

Folsom Cordova Unified School District



Folsom Cordova Adult School Student Handbook

"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

Student Handbook

Serving Adults 18 years and older

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 our programs, including High School Diploma (HSD) and High School Equivalency (HSE), Adult Basic Education (ABE), English as a Second Language (ESL), United States Citizenship, Workplace Skills, and Career Technical Education (CTE). Please use this as a handy reference as you progress through your course/s.

Mission Statement

The Folsom Cordova Adult School prepares and empowers adult learners by providing quality academic programs, transition services, and career pathways necessary for higher learning, employment and civic responsibility.

Student Learning Outcomes (SLOs)

1. Students will gain academic, technical, vocational, and critical thinking skills.
2. Students will seek opportunities for transitioning to higher academic learning, vocational training, and employment.
3. Students will acquire an understanding of civic involvement.

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 assessment to determine your educational path and to place you in the appropriate class.
2. An evaluation of your transcript records (high school diploma only).
3. A high-quality, certificated teacher who will work with you individually and/or as a group to determine appropriate course work and materials to meet your academic goals,
4. An academic advisor to help you transition to work, college, military, or job training upon nearing completion of your coursework at FCAS.

High School Equivalency Program (HSE)



Learning Options: Seat-time or distance learning

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

Classes are offered in a classroom setting and through distance learning. Students work both independently in an online curriculum with individualized support from the teacher, as well as whole group instruction.

Curriculum

HSE students prepare for HiSET® or GED® using a combination of the textbook *Kaplan's HiSET Exam: Strategies, Practice & Review* and AZTEC online curriculum. The curriculum adapts individually to each student's current subject matter knowledge. Students may also use Reading Plus Online Learning (www.readingplus.com) to build reading comprehension and fluency skills.

HiSET® administrative process for student accommodations

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

FCAS is an official test-site for HiSET®. Students should visit the HiSET® website at www.myhiset.org to create a student login, view resources available for students, and to sign-up for official testing. Students also access 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 the Folsom Cordova Adult School graduation ceremony held in May each year. (note: students studying for GED® will be referred to another school site for official testing).

High School Equivalency with 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%)
Test Format and Tools	<ul style="list-style-type: none"> ● Computerized testing only <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

Scoring	<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 the minimum per test score is achieved.
Cost	<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 tests.● \$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)

Student Responsibilities

In order to make adequate, academic progress you must:

1. Complete at least fifteen+ hours of homework each week. Earn 1-2 credits per week.
2. Keep regularly scheduled class times and appointments each week. Notify your teacher if you are unable to attend.
3. Communicate with your teacher if you need assistance or if you are going to be absent.

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

Curriculum

Students are assigned coursework through Apex Online Learning or through FCUSD Core textbooks or other teacher created materials.

Classes: Seat-Time, Independent Study, Distance learning

1). Seat Time Students complete some of the coursework in a classroom environment with a certificated teacher to help you to progress. Students work on individual courses needed to complete their graduation requirements. Homework is assigned as well so students can accelerate learning and complete the required hours and credits each week. Credits are earned by passing assignments, quizzes, and tests.

2). Independent Study (prerequisite >239 CASAS reading)

Students meet with their teacher for 1:1 appointments each week. All of the coursework is completed at home. The appointments can last about 1-2 hours. Students turn in assignments, take tests, and receive next week's work. Independent study students may come to the school at any other time for a quiet place to do their work.

3). Distance Learning (prerequisite >239 CASAS reading)

Distance learning allows students the opportunity to complete assignments at home and to attend teacher meetings virtually. Online appointments are reserved for students with higher CASAS assessment scores and for students who can work independently and keep up with the pacing requirement. Students must adhere to the attendance policy or risk being dropped from the program. There are no excused absences.

4). Math Success Academy, Algebra Success Academy, Math Tutoring Lab

Math academies are accelerated courses to help students build basic math skills or for those students needing credits in algebra toward graduation. The math lab is available for all students needing math remediation, tutoring, math credits, or instruction to help students to pass the high school equivalency math exam.

Attendance Policy

Regular attendance is required. Students must attend their first class in order to be officially enrolled. Students who do not attend the first scheduled class 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 the first appointment,**
 1. Have more than **3 absences** in high school diploma or high school equivalency seat-time classes,
 2. Have **2 absences** in high school diploma Independent Study, or
 3. Failure to produce the minimum amount of weekly homework,

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).

