



CHUCK SHAW TECHNICAL EDUCATION CENTER

STUDENT HANDBOOK

*4260 Westgate Avenue
West Palm Beach, FL 33409*

561-616-7800

Mission Statement

The mission of Chuck Shaw Technical Education Center is to provide a first-class career and technical learning environment, where students are inspired to acquire language and work skills to succeed in life.

Congratulations on embarking on your educational journey toward a rewarding career! In an effort to support and empower you to succeed in this noteworthy academic and professional endeavor, we would like to encourage you to capitalize on this outstanding opportunity. The faculty and staff of Chuck Shaw Technical Education Center are dedicated to providing you with a first-class career and technical education environment to help you achieve your goals. The information in this handbook reviews the policies and procedures that were explained to you at the pre-registration orientation. Please read the entire handbook carefully. Should you have questions or concerns, please do not hesitate to reach out to our administrators.

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Definitions

EKG: Electrocardiogram

ESOL: English for Speakers of Other Languages

FDOE: Florida Department of Education

HHA: Home Health Aide

K12: Kindergarten through 12th grade

NRS: National Reporting System

Phlebotomy: To remove blood from the body using a needle

Professional Development: An opportunity for teachers and staff to learn and improve their job skills

CASAS: Comprehensive Adult Student Assessment Systems

CASAS Goals: Greater Opportunities for Adult Learning Success

Academic Calendar and Registration Dates

[Click here](#) to see the latest School District of Palm Beach County calendar



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
SCHOOL CALENDAR 2024-2025
 School Board Approved 06/01/2022
 Revised: 12/06/2023

STUDENTS AND ALL EMPLOYEES EXCEPT 12-MONTH EMPLOYEES
 12-MONTH EMPLOYEES (ALL OTHER EMPLOYEES SEE EMPLOYEE CALENDAR NOTES)
 10 HOUR DAYS FOR 12-MONTH EMPLOYEES
DUTY/PDD TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY
NO SCHOOL

JULY 2024					AUGUST 2024					SEPTEMBER 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	HOLIDAY	District Closed				1	District Closed	HOLIDAY				
8	9	10	11	District Closed	5	6	7	8	9	10	11	12	13	14
15	16	17	18	District Closed	12	13	14	15	16	17	18	19	20	21
22	23	24	25	District Closed	19	HOLIDAY	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				
OCTOBER 2024					NOVEMBER 2024					DECEMBER 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	HOLIDAY						1	2	3	4	5	6
	7	8	9	10	4	5	6	7	8	9	10	11	12	13
	14	15	16	17	11	DUTY/PDD NO SCHOOL	12	13	14	15	16	17	18	19
	21	22	23	24	18	19	20	21	22	23	24	25	26	27
	28	29	30	31	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
JANUARY 2025					FEBRUARY 2025					MARCH 2025				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3	3	4	5	6	7	3	4	5	6	7
	6	7	8	9	10	11	12	13	14	10	11	12	13	14
	13	14	15	16	17	18	19	20	21	17	18	19	20	21
	20	21	22	23	24	25	26	27	28	24	25	26	27	28
	27	28	29	30	31					DUTY/PDD NO SCHOOL				



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 12-MONTH EMPLOYEES (ALL OTHER EMPLOYEES SEE EMPLOYEE CALENDAR NOTES)
 10 HOUR DAYS FOR 12-MONTH EMPLOYEES
 DUTY/PDD TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT DAY
 NO SCHOOL NO SCHOOL

