS!**



## GOALS

1. To create a challenging, supportive educational environment that results in higher levels of achievement for all students which includes: reading with comprehension, writing clearly, computing accurately, thinking, reasoning, and using information to solve problems.
2. To provide leadership to agencies serving youth, ensuring family support and academic success.
3. To help all employees become educational leaders who provide responsible and innovative leadership to achieve effective instruction for students.
4. To hold everyone in the school district accountable for contributing to the educational bottom line: student achievement.
5. To create an organizational culture that considers employees to be its most valuable resource, and invests in their professional growth and development.
6. To create within the total community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of DeSoto County.

## FACULTY AND STAFF

|                   |                           |
|-------------------|---------------------------|
| Evonna Altman     | Academic Instructor       |
| Jamie Atherton    | Secretary/Data Specialist |
| Tammy Barlow      | Bookkeeper                |
| Perla Barajas     | Assessment Specialist     |
| Angelica Cardenas | Para-professional         |
| Pat DeSilva       | ESOL Instructor           |
| Kay Edelman       | Vocational Instructor     |
| Maria Gonzalez    | Receptionist              |
| Marilyn Goodman   | Vocational Instructor     |
| Debora Langley    | ESOL Instructor           |
| Dawn Randolph     | Academic Instructor       |
| Connie Roberson   | Academic Instructor       |
| Kathy Severson    | Director                  |
| Ernestine Simons  | Custodial Services        |
| Bianca Valdovinos | Para-professional         |
| Carmen Valdovinos | Para-professional         |
| Elvia Valdovinos  | Para-professional         |
| Nancy Villalon    | Para-professional         |
| Tim Wilder        | Academic Instructor       |
| Darius Williams   | Security                  |

# RENAISSANCE CALENDAR

## Semester One Awards Program

Tuesday, December 19, 2023

Morning Classes: 10:30am

Evening Classes: 6:00pm

## Semester Two Awards Program

Tuesday, May 16, 2024

Morning Classes: 10:30am

Evening Classes: 6:00pm

**DIVISION OF CAREER AND ADULT EDUCATION  
SCHOOL DISTRICT OF DESOTO COUNTY  
2023-2024**

**Information Regarding the GED**

Prior to taking the GED, pre-testing is recommended. The Intake and Placement Specialist will discuss the results of the testing with you and assist in further recommendations. The GED Ready Practice Test may also be recommended.

Adult Education classes are offered in the day and evening. You may begin instruction at any time during the year. Class instruction will prepare you for the GED. Classes are recommended for all clients who wish to take the GED. Testing results show that class remediation increases your chances of passing the test.

The GED is now offered on the computer. If you are interested in taking your GED on the computer, contact the Family Service Center for additional information or go to the following website: [www.ged.com](http://www.ged.com)

**You must be 18 years of age to take the GED unless extraordinary circumstances exist.**

If you have any further questions about the GED or any of the Adult or Vocational programs, please contact the Family Service Center at (863) 993-1333.

**ACCOMMODATIONS FOR CLIENTS WITH DISABILITIES**

Accommodations in GED testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit / hyperactivity disorder and emotional or psychological disabilities. Each request is considered on an individual basis. If you have a documented disability, please contact the GED Testing Service, at [www.ged.com](http://www.ged.com) and request information and appropriate forms. Once the accommodations are approved, the local chief examiner will arrange to conduct the testing using approved accommodations.

**UNDERAGE TESTING POLICY  
FAMILY SERVICE CENTER - #3000120020**

**A. Participation of 16 and 17 year olds in Adult Education  
Classes**

The following process governs 16 and 17 year olds:

1. Make an appointment to take the TABE.
2. Attend a counseling session with the Intake and Placement Counselor to discuss the TABE test results and to prepare for instruction in areas shown to be deficient. Parents will be required to attend the counseling session.
3. At this meeting, a high school administrator and/or guidance counselor will be contacted and the student's previous educational history reviewed. Efforts will be made to confirm the best placement for the student.
4. On the date that the student enrolls and begins class, the high school will be notified to amend the withdrawal code to reflect a transfer within the district to Adult education.
5. The student will be expected to adhere to all school rules and policies as they relate to Adult Education, including attendance policies as they relate to Driver's License requirements.
6. At a time when the level of performance on classroom work is deemed to be sufficient, the student will be given the official GED practice test.
7. If the individual receives a score of 145 – 200 in Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science, and if extraordinary circumstances Exist, the student may seek permission from the Superintendent as detailed in the School Board policy 5465, GENERAL EDUCATION DEVELOPMENT (GED) TESTS.

