

# **Adult and Community Education**

## **Boca Raton High School**



### **Student Handbook**

Program Director – Dr. Shawn Servos

Administrative Assistant – Ms. Lynn Rennie



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Best School North of the South Pole!



**School Information:**

Boca Raton Community High School  
1501 NW 15<sup>TH</sup> Court  
Boca Raton, FL 33486

**Adult and Community Education Office:**

561-338-1420

**Adult Beginning Education (ABE) / General Education Development (GED) & English for Speakers of Other Languages (ESOL) Office:**

561-338-1534

**Adult Education Leadership Staff:**

- ABE / GED Coordinator – Ms. Nadine Jackson
- ESOL Coordinator – Ms. Rosanne Fuentes
- Data Processor – Ms. Daiana Martinez
- Test Proctors / Substitute Teachers – Mr. Tony Wissinger

**Program Information:****Eligibility**

Students 18 years old and up may enroll. Students under 18 years old, but NOT younger than 16 years old, can be enrolled. Students currently enrolled in high school are NOT eligible for enrollment in adult education classes. GED students under 18 years old, but not younger than 16 years old, can be enrolled but need to meet specific requirements before taking the official GED exam.

**Tuition = \$30.00 + \$1.33 transaction fee per term. Credit Card Payments ONLY and MUST be paid prior to starting class each term.** Please use the following link to register: <http://1.sdpbc.net/huug6>

**There are 3 Terms: (a) Fall Term; (b) Winter Term; and (c) Summer Term each year. Dates are determined by the School District of Palm Beach County.**

## **Class Time, Days, & Levels**

6:00 pm to 8:30 pm, Monday through Thursday at Boca Raton High School

<b>ABE / GED Program</b>		<b>ESOL Program</b>
ABE	Level 1	Level 3 – High Beginning
	Level 2	Level 4 – Low Intermediate
	Level 3	Level 5 – High Intermediate
	Level 4	Level 6 – Advanced
GED → Exams → Diploma		Level 7 – College & Career Readiness

## **Testing and Exams**

All ABE / GED and ESOL participants are pre-tested to determine appropriate program placement. Students are also post-tested periodically throughout the school year to monitor learning progress. As students' scores indicate mastery of specific levels, the students are then and only then, promoted to the next level within the respective program. After passing all 4 content area GED exams, students earn a high school equivalency diploma.

## **School Holiday and Class Cancellations**

School holidays and class cancellations will be announced by teachers. Adult Education follows a Department of Adult and Community Education calendar (see below) that also contains regular School District holidays and non-student attendance days.

## **Attendance**

Attendance is critical! Students will be automatically withdrawn from programs after 6 consecutive absences. As a rule of thumb, attend at least one class a week to avoid withdrawal. If students are withdrawn, then re-enrollment into the program is necessary. Better attendance equals quicker promotion and greater results.

## **Additional Practice for GED & ESOL**

- ✓ GED Classes – Students will practice individually using the Essential software program.
  
- ✓ ESOL Classes – Students will practice individually using the Burlington English program.

## **Rules & Regulations**

### **❖ Children may NOT Attend Classes with Parents**

- Arrange child care for children on the evenings you have class. Children under the age of 18 are NOT permitted in the classroom, unless they are registered in a program.

### **❖ No Guests, Visitors, or Pets in the Classrooms**

- Do NOT bring any guests with you when you attend classes, including pets. Teachers will NOT allow anyone who is NOT on the roster into the classroom.

### **❖ Cell Phones and Other Electronic Devices Must be Silent**

- For emergency situations, step out of the classroom to make or take phone calls.

### **❖ Dress Appropriate for School**

- Shoes and shirts are required at all times.

### **❖ Use Garbage Cans for Waste**

- Throw all trash into proper receptacles.

### **❖ Attend Assigned Classes**

- Everyone is assigned to a class, as determined by placement data. If there is an issue with the class that has been assigned, speak to the teacher or the program coordinator about the concern.

❖ **Videos and Photographs are NOT Permitted Without Consent**

❖ **Smoking is Prohibited**

- School grounds are smoke-free, per State Statute. Likewise, drugs and alcohol are NOT permitted on school campus. Persons found partaking in these activities will be asked to leave school or may be withdrawn from the program(s).

❖ **Non-Discrimination Statement**

- The School District of Palm Beach County prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

*Covid-19 Note.* Adult Education programs follow all safety precautions deemed necessary by the School District of Palm Beach County, per SB Policy 5.326.

**WELCOME TO  
ADULT EDUCATION!**



## SY 22-23 DATES FOR ADULT EDUCATION

### **FALL TERM 54 Instructional Days (M-TH)**

Registration: August 10, 2022

Classes Begin: August 24, 2022

Classes End: December 9, 2022

No Classes: 9/5, 9/26, 10/5, 11/21-11/25

PD Days: 10/14, 11/8

ACE PD Days: 8/3

### **WINTER TERM 46 Instructional Days (M-TH)**

Registration: January 4, 2023

Classes Begin: January 17, 2023

Classes End: April 14, 2023

No Classes: 3/20-3/24, 4/7

PD Days: 2/20, 3/17

### **SUMMER TERM 50 Instructional Days (M-TH)**

Registration: April 17, 2023

Classes Start: April 24, 2023

Classes End: July 20, 2023

No Classes: 5/29, 7/4, Fridays 6/9 - 7/15



# AGE Calendar 2022-2023

August 2022							September 2022							October 2022						
Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	
1	2	3 ACE PD	4	5	6					1	2	3								1
8	9	10 Registration Starts	11	12	13		4	5	6	7	8	9	10	3	4	5 HOLIDAY	6	7	8	
15	16	17	18	19	20		11	12	13	14	15	16	17	10	11	12	13	14	15	
22	23 HOLIDAY	24 Classes Start	25	26	27		18	19	20	21	22	23	24	17	18	19	20	21 DUTY/POD	22	
29	30	31					25	26	27	28	29	30		24	25	26	27	28	29	
														31						

  

November 2022							December 2022							January 2023						
Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	
	1	2	3	4	5					1	2	3		2	3	4 Registration Starts	5	6	7	
7	8 DUTY/POD	9	10	11	12		4	5	6	7	8 Classes End	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19		11	12	13	14	15	16	17	15	16 Classes Start	17	18	19	20	21
21	22	23	24	25	26		18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30					25	26	27	28	29	30	31	29	30	31				

  

February 2023							March 2023							April 2023						
Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	
		1	2	3	4				1	2	3	4								1
6	7	8	9	10	11		5	6	7	8	9	10	11	2	3	4	5	6	7 HOLIDAY	8
13	14	15	16	17	18		12	13	14	15	16	17	18	9	10	11	12	13	14 Classes End	15
20	21	22	23	24	25		19	20	21	22	23	24	25	16	17 Registration Starts	18	19	20	21	22
27	28						26	27	28	29	30	31		23	24 Classes Start	25	26	27	28	29

  

May 2023							June 2022							July 2023						
Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	
1	2	3	4	5	6					1	2	3								1
8	9	10	11	12	13		4	5	6	7	8 District Closed	9	10	2	3 HOLIDAY	4	5	6	7 District Closed	8
15	16	17	18	19	20		11	12	13	14	15 District Closed	16	17	9	10	11	12	13	14 District Closed	15
22	23	24	25	26	27		18	19	20	21	22 District Closed	23	24	16	17	18	19	20 Classes End	21 District Closed	22
29	30	31					25	26	27	28	29 District Closed	30		23	24	25	26	27	28	29
														31						