

Change the Look of Your Future You Can Do It.....We Can Help!

GED
Adult Basic Education
ESOL

VOCATIONAL PROGRAMS
Administrative Assistant
Licensed Practical Nurse
Certified Nursing Assistant
Career Counseling Services
Ready to Work Credential
Assessment Center
Florida Choices
Career Information Delivery System

STUDENT HANDBOOK

2011– 2012

**DIVISION OF CAREER AND
ADULT EDUCATION
SCHOOL DISTRICT OF DESOTO COUNTY
ARCADIA, FLORIDA
www.desotoschools.com/fsc**

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**Change The Look of Your Future
You Can Do It...We Can Help!**

School District of DeSoto County

Workforce Education

310 West Whidden Street

Arcadia, Florida 34266

Ph: (863) 993-1333 * Fax: (863) 993-9181

www.desotoschools.com/fsc

THE SCHOOL DISTRICT OF DESOTO COUNTY

SCHOOL BOARD MEMBERS

Mr. Ronny Allen, Chairperson
Mrs. Karen Chancey, Vice Chairperson
Mr. Rodney Hollingsworth
Mrs. Deborah Snyder
Mr. William Stanko

SUPERINTENDENT OF SCHOOLS

Mr. Adrian H. Cline

SCHOOL BOARD ATTORNEY

Mr. Bucky Waldron

Division of Career and Adult Education

Dan Dubbert

MISSION STATEMENT

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SCHOOL DISTRICT OF DESOTO COUNTY

The mission of the School District of DeSoto is to prepare all students to be successful citizens and productive workers.

GUIDING PRINCIPLES

1. Students, the quality of instruction and services provided to students, and the needs of students will be central concerns in all decisions made in the School District of DeSoto.
2. Integrity, honesty, openness, and responsiveness are core values in the School District of DeSoto
3. Decisions should be made as close to the point of implementation as possible and based on consideration of all available resources.
4. The schools belong to the community, whose input and partnerships are essential to effectively meet the needs of students.

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.



2011-2012

ADMINISTRATIVE MEMORANDUM

To: Academic and Vocational 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 2011-2012 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.

Dan Dubbert

Dan Dubbert
Division of Career and Adult Education
Family Service Center

You can do it! We can help!

FACULTY AND STAFF



Tammy Barlow
Susan Barnes
Jesse D'Aurora
Kay Edelman
Theresa Esparza
Ginny Fusco
Leota Fussell
Frank Giddens
Maria Gonzalez
Jolaine Konstantinidis
Sue Morgan
Tom Morgan
Julie Price
Carmen Rodriguez
Claudia Rodriguez
Kathy Severson
Eric Shea
Ernestine Simons
Raye Southwell
Tara Welles-Jones
Theresa Wheeler
Darius Williams

Bookkeeper
Assessment Specialist
Academic Instructor
Vocational Instructor
Teacher Assistant
ESOL Instructor
Vocational Instructor
Paraprofessional
Receptionist
Academic Instructor
Academic Instructor
Academic Instructor
Vocational Instructor
Paraprofessional
ESOL Instructor
Family Literacy Instructor
Academic Instructor
Custodial Services
Asst. Director of Student Services
ESOL Instructor
Secretary
Security

RENAISSANCE CALENDAR

DAY CLASSES

DECEMBER 15, 2011
JUNE 7, 2012

EVENING CLASSES

DECEMBER 15, 2011
May 31, 2012



**DIVISION OF CAREER AND ADULT EDUCATION
SCHOOL DISTRICT OF DESOTO COUNTY
2011-2012**

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

Adult Education classes are offered in the day and evening. These classes are free and 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 and testing results show that class remediation increases your chances of passing the test.

The complete GED battery cost \$46 for students and \$70 for persons not enrolled in class. Each individual test section cost \$10 (\$14 for those not enrolled), except for the Writing section which is \$11 (\$16 for those not enrolled). **Scholarships for those enrolled in classes are available** for the first time tester. A current Florida photograph identification card showing date of birth and place of residence and a Social Security card are required at time of registration. **You must be 18 years of age to take the GED unless extraordinary circumstances exist.** Each of these items and your receipt are necessary on each day of testing.

Results of your test will be mailed to you approximately 45 days after taking the test. If you have any further questions about the GED or any of the Adult or Vocational programs, please contact the Family Service Center, 993-1333 or 494-4222 ext. 156.

ACCOMMODATIONS FOR CLIENTS WITH DISABILITIES

Accommodations in 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 local GED testing Center, Family service Center, at (863) 993-1333 and request information and appropriate forms. Staff at the testing center can tell you what is needed to complete each of these forms. Once the disability is documented and accommodations are approved, the local Chief Examiner will arrange to conduct the testing using approved accommodations.

You can do it...we can help!



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!

Notice to all students

The information on the following pages is approved by the School Board of DeSoto County and contains the following:

Student Code of Conduct
Student Rights and Responsibilities

Workforce Education administration, instructors and staff do not tolerate any behavior that is disruptive to the learning environment or disruptive to other students.