## **EMERGENCY SITUATIONS**

- ❑ **IN CASE OF CERTAIN EMERGENCIES, YOU MAY BE ASKED TO EVACUATE THE BUILDING**
- ❑ **PLEASE...FOLLOW STAFF INSTRUCTIONS AT ALL TIMES! THE STAFF ARE TRAINED AS TO THE SAFEST PLACE AND ROUTE FOR YOU TO MAKE SURE YOU REMAIN SAFE.**
- ❑ **IN CASE OF EMERGENCIES, DO NOT USE THE ELEVATORS...USE THE STAIRS. PLEASE TELL YOUR INSTRUCTOR IF YOU HAVE DIFFICULTY WALKING DOWN THE STAIRS...WE WILL MAKE ACCOMMODATIONS FOR YOU.**
- ❑ **STAY WITH YOUR CLASS AND MAKE SURE YOUR INSTRUCTOR KNOWS WHERE YOU ARE AT ALL TIMES!**

## ZERO TOLERANCE FOR SCHOOL-RELATED VIOLENT CRIME

Zero tolerance for school-related violent crime is part of a comprehensive approach to reducing school-related violent crime and for ensuring environments that promote learning and a high standard of student conduct.

Students who are determined by the principal to have committed a zero tolerance, violent crime on school property, on school-sponsored transportation, or during school-sponsored activities, shall be recommended to the superintendent for expulsion,. The superintendent will consider each recommendation for expulsion on a case-by-case basis and may assign a student to a disciplinary program or alternative setting if it is determined to be in the best interest of the student and the school system.

The following list of offenses shall be considered zero tolerance, violent crimes:

- ☐ Aggravated assault (threat with a weapon);
- ☐ Aggravated battery;
- ☐ Armed robbery;
- ☐ Arson;
- ☐ Battery or aggravated battery on a teacher or other school personnel;
- ☐ Bona fide threat (see definition);
- ☐ False Report (see definition);
- ☐ Homicide (murder, manslaughter);
- ☐ Kidnapping or abduction;
- ☐ Possession, use or sale of any explosive device;
- ☐ Possession, use or sale of any weapon or firearm;
- ☐ Sale, distribution, possession, receipt, or delivery of illegal drugs;
- ☐ Sexual battery; and
- ☐ Victimization (see definition).

The principal or the principal's designee shall notify a local law enforcement agency when a zero tolerance, violent crime has been committed. If the offense involves a victim, the victim and the victim's parents or legal guardian shall also be notified of the offense and of the victim's right to make a statement to law enforcement officials.

State Board Rule 6A-1.0404, Florida Administrative Code, provides for teachers and other school personnel to file charges against a student if a crime has been committed against a teacher or other personnel on school, property, on school sponsored transportation, or during school sponsored activities.

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Florida Statute 1006.13  
School Board Policy 5500  
SBER 6A-1.0404  
Gun-Free School Zone Act of 1994

# **EQUAL EDUCATIONAL OPPORTUNITIES**

## **ASSURANCES**

**SCHOOL BOARD POLICY EPS CODES: AA & JFCL**

### **NON-DISCRIMINATORY MINORITY LANGUAGE EQUITY**

"National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English." [FAC 6A-6.0908(3)]. If you feel you have been unfairly discriminated against and disciplined because of your use of a language other than English in the DeSoto County public schools, please notify the school principal and/or Dr. Gina Stafford, Director of Student Services at (863) 993-1333.