APRIL 2025					MAY 2025					JUNE 2025				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Begin 4th Nine Weeks	2	3	4						2 DUTY/PDD NO SCHOOL	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9 District Closed	10	11	12	13
14	15	16	17	18 HOLIDAY	12	13	14	15	16	16 District Closed	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23 District Closed	24	25	26	27
28	29	30			26 HOLIDAY	27	28	29	30 Last Day of School for Students	30				
Holidays & Non-Work Days					EMERGENCY MAKE-UP DAYS (EMD)					EMPLOYEE CONTRACT PERIODS				
DATE		Holiday / Non-Work Day			Emergency Make-Up days (EMD) will be at the discretion of the Superintendent in accordance with the state statute for student instructional time.					EMPLOYEE GROUP		# DAYS	BEGIN	END
Jul 4, 2024		Independence Day		X X						Selected Teachers (T)		188	8/8/2024	5/30/2025
Aug 20, 2024		Fall Holiday		X	TEACHER WORK DAYS/ALL-DAY IN-SERVICE NO SCHOOL FOR STUDENTS					Teachers & Assistant Principals (T & I)		250	7/11/2024	6/30/2025
Sept 2, 2024		Labor Day		X X						Secondary		196	8/5/2024	6/2/2025
Oct 3, 2024		Fall Holiday		X	DUTY		206		7/22/2024	6/3/2025				
Nov 25 - 29, 2024		Thanksgiving Break		X X	PDD		216		7/09/2024	6/5/2025				
Dec 23, 2024 - Jan 1, 2025		Winter Break		X X	DUTY		226		7/08/2024	6/17/2025				
Jan 2-3, 2025		Winter Break		X	PDD		260		7/01/2024	6/30/2025				
Jan 20, 2025		Dr. Martin Luther King Jr. Day		X X	DUTY		180		8/9/2024	5/30/2025				
Mar 24 - 28, 2025		Spring Break		X	DUTY		180 + 2 Add'l Days		(Mook Day - 8/7/2024)	5/30/2025				
Apr 18, 2025		Spring Holiday		X	PDD		182		8/7/2024	5/30/2025				
May 26, 2025		Memorial Day		X X	DUTY		187		8/5/2024	6/2/2025				
Jun 19, 2025		Juneteenth		X X	DUTY		190		8/5/2024	6/2/2025				
ELEMENTARY SCHOOLS STUDENTS' ATTENDANCE DAYS				SECONDARY SCHOOLS STUDENTS' ATTENDANCE DAYS				All Other Employees (NT)		193	7/25/2024	6/2/2025		
PERIOD	BEGIN	END	# DAYS	PERIOD	BEGIN	END	# DAYS	196		7/24/2024	6/2/2025			
1 st Trimester	Aug 12, 2024	Nov 4, 2024	57	1 st Quarter	Aug 12, 2024	Oct 11, 2024	42	206		7/11/2024	6/5/2025			
2 nd Trimester	Nov 06, 2024	Feb 21, 2025	61	2 nd Quarter	Oct 15, 2024	Dec 20, 2024	43	216		7/8/2024	6/12/2025			
3 rd Trimester	Feb 25, 2025	May 30, 2025	61	3 rd Quarter	Jan 7, 2025	Mar 21, 2025	52	226		7/8/2024	6/25/2025			
ELEMENTARY SCHOOLS REPORT CARD DISTRIBUTION DATES				SECONDARY SCHOOLS REPORT CARD DISTRIBUTION DATES				260		7/1/2024	6/30/2025			
PERIOD	ELEMENTARY SCHOOLS			PERIOD	SECONDARY SCHOOLS			Please see Employee Calendar Notes for additional information regarding workdays.						
1 st Trimester	TBD			1 st Quarter	TBD			It is each employee's responsibility to know their workdays for the school year.						
2 nd Trimester	TBD			2 nd Quarter	TBD									
3 rd Trimester	TBD			3 rd Quarter	TBD									
TEACHERS' & ASST. PRINCIPALS' PAID HOLIDAYS				SECONDARY SEMESTERS										
Sept 2, 2024		Jan 1, 2025		PERIOD	BEGIN	END	# DAYS							
Nov 28, 2024		Jan 20, 2025		1 st Semester	Aug 12, 2024	Dec 20, 2024	85							
Dec 25, 2024		May 30, 2025		2 nd Semester	Jan 7, 2025	May 30, 2025	94							

Pursuant to S. 1011.00(3)(d) FS, the following six legal holidays are paid holidays for all regular full-time 12-month employees not represented by CTA: Independence Day, Labor Day, Thanksgiving Day, New Year's Day, Dr. Martin Luther King, Jr. Day and Memorial Day. In addition, some employees may have other paid holidays that are considered not to be legal holidays, as provided in their Labor Agreements and this School Calendar.

- July 16, 2024: CTE Registration for the fall term begins
- July 22, 2024 Registration for the fall term begins
- December 9, 2024: Winter term registration begins
- December 20, 2024: Fall term ends
- January 6, 2025: Professional Development Day, no school for students, main office open from 8:00 AM-8:00 PM
- January 7, 2025: Winter term begins
- April 7, 2025: Spring/Summer term registration begins
- April 12, 2025: Winter term ends
- April 14, 2025: Spring/Summer term begins
- June 26, 2025: Last day of school for students (Subject to change)

Main Office Hours

Monday-Thursday 8:00 AM - 8:00 PM

Friday 8:00 AM - 3:00 PM

Admissions Process

1. Determine eligibility
2. Visit the main office and pay tuition and register
3. Choose class session
4. Complete New Student Orientation
5. Take placement test (if applicable)
6. Receive class placement

Admission Requirements

- ESOL
 - a. Are age 16 years or older and not enrolled in the K12 system
 - b. A score below the exit score of NRS ESL Level 6 as measured by FDOE-approved assessments (Students who score above NRS ESL Level 6, will be placed in the Academic Skills Building Course)
 - c. May have secondary or postsecondary degree(s) and/or credential(s) from another country or the U.S.

Source:

<https://www.fldoe.org/academics/career-adult-edu/adult-edu/2021-2024-adult-edu-curriculum-frameworko.shtml>

- ABE/GED classes or GED Prep Program®
 - a. Are age 16 years or older and not enrolled in the K12 system
 - b. May have secondary or postsