

Folsom Cordova Adult School
Student Handbook
Adult Secondary Education

“It is Never Too Late to Learn”

*“Our greatest weakness lies in giving up. The most certain way to
succeed is always to try just one more time.”*

-Thomas A. Edison

Folsom Cordova Adult School

Student Handbook

The Folsom Cordova Adult School (FCAS) staff is happy to welcome you to our school. We take pride in providing a wide variety of services and programs to help students successfully attain their personal and educational goals.

This handbook will provide you with more information about the high school diploma completion programs: high school diploma (HSD) and high school equivalency (HSE). Please use this as a handy reference as you progress through your courses.

SCHOOL RESPONSIBILITIES

FCAS staff is dedicated to assisting all students to achieve their educational and personal goals. Therefore, the school will provide you with:

1. An orientation and placement testing to determine your appropriate placement and educational goals,
2. An evaluation of your transcript records,
3. A certificated teacher who will work with you individually to determine appropriate course work and materials to meet your academic goals,
4. An academic advisor to place you in the appropriate class, and help you transition to work and /or college upon nearing completion of your high school diploma.

ATTENDANCE POLICY

Regular attendance is mandatory for success. Students only earn credit by turning in completed work on time. Students must attend their first scheduled appointment in order to be officially enrolled. Students who do not attend the first scheduled appointment will automatically be dropped and relinquish their placement to a student on the waiting list. Thereafter, students will be **dropped from the program** who have:

1. **Miss their first appointment**
2. **3 absences** in HSD seat-time class or HSE class,
3. **2 absences** in Independent Study, or
4. Failure to produce the minimum amount of homework weekly,

Students should plan carefully to schedule personal appointments around their school schedule. Students who are dropped may apply for re-enrollment the following semester. One re-enrollment is allowed per school year.

High School Equivalency (HSE)

HSE CLASSES

Classes offered in the high school equivalency (HSE) program are open to adults **18 years of age and older**. Youth under age 18 who are not enrolled in school should contact their high school of residence for referral and enrollment information.

Classes are offered in the classroom setting. Students work independently through online curriculum with individualized support from the teacher.

CURRICULUM

HSE students prepare for HiSET® using online curriculum which adapts individually to each student's current subject matter knowledge. For the 2020-21 school year, students will use APEX Online Learning (www.apexvs.com) or Reading Plus (www.readingplus.com) or the official HiSET website resources (www.hiset.org) with additional classroom support available in Kaplan's HiSET Exam: Strategies, Practice & Review textbook.

ADMINISTRATIVE PROCESS FOR STUDENTS WITH SPECIAL NEEDS

Students with documented learning or physical disabilities may seek testing accommodations on the official HiSET® exam. Requests are made by the student directly to HiSET®. Because students study and prepare for tests at their own pace, classroom accommodations at FCAS are not necessary.

OFFICIAL TESTING

The adult school is an approved HiSET® Testing Center. Students sign-up to take their official exams and may choose paper-based testing or computer-based testing. Students first create their own account at www.MyHiSET®. Students also access their own test scores and completion transcripts through their HiSET account. Upon equivalency completion, the State of California issues a certificate to the student's home address within three weeks. FCAS students who earn their equivalency certificate are eligible to participate in Folsom Cordova Adult School's graduation ceremony held in May.

HiSET®	
Subtest & Time Allowed	<ol style="list-style-type: none"> 1. Language Arts-Reading 65 minutes 2. Language Arts-Writing 120 minutes (multiple choice questions and essay combined) 3. Mathematics 90 minutes 4. Science 80 minutes 5. Social Studies 70 minutes
Subtest Content	<ol style="list-style-type: none"> 1. Reading (40 questions) <ul style="list-style-type: none"> • Informational texts (60%) • Literary texts (40%) 2. Writing (50 questions + Essay) <ul style="list-style-type: none"> • Organization of ideas (22%) • Language facility (43%) • Writing conventions (35%) 3. Math (50 questions) <ul style="list-style-type: none"> • Numbers and operations on numbers (19%) • Measurement/geometry (18%) • Data analysis/probability/statistics (18%) • Algebraic concepts (45%) 4. Science (50 questions) <ul style="list-style-type: none"> • Physical science (28%) • Life science (49%) • Earth science (23%) 5. Social Studies (50 questions) <ul style="list-style-type: none"> • History (35%) • Civics and government (35%) • Economics (20%) • Geography (10%) •