### **VOCATIONAL EDUCATION EQUITY**

**SCHOOL BOARD POLICY EPS CODE: AA**

All vocational courses are open to all students without regard to race, color, national origin, sex or disability. If you feel you have been discriminated against in any one of these areas, please notify your principal and / or Dr. Gina Stafford, Director of Student Services at (863) 993-1333.

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**SCHOOL BOARD POLICY EPS CODE: AC**

Unlawful Discrimination Prohibited. The DeSoto County School Board subscribes to and will comply with the Florida Educational Equity Act. The school board will ensure implementation of this Act in the following areas: treatment of students, health services, interscholastic, club and intramural athletics, student financial assistance, student employment, educational and work environment, and personnel.

No person shall, on the basis of race, color, religion, sex, national origin, disability, age or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity except as provided by law.

General Authority 230.22 FS., 228.2001 FS, DOE Rules 6A-19.01, 6A-19.10.

Visitors Must Present a Valid ID before Entering the Building.

Dr. Amy Bennett, Associate Director of Student Services  
310 W. Whidden Street  
Arcadia, FL 34266  
(863) 993-1333

Contact the Director of Human Resources for a copy of the Customer Complaint Procedures (EPS Code: AA-R).

## Family Service Center Student Dress Code

Dress neatly and in good taste at all times. Dress, grooming, hair color or style, or personal appearance shall not be disruptive of the school program, to pose any danger to any person or property, or to offend standards of modesty or decency generally observed in the community. Specifically, the standards include:

1. Students may not wear any apparel, emblems, insignias, badges, or symbols that display obscenities, are sexually suggestive, or promote or advertise the use of tobacco products, alcohol, drugs, violence or other illegal activities; Apparel or symbols which are offensive to any specific group or which are identified with gang, secret society, or cult involvement.
2. Any articles of clothing or jewelry that could likely cause injury or disruption, such as but not limited to, inappropriate tattoos, a spiked bracelet that could be used as a weapon, decorative chains and/or piercings which are designed or worn in a fashion that could easily cause injury.
3. Halters, backless dresses or tops, spaghetti straps, tube tops, see-through mesh, tank tops, muscle shirts, tops with low or revealing necklines, tops where the midriff would be exposed or any other clothing which may be tight, revealing, or distracting unless covered by an appropriate outer garment which remains as part of the outfit.
4. Dresses, skirts, and shorts shall be below mid-thigh with no slits above mid-thigh.
5. Low riders do not meet the expectations of the adult student dress code.
6. Pants must be zipped or buttoned, **worn at the natural waistline**, and be no longer in length than the heels of the shoes. **Baggy or oversized type clothes are not permitted at school.**
7. Pants or slacks with writing of any kind on the backside or buttocks are prohibited.
8. Belts must be buckled; suspenders fastened; and shoes must be worn at all times.
9. Visors, bandanas or sunglasses are not permitted while in the classroom.
10. Shoes with cleats, bedroom slippers, and shoes with wheels are not acceptable.
11. Appropriate sized jackets, sweaters, sweatshirts, and coats may be worn as required for comfort due to weather conditions. Blankets are not permitted to be used as a jacket, warmer, or clothing. Clothing that meets the "Dress Code", as described above, must be worn under any item of outer wear.

School administration reserves the right to judge any form of dress that may be appropriate or inappropriate, disruptive, or unsafe for the school environment.



**SCHOOL DISTRICT OF DESOTO COUNTY  
DIVISION OF CAREER AND ADULT EDUCATION**

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Family Service Center  
310 West Whidden Street  
Arcadia, Florida 34266

## **RELEASE OF INFORMATION**

I hereby grant permission to the School District of DeSoto County - Division of Career and Adult Education programs to make inquiries on my behalf to outside agencies, i.e. employers, schools / colleges, doctors, mental health agencies etc. and authorize these agencies to release information to the School District of DeSoto County - Division of Career and Adult Education.

I also grant permission to the School District of DeSoto County - Division of Career and Adult Education programs to release my information when requested by the above listed entities on my behalf.

I authorize the release of my GED scores, Transcript and Diploma to the School District of DeSoto County – Division of Career and Adult Education, Instructional Staff, Information Technology or other non-GED testing center staff.