Our position is and always has been that the harshest consequence applies.

CODE OF
STUDENT CONDUCT
&
STUDENT DRESS CODE

Level I

DeSoto County School District has developed expectations for students in order to handle classroom related disciplinary offenses. Students at the Adult Education facility are expected to behave in such a manner that all students can pursue their goals in a positive learning environment. The goal of the Adult Education administration and staff is to promote behavior that is consistent with expected behaviors for employees in the workforce. Students are reminded that participation in all programs is voluntary. Student conduct must be consistent with required behavioral and attendance standards. Examples of classroom offenses consist of, but are not limited to, the following:

1. Disruptive behavior that affects educational climate.
2. Off task behavior.
3. Lack of cooperation.
4. Not being in class or remaining in class for the entire period except for scheduled breaks and lunch.
5. Not signing in and out appropriately on the sign in sheet.
6. Not leaving school property after signing out early from class.
7. Bringing unauthorized food (including gum, candy and snacks) and drinks into the classroom.
8. Visitors during class time.

Administration or staff may implement some of the following steps in order to intervene and correct student behavior:

Verbal or written warning.
Dismissal for the rest of the day/evening.
Parents of minor student will be contacted.

Habitual Level I offenders may be removed from the classroom and dismissed from school for a period of time decided upon by the administration as these behaviors do not conform with the expected behaviors here and in the workforce.

Level II

The offenses that follow are more serious in nature and may result in dismissal or police intervention. The administration may use ANY step depending on the severity of the offense.

OFFENSE

CONSEQUENCES

- | | | |
|----|---|---|
| 1. | <u>Being in areas unauthorized for students.</u> | <u>First Offense</u>
Verbal or written warning
<u>Second Offense</u>
Dismissal from school |
| 2. | <u>Horseplay</u> | <u>First Offense</u>
Verbal or written warning
<u>Second Offense</u>
Dismissal for rest of day/evening
<u>Third Offense</u>
Dismissal from school |
| 3. | <u>Profanity</u> (includes obscene gestures) | <u>First Offense</u>
Verbal or written warning
<u>Second Offense</u>
Dismissal for rest of day/evening
<u>Third Offense</u>
Dismissal from school |
| 4. | <u>Verbal Threat to do harm</u> | <u>First Offense</u>
Verbal or written warning
<u>Second Offense</u>
Dismissal for rest of day/evening
<u>Third Offense</u>
Dismissal from school |
| 5. | <u>Battery</u> : by a student
(physical attack of another person)
a. Simple (hitting, punching, or kicking)

b. Aggravated (violent physical attack of another person) | <u>First Offense</u>
Dismissal for rest of day/evening
<u>Second Offense</u>
Dismissal from school (Law Enforcement Agency contacted)

<u>First Offense</u>
Dismissal from school (Law Enforcement Agency contacted) |

- | | |
|---|--|
| <p>6. <u>Sexual Battery</u>
 Any sexual act or attempt directed against another person, forcibly and/or against the person's will, including when the victim is incapable of giving consent because of his or her youth, or because of temporary or permanent mental incapacity. This category includes rape, touching of private parts of another person (either through human contact or using an object, and/or indecent liberties.</p> | <p><u>First Offense</u>
 Dismissal from school (Law Enforcement agency contacted)</p> |
| <p>7. <u>Sexual Harassment</u>
 Unwelcome conduct of a sexual nature. Conduct of a sexual nature may include verbal sexual advances sexual activity; physical contact including touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually oriented kidding, teasing, or jokes. Such conduct by a student is specifically prohibited.</p> | <p><u>First Offense</u>
 Verbal or written warning</p> <p><u>Second Offense</u>
 Dismissal from school (Law Enforcement Agency contacted)</p> |
| <p>8. <u>Fighting:</u> Includes inciting others to violence or provoking a fight. At any school location, school board facility, and/or vehicle.</p> | <p><u>First Offense</u>
 Dismissal from school</p> |
| <p>9. <u>Disorderly Conduct</u>
 Behavior that disrupts the overall educational process of school, including loud behavior.</p> | <p><u>First Offense</u>
 Dismissal for the day/evening</p> <p><u>Second Offense</u>
 Dismissal from school</p> |

10. **Insubordination**
A. Refusal to identify oneself or give false identification.
B. Disrespectful language
C. Defiance of authority
D. Lying
E. Dress Code offenses
F. Gum, candy, food or drinks in unauthorized areas.
- First Offense**
Verbal or written warning
- Second Offense**
Dismissal for the day/evening
- Third Offense**
Dismissal from school
11. **Electronic Devices**
A. Cell phones, pagers, radios, CD players, laser pointers, etc.
- First Offense**
Verbal or written warning
- Second Offense**
Dismissal for the day/evening
- Third Offense**
Dismissal from school
12. **Weapons of any kind**
- First Offense**
Dismissal from school (Law Enforcement Agency contacted)
13. **Drugs**
A. Use possession or under the influence of drugs
B. Selling and/or distribution of drugs
C. Possession of paraphernalia associated with the use of drugs.
D. Possession or selling of look-a-like drug substances.
- First Offense**
Dismissal from school.
(Law Enforcement Agency contacted)
14. **Alcoholic Beverages**
(use/possession)
- First Offense**
Dismissal from school
(Law Enforcement Agency contacted if a minor student)