Graduation Requirements for High School Diploma

Students will receive a Folsom Cordova Unified School District Adult Education Diploma upon successful completion of all graduation requirements. The 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 or Integrated Math 1 Advance Mathematics	10 10
Science: Life Science/Biology Physical Science	10 10
Social Studies: World Cultures and History United States History United States Government Economics	10 10 5 5
Fine Arts/Foreign Language/CTE	10
Health	5
General Electives	75
Total	200

Alternative ways to earn Elective credits

1. Credits transferred from public, private secondary and adult schools.
2. Recent work or volunteer experience as described by employer:
 - a) Five (5) credits issued for each six (6) months of full time recent employment with the same employer, or one year of recent part-time work.
 - b) Maximum of 40 credits issued for any combination of work and volunteer experience.
 - c) Verified by the employer in writing or through income tax records. Work experience hours or W-2's must be earned within the school year.
 - 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 approx. 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 academies
10. Other verifiable education or training as approved and authorized by the Principal.

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 when graduation requirements are met. Students are not officially a graduate until they complete the CASAS posttest requirement and submit responses in the Student Satisfaction Survey.

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

Graduation is for both High School Diploma and High School Equivalency students. FCAS holds a formal graduation ceremony at Cordova High School's Performance Arts Theater. 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 a 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.

Adult Basic Education

Adult Basic Education in-person or distance learning class is available for students who wish to improve their reading, writing, and mathematics skills. Many students enroll in ABE to improve work skills or to build basic skills to prepare for higher education.

English as a Second Language and United States Citizenship

FCAS offers seven levels of English as a Second Languages courses:

1. Beginning low
2. Beginning high
3. Intermediate low
4. Intermediate high
5. Advanced
6. Advanced Vocational ESL (VESL)
7. United States Citizenship preparation

Students attend seat classes or distance learning for whole-group instruction. Course content includes listening, speaking, reading, and writing English. All students attend an orientation and CASAS testing session so staff may evaluate which level students are placed. United States Citizenship is available for students to prepare for the interview and naturalization tests.

Career Technical Education (CTE) and Workplace Skills

FCAS offers Career Education Classes including:

- Phlebotomy Certification
- QuickBooks Certification
- Office Technologies: *Microsoft Office Specialist Certification*
- Basic Computer Skills
- ParaEducator Training

Students are required to attend all classes. CTE or work skills course content, certification or licensure is dependent on the individual course requirements and passage of exams. Students may visit the Folsom Cordova Community Partnership Job Center, located on our school campus, for job search services as well as scholarships for CTE training. Scholarships for fee-based CTE training courses are awarded to students who qualify. Please ask! Call (916) 294-9107. Ask for Edith Pacheco.

FCAS is a WASC accredited school



FCAS is closed on the following holidays:

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

Fee

According to state law, no enrollment fee may be charged to students enrolling in any of the academic programs: high school diploma, high school equivalency, adult basic education, English as a Second Language, or United States Citizenship.

Books may 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. All books MUST be returned to the school when the student exits the program, or by June 1st of the spring semester (whichever comes first). If the book is not returned, the student will forfeit their deposit.

Folsom Cordova Adult School Policies
(Student Agreement Form)

a. Student Requirement:

- a. 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.
- b. All students enrolled at FCAS are required to take the CASAS placement test in both English Language Arts and math, and then a posttest after **50+ hours** of attendance. If the student does not make an educational gain on the posttest, he/she will take another post test after another 50 hours of instruction.
- a. All High School Diploma students must supply *official* transcripts from previous schools in order to be placed into a class.
- b. 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. FCAS 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. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
1. FCAS follows the dress-code guidelines of the FCUSD. Students are expected to come to school in appropriate casual-office work attire. Students 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.

2. 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.
3. The district prohibits retaliatory behavior against any person filing a complaint or any participant in the complaint process.
4. Students are required to bring all designated/required materials and supplies to class.
5. Students 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.
6. 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.
7. For the safety and welfare of our students, only authorized visitors are allowed on FCAS campus. All visitors must register at the front desk. Students are not allowed to bring friends or family members to class with them.
8. In order to provide a safe learning environment, FCAS does not allow any person to loiter on school grounds.
9. 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.

10. Information regarding adult education students is confidential. No information will be released about a student without the student's written permission.
11. 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.

Grounds 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.

Nondiscrimination Statement

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the Title IX Coordinator(s) and Equity Compliance Officer(s): Curtis Wilson, cmwilson@fcusd.org (grades K-5) and Jim Huber, ED. D., jhuber@fcusd.org (grades 6-12), 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000 ext.104625