## **Statement of Condition for Enrollment into Adult Education**

I understand that I must show adequate progress every quarter of the school year (determined by instructor and assessments) to retain enrollment status. If I fail to make progress, I willingly will withdraw from the program.

In addition to making academic progress, I understand that my attendance must meet the following requirements:

- (1) Be present 80% of scheduled class periods. To be counted present for a class period, a student must be in the classroom working at least 75% of the scheduled time for that class.
- (2) After six consecutive absences I will be withdrawn from class; after the first offense, I may be re-enrolled if a seat is available. After the second offense, I must wait until the following semester to enroll again.

## **Illness and Attendance**

We understand how important it is for our students to be in attendance. However when a student is sick, he/she is a threat to the well-being of other students, teachers and staff. If you are sick, running a fever, or coughing excessively, please stay home where you can rest and recuperate without risking the health of others.

Also, please be reminded that when you get a call from your child's school and you must pick that child up because he/she is a threat to the well-being of other students, teachers and staff, you cannot bring that child to this school so you can attend your class. Children are not allowed to attend class with their parent(s). When your child is ill, you and your child both need to be at home unless other childcare arrangements have been made.

## **Online Class Requirements**

Biweekly check-ins – Students must talk to their instructor on the phone or through a Zoom meeting room every other week. These can be done in the afternoon (12:30 – 2:30) or in the evening (6:00 – 8:00). These will be scheduled in advance.

Remind app- Students are required to get the Remind app as it will be the main method of communication.

Students are required to post-test at least once a semester.

In addition to the 6-day rule, students are required to spend at least 6 hours a week working on the online platform.

Failure to meet any of these requirements will result in withdrawal from class.

DIVISION OF CARREER & ADULT EDUCATION  
CAREER EDUCATION

**LIGHTS! CAMERA! ACTION!**

We are proud of our students and the progress that they make. We try to recognize your every accomplishment. We often videotape or photograph you while you are attending class. Because we are so proud of you, we sometimes like to use these photos on our bulletin boards, school exhibits, newspaper or website. However, we would feel more comfortable if we had your written permission to allow us to videotape and/or photograph you.

If you have any questions, feel free to talk with us at any time.

Division of Career and Adult Education

**ELECTRONIC COMMUNICATION & LASER DEVICES**

Electronic or Wireless Communication Devices definition for the purpose of this document: Devices which provide communication by text, words, voice or pictures such as cell phones, palm pilots and laptop computers.

Electronic and Laser Devices Prohibited: Any laser device or electronic device, not authorized for use as a learning device, is prohibited on school grounds and at school functions. Telephone beepers, pagers, laser pens and headsets are specifically prohibited.

**STUDENT USE OF A CELL PHONE IS STRICTLY PROHIBITED AT ANY TIME DURING THE SCHOOL DAY OR DURING SCHOOL FUNCTIONS.**

Students may possess electronic communication devices such as cell phones; however, the use of these communication devices **is strictly prohibited at any time in the classroom, hallway, stairwell or bathrooms during school hours or during school functions.** All electronic communication devices must be turned off and stored in a backpack, book-bag, purse or other carried container and are not permitted to be worn on the person in any fashion. Violation of this policy may result in dismissal from the classroom and/or disciplinary action. If the communication device is used in a criminal act while the student is on school property or in attendance at a school function, there is a possibility of disciplinary action by the school and/or criminal penalties.

**FSC Minors Attendance Agreement\***

The attendance policy at the Family Service Center requires that students:

- attend class at least 80% of the time (ex. 4 out of 5 days/week)
- are in class for at least 75% of the class period (ex. 3 out of 4 hours)

In addition, by law, if students miss 6 days in a row, for any reason, they will be withdrawn from class. They may be reenrolled one time in a semester. If a student is withdrawn a second time, they will have to wait until the following semester to reenroll.

I understand the above conditions for continued enrollment in adult education classes at the Family Service Center and that failure to meet the attendance requirements will result in my withdrawal from class.

\* If a minor is withdrawn from class, the Family Service Center will notify the Department of Motor Vehicles which could result in the suspension of a student's license.