<p style="text-align: center;">Test Format and Tools</p>	<ul style="list-style-type: none">• Computer and paper versions of tests available<ul style="list-style-type: none">○ Multiple choice questions○ Calculator permitted on math subtest only; calculator brand/model determined by test site<ul style="list-style-type: none">-TI-30XS- Casio fx-260 at CAJ
<p style="text-align: center;">Scoring</p>	<ul style="list-style-type: none">• Passing score is 8 scaled points per subtest (out of 20)• Essay must be passed with a minimum score of 2 (out of Total of 45 points or more is required across all subtests)• Points can be shared from test to test once minimum per test score is achieved.
<p style="text-align: center;">Cost</p>	<ul style="list-style-type: none">• \$45 for first test (includes a one-time \$20 California State Testing Fee) \$25 for each additional test-the remaining 4 test.• \$25 per retake• \$120 Full Battery (includes a one-time \$20 California State Testing Fee) Permits students 3 chances per exam to pass.

High School Diploma (HSD)

HSD STUDENT RESPONSIBILITIES

In order to make adequate, academic progress you must:

1. Complete at least fifteen hours of class work and homework each week,
2. Keep regularly scheduled class times and appointments each week,
3. Notify your teacher if you are unable to attend.

There are no excused absences in adult education. If a schedule conflict develops, you should contact your teacher, or academic advisor who will see if there are any openings at another time or in another class.

INSTRUCTIONAL PROGRAM: HSD SEAT-TIME

FCAS offers a seat-time adult high school subjects program. Students work at their own pace in a classroom environment with a certificated teacher available to help them with their work. Students work on the individual courses needed to complete their graduation requirements. The coursework is completed in the classroom and at home.

Student must attend regularly in order to obtain credits. Credits are earned by turning in the assignments on a regular basis. **A student will be dropped after missing 3 class periods.**

INSTRUCTIONAL PROGRAM: INDEPENDENT STUDY PROGRAM (ISP)

Independent study at FCAS is designed to:

1. Allow adults, 18 years and older, the opportunity to complete their high school diploma requirements outside of a classroom setting,
2. Enable students to meet individually with a certificated teacher at least once a week to determine appropriate course work, review all assigned work, and take appropriate tests,
3. Provide students with an alternate way of learning through the use of individualized curriculum and activities,
4. Be in a continuously voluntary program in which students always have a classroom option.

GRADUATION REQUIREMENTS

Upon successful completion of all graduation requirements, students will receive a Folsom Cordova Adult Education Diploma. This valid high school diploma verifies completion of all requirements that the State of California and the Folsom Cordova Unified School District have stipulated as necessary for graduation.

Courses	Credits
English	40
Mathematics:	
Algebra	10
Advance Mathematics	10
Science:	
Life Science	10
Physical Science	10
Social Studies:	
World History	10
US History	10
US Government	5
Economics	5
Fine Arts/Foreign Language	10
Health	5
General Electives, including technology	75
Total	200

ALTERNATIVE WAYS TO EARN CREDITS

1. Credits transferred from public, private secondary and adult schools.
2. Past work or volunteer experience as described by employer:
 - a) Five (5) credits issued for each six (6) months of full time employment with the same employer, or one year of part-time work.
 - b) Maximum of 40 credits issued for any combination of past work and volunteer experience.
 - c) Verified by the employer in writing or income tax records.
 - d) Applied to general electives only.
 - e) For volunteer work, 12 hours equals one credit.
3. Units transferred from colleges.
4. Courses taken at accredited industrial trade, technical, and vocational schools.
 - a. Every 60 hours of instruction equals 5 elective credits.
5. Courses taken in military training programs (same guidelines as industrial trade, technical, and vocational schools).

6. Coursework and training taken in an accredited apprenticeship program (same guidelines as industrial trade, and vocational school).
7. Courses completed in accredited correspondence schools. (A maximum of 40 credits)
8. Verified Vocational Training
9. Verified FCAS math or English academies
10. Other verifiable education or training as approved and authorized by the Principal of FCAS.

GRADUATION REVIEW

When students are within 10 credits of completing the required courses for graduation, their teacher will submit a graduation review notice to the registrar. This enables the registrar to re-evaluate the credits and to confirm students' intentions for graduation. After the final courses are completed, the teacher will submit a final review notice. The registrar will notify the teacher and counselor or official designee when graduation requirements are met. The counselor or official designee will then confirm with the student that graduation requirements are completed and explain the process of obtaining a diploma.

DIPLOMAS

In order to receive a diploma, students must complete an Application for Graduation which takes 2-3 weeks to process. When the diploma is ready, an FCAS official designee will call the graduate to schedule an appointment to pick up the diploma. Diplomas must be picked up personally by the graduate (unless a designee is named when completing the Application for Graduation). At the appointment, the graduate must present photo identification to receive his/her diploma. Diplomas will be distributed only at specified appointment times; they will not be mailed out.