- | | | |
|-----|---|--|
| 15. | <u>Gangs/Cult related activity</u>
Includes verbal, written, or physical acts; clothing; graffiti; or insignia which is associated with becoming a member of a gang or cult, being a member of a gang or cult, or participating in a gang or cult identified rituals or behavior. | <u>First Offense</u>
Dismissal from school |
| 16. | <u>Damage or destruction of or other school board facilities</u>
A. Defacing school property.
B. Deliberate destruction, breaking or vandalizing of school property.
C. Losing or damaging instructional materials. | <u>First Offense</u>
Full payment for replacement or repairs
<u>Second Offense</u>
Dismissal from school |
| 17. | <u>Theft</u>
A. Minor; value under \$10.00

B. Major; includes school materials or supplies or personal property (value over \$10.00) | <u>First Offense</u>
Restitution/ with written warning
<u>Second Offense</u>
Restitution/ Dismissal from school

<u>First Offense</u>
Restitution/ Dismissal from school (Law Enforcement Agency contacted) |
| 18. | <u>False fire alarms, false 911 calls, bomb threats or threats of arson:</u> | <u>First Offense</u>
Dismissal from school; Prosecution under Florida Statutes. |
| 19. | <u>Extortion: obtaining money, goods, or services through threats or intimidation.</u> | <u>First Offense</u>
Dismissal from school; Prosecution under Florida Statutes |
| 20. | <u>Computer Violations: Inappropriate use of Computer/network system.</u> | <u>First Offense</u>
Verbal or written warning
<u>Second Offense</u>
Dismissal from school |
| 21. | <u>Terrorist Threat: A general threat to do bodily harm by the use of a personal weapon or a weapon of mass destruction.</u> | <u>First Offense</u>
Dismissal from school (Law Enforcement Agency contacted) |

22. Unauthorized presentation and/or distribution of a publication and/or unauthorized assembly
- First Offense
Verbal or written warning
- Second Offense
Dismissal from school
23. Trespassing/Loitering:
On school property before or after school; being on campus after being dismissed from the school.
- First Offense
Verbal or written warning
- Second Offense
Law Enforcement Agency contacted
24. Falsifying Documents:
When testing and/or enrolling.
- First Offense
Dismissal from school
(Law Enforcement Agency contacted)
25. Any action on the part of a student that would jeopardize the health, safety, and welfare of our school community not previously cited. Any action on the part of a student which would allow a fellow student to be in violation of school discipline code.
- Administration may use any step depending on the severity of the offense.

School District of DeSoto County 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 garment with suggestive, obscene, or offensive language or drug, tobacco, or alcoholic beverage advertisement on it.
2. Shirts and blouses made to be or long enough to be tucked in must be tucked in at all times. (the midriff should not show with arms extended straight up) Sleeveless, see-through mesh, tank-tops and tight fitting shirts are not appropriate attire for school. (Blouses must be cap sleeved or cover the entire shoulder)
3. Dresses, skirts, shorts, and skorts shall be below mid-thigh with no slits above mid-thigh.
4. 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.**
5. Students may not wear tights, spandex, or other form-fitting pants or shorts. No sweat pants or gym type athletic shorts are permissible.
6. Cargo pants and low riders do not meet the expectations of the adult student dress code.
7. Pants or slacks with writing of any kind on the backside or buttocks are prohibited.
8. Clothing which is torn, ragged, and/or has holes is prohibited.
9. Belts must be buckled and suspenders fastened and shoes must be worn at all times.
10. Armbands, wristbands, belts, wallet chains, oversized chains of any size (example: dog chain style necklace, on wallets, etc.), or other items with heavy metal projections are prohibited.
11. Caps, hats, headgear, visors, bandanas or sunglasses are not permitted while in the classroom.
12. Students may not display inappropriate markings (i.e., signs, graffiti, symbols, etc.) on themselves or any items they have at school.
13. Apparel or symbols with obscene words, sign, flag, logo or pictures (sexual innuendoes, vulgarity, slurs, tobacco, alcohol, drugs, gang symbols, etc.) which are offensive to any specific group or which are identified with gang, secret society, or gothic/cult involvement are not permitted.
14. Gang paraphernalia, jewelry, tattoos, clothing, or other insignias, (including writings), which provoke and/or promote violence or disruptions may not be worn.
15. Jewelry worn in pierced body parts shall be limited to the ear.
16. Thong or Flip Flop sandals (with less than 1" soles), shoes with cleats, bedroom slippers, and shoes with wheels are not acceptable.
17. 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.