## **ADULT STUDENT**

### **ACCEPTABLE USE AGREEMENT**

The School District of DeSoto County  
Electronic Information Resources

#### **Introduction:**

Electronic information resources are available to qualifying students in the School District of DeSoto County. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

#### **Scope:**

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the district has taken precautions to restrict access to inappropriate materials. Users who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

#### **Terms and Conditions of this Acceptable Use Agreement:**

Each student applying for an account will participate in a discussion with his or her sponsoring teacher regarding proper behavior and use of the network. The student signature at the end of this

Acceptable Use Agreement is legally binding. The combined signatures also indicate the student and parent/guardian have carefully read and understand the terms and conditions of appropriate use and thereby agree to abide.

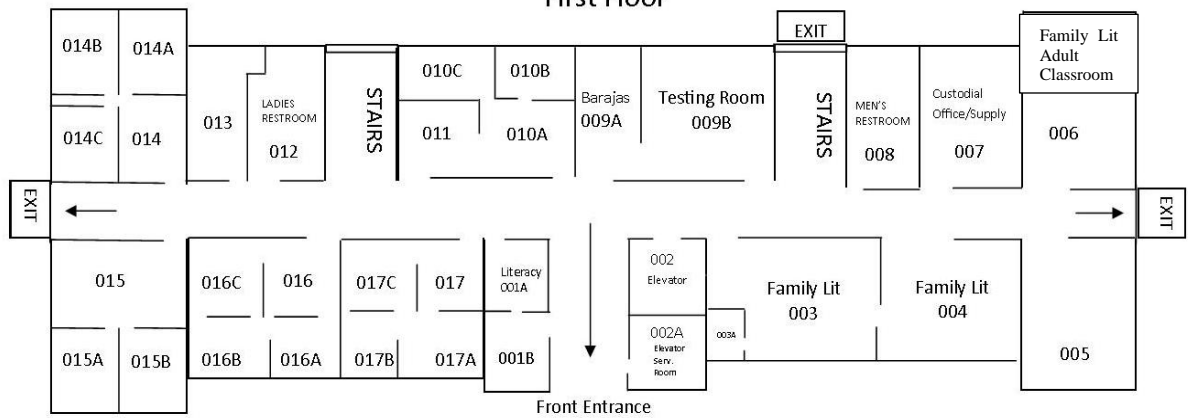
1. **Acceptable Use:** Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who “publish” on the Internet, must abide by the approved publishing procedures and district guidelines, which include informing, and involving a content sponsoring teacher.
2. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to electronic resources at any time.
3. **Network Etiquette:** Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:
  - Be polite. Never send or encourage others to send abusive messages. Use appropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.)
  - Use electronic mail appropriately, no sales, advertisements or solicitations, etc. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to the principal, teacher/supervisor or systems administrator.
4. **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secrets, commercial activities by for-profit institutions, use of product advertisement or political lobbying; including lobbying for student body office, the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts, sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the School District of DeSoto County, are forbidden.
5. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes, but is not limited to: abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will subject the student to appropriate disciplinary action.
7. **Security:** Security on any computer system is a high priority because of multiple users. Do not use another individual’s account or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher/supervisor or systems administrator.

7. **Privacy:** It is advised that students not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to others' personal information or that of organizations. When publishing on the Internet, students' pictures should not be identifiable by name.
8. **Updating:** Account changes such as phone number, location, or address must be reported by the account owner to the systems administrator.
9. **Service Disclaimer:** The School District of DeSoto County makes no warranties of any kind, whether expressed or implied, for the service it is providing. School District of DeSoto County will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. School District of DeSoto County specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