GRADUATION CEREMONY

Each May, FCAS holds a formal graduation ceremony. Graduates, families, and friends fill the auditorium to celebrate the accomplishments of the graduates. All potential graduates receive information by mail about the graduation. Graduates are encouraged to call FCAS in late April to confirm that they are going to attend the ceremony. Caps and gowns are available on loan from FCAS and must be returned after the ceremony. Students may also purchase the cap and gown, if they wish.

GRADUATION HONORS

FCAS gives special graduation honors to students who show exceptional academic achievement. To receive academic honors, a student must complete a minimum of 25 credits at FCAS.

1. **Principals' Honor Roll:** For students with an FCAS Grade Point Average of 3.5 or higher.
2. **School Honor Roll:** For students with an FCAS Grade Point Average between 3.0 and 3.4.
3. **Academic Achievement:** For students with an FCAS Grade Point Average between 2.75- 2.9.

IMPORTANT DATES

Graduation:

1. Graduates must be identified no later than May
2. High School Graduation Ceremony is in May.

FCAS is a WASC accredited school.

FCAE recognizes the following holidays:

Labor Day, Veteran's Day, Thanksgiving Vacation, Winter Vacation, Martin Luther King Jr. Day, Lincoln's Birthday, President's Day, Spring Vacation, Memorial Day

FEE

According to state law, no enrollment fee may be charged to students enrolling in the HSD program. A fee may be charged not to exceed the cost of books and/or materials. Books may also be obtained on loan with the payment of a refundable deposit. (EC 52615, 60410) However, returning students who have an outstanding book from a previous enrollment may be required to a.) Return the old book or b.) Forfeit the last deposit and leave a new deposit for the new enrollment period.

FCAE PROGRAM REQUIREMENTS AND POLICIES (Student Agreement Form)

a. STUDENT REQUIREMENTS:

- a. An adult student must 18 years old and dropped from a K-12 high school program in order to enroll into any classes offered by FCAS.
- b. All students enrolled at FCAS are required to take a placement test, called CASAS, in both English language arts and math every **50 hours** of attendance.
- c. All High School Diploma students must supply **official** transcripts from previous schools in order to be placed into a class.
- d. All students must meet the Folsom Cordova Unified School District (FCUSD) requirements for graduation in order to obtain a High School Diploma from FCAS.

b. STUDENT POLICIES:

a. ADULT SECONDARY EDUCATION (ASE) ATTENDANCE POLICY:

- i. I understand that **I must attend the first class meeting** in order to be officially enrolled. I understand that if I do not attend the first class meeting, **I will automatically be dropped** and relinquish my placement to a student on the waiting list.
- ii. I understand that I must come to class on time and stay for the whole class, and I will be **dropped after missing 3 class periods**. Adequate progress in the curriculum must be maintained in order to stay in the program.

- b. **PHOTO/VIDEO RELEASE:** Yes, I agree to be photographed/video recorded by FCAS or its agent. Any reproduction of the pictures/video may be used by FCAS for the purpose of illustration, teaching, publicity or publication.
- c. **USE OF TECHNOLOGY IN INSTRUCTION:** I understand FCAS students are expected to act in a responsible, ethical, and legal manner on the Internet. I **will not misuse** my computer privileges. If I misuse my Internet privileges, I will be excused from class and possibly dropped from the program.
- c. **FCAE REGULATIONS AND POLICIES:**
 - a. I understand that FCAS has a policy against any form of discrimination, sexual harassment, intimidation and bullying and that if I have any problem(s) I will contact my teacher or other school administrator, and I may file a written complaint under the Uniform Complaint Procedures.

CLASS PROCEDURES AND CONDUCT

1. An **adult student** must be 18 years old and dropped from a K-12 high school program in order to enroll into any classes offered by FCAS.
2. Students must attend their **first** class meeting in order to be officially enrolled. Any student who does not attend the first class meeting will automatically be dropped and relinquish his/her placement to a student on the waiting list.
3. Students are expected to arrive to class on time and remain in the classroom for the entire class period. **There are no excused absences** or scheduled breaks in adult education. Students will be dropped after missing **3 class periods**.
4. Students must maintain adequate progress in the curriculum in order to stay in the program. Any student who fails to produce work will be dropped from the program. All assignments are to be turned in on their respective due dates. To receive credit, all assigned work must be completed by the instructor's designated time.
5. Students are expected to act in a responsible, ethical and legal manner on the Internet. Any student who misuses the internet, as deemed by the instructor and/or administrator, will be dropped from the program.
6. Any items deemed disruptive by the instructor and/or administrator must be immediately removed from the classroom and/or campus. Possession of such items may serve as a cause for dismissal from the program.
7. Food or beverages are not allowed in the classroom without authorization from the instructor. **At no time may food or beverages be placed near a computer.**
8. Smoking is not allowed on any Folsom Cordova Unified School District campus; FCAS is a Tobacco/Substance Free Zone. All types of alcohol, tobacco, or controlled substance usage on campus are prohibited. Students who have the odor or appearance of alcohol/controlled substances on their person will be considered "under the influence" and will be asked to leave the campus. Any violation of this policy may result in dismissal from the program.