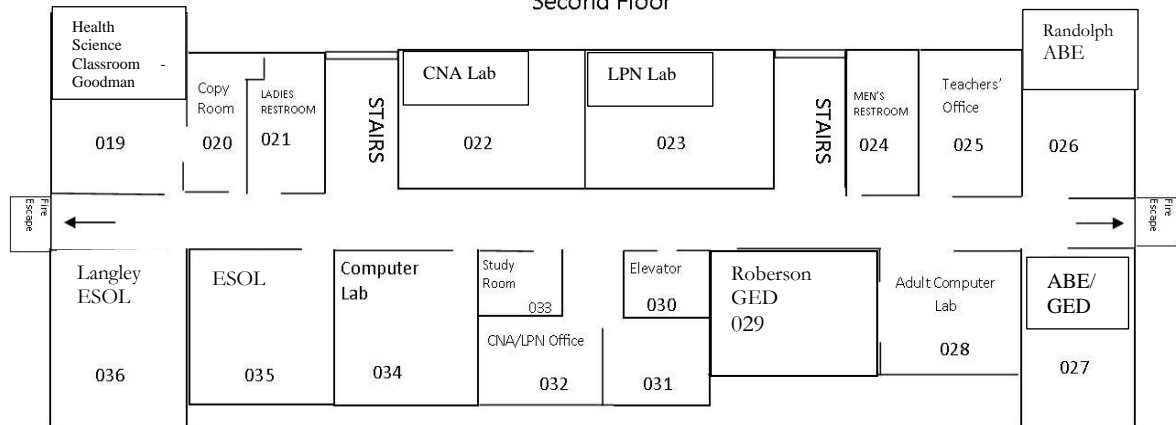
# Family Service Center

310 West Whidden Street, Arcadia, Florida

## First Floor



## Second Floor



# School District of DeSoto County

## 2023-2024 School Calendar, Draft 5

### July 2023

|       |                                 |
|-------|---------------------------------|
| 4     | Independence Day<br>(No School) |
| 26-31 | New Teacher Orientation         |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
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| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### January 2024

|    |   |
|----|---|
| 17 | Christmas Break<br>(No School)            |
| 15 | Martin Luther King Jr. Day<br>(No School) |

### August 2023

|     |  |
|-----|--|
| 1   | New Teacher Orientation                        |
| 2-4 | Professional Development<br>& Teacher Workdays |
| 7   | Open House                                     |
| 8-9 | Teacher Workdays                               |
| 10  | First Day of School                            |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |

### February 2024

|    |   |
|----|---|
| 14 | Professional Development<br>& Teacher Workday |
|----|---|

### September 2023

|    |   |
|----|---|
| 4  | Labor Day (No School)                         |
| 13 | Professional Development<br>& Teacher Workday |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### March 2024

|      |   |
|------|---|
| 9-17 | Spring Break (No School)                  |
| 19   | Last Day of Quarter 3                     |
| 20   | Professional Development<br>& Records Day |
| 29   | Good Friday (No School)                   |

### October 2023

|    |   |
|----|---|
| 11 | Last Day of Quarter 1                     |
| 18 | Professional Development<br>& Records Day |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

### April 2024

|  |  |
|--|--|
|  |  |
|--|--|

### November 2023

|       |                                   |
|-------|-----------------------------------|
| 18-26 | Thanksgiving Break<br>(No School) |
|-------|-----------------------------------|

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

### May 2024

|    |                          |
|----|--------------------------|
| 23 | Last Day of School       |
| 24 | Graduation / Records Day |
| 27 | Memorial Day (No School) |

### December 2023

|       |                                |
|-------|--------------------------------|
| 21    | Last Day of Quarter 2          |
| 22    | Records Day                    |
| 23-31 | Christmas Break<br>(No School) |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

### June 2024

|  |  |
|--|--|
|  |  |
|--|--|

### COUNT

|                    |     |
|--------------------|-----|
| Total Student Days | 178 |
| Total Teacher Days | 190 |

Q1 43 days; Q2 45 days  
Q3 45 days; Q4 45 days

Professional Development, Teacher Workdays, and Records Day Hours are 8:00 AM - 3:30 PM.

DIVISION OF CAREER AND ADULT EDUCATION  
STUDENT HANDBOOK

STUDENT ACKNOWLEDGEMENT FORM



By signing this form below you are agreeing to all of the terms and conditions as outlined in this handbook. Each individual must agree to these terms and sign this agreement to be accepted into the program.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date