9. Students are expected to be respectful to others- **students and staff**. Disruptive and/or disrespectful language and/or behavior may result in suspension or removal from the program. At no time may a student use **rude, abusive or vulgar language** while on campus. Any violation of this policy may result in dismissal from the program.
10. Student are expected to come to school in appropriate **casual-office work** attire. Student are expected to wear appropriate clothing that is clean and not distracting. For safety, shoes must be worn at all times. Clothing must cover the shoulders and torso. Shorts and skirts must reach the fingertips of an extended arm. **Sagging pants are not permitted**. Undergarments should not be visible. Clothing and other items worn or carried by students, including buttons and backpacks, may not denigrate any group, promote violation of school rules, depict drugs, violence, weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive.
11. The Folsom Cordova Unified School District has a policy and practice of nondiscrimination in all district programs and student activities. Any student who feels that he or she or another student in the district is being unlawfully harassed or discriminated against by any student, employee, or other person from or in the district should immediately contact the principal or designee so the principal or designee can address the situation. The student may also file a written complaint in accordance with the district's Uniform Complaint Procedures.
12. The district prohibits retaliatory behavior against any person filing a complaint or any participant in the complaint process.
13. Student are required to bring all designated/required materials and supplies to class.
14. Student are required to submit work in their own handwriting unless prior approval due to special circumstances is received. A student who displays unethical behavior and/or is involved in any activity related to cheating, altering, or falsifying records, or removing or copying any materials shall be disciplined as follows: A student shall receive a grade of "F" for the assignment/examination on which the infraction takes place. The student also may be suspended or removed from the program. Students who plagiarize, whether intentionally or unintentionally, will be penalized as deemed appropriate by the instructor and/or administrator.
15. In order to provide our adult students with the highest quality of instruction and an appropriate uninterrupted learning environment, children are not permitted in the classroom.
16. For the safety and welfare of our student, only authorized visitors are allowed on FCAE campus. All visitors must register at the front desk. **Students are not allowed to bring friends or family members to class with them.**
17. In order to provide a safe learning environment, FCAS does not allow any person to loiter on school grounds.
18. The campus speed limit is 5 miles per hour. Unauthorized parking or stopping in a disabled or red fire lane of the parking lot is prohibited. The school and district are not responsible for damage or theft of students' possessions or vehicles.

19. Information regarding adult education students is confidential. No information will be released about a student without the student's written permission.
20. I understand it is my choice to be photographed/video recorded by FCAS or its agent. Any reproduction of the pictures/videos may be used by Folsom Cordova Unified School District for the purpose of illustration, teaching, publicity or publication.

GROUNDINGS FOR DISMISSAL

Due to the potential seriousness of the following offenses and the requirements of the California Education Code, any infraction of these rules will result in dismissal:

1. Caused, attempted to cause, or threatened to cause **PHYSICAL INJURY** to another person. Committed or attempted to commit a **SEXUAL ASSAULT** or **SEXUAL BATTERY**.
2. Possessed, sold, or otherwise furnished any **FIREARM** or an **IMITATION FIREARM, KNIFE, EXPLOSIVE, or OTHER DANGEROUS OBJECT**.
3. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any **CONTROLLED SUBSTANCE, an ALCOHOL BEVERAGE, or an INTOXICANT** of any kind. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any **DRUG PARAPHERNALIA**.
4. Committed an **OBSCENE ACT** or engaged in **HABITUAL PROFANITY or VULGARITY**.
5. Knowingly **RECEIVED STOLEN** school property or private property.
6. Caused or attempted to cause **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY**.
7. **HARASSED, THREATENED or INTIMIDATED** a staff member or student or who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that person from being a witness or is retaliating against that person for being a witness or both.

Enrollment and attendance are voluntary on the part of each student; however, adherence to District and school regulations and policies is mandatory. Each individual Adult Education Program has specific attendance and enrollment requirements. Students may be suspended or dismissed from the program if administration determines that the student's continued enrollment in Adult Education may be considered to be disruptive to the learning process or detrimental to the welfare of students or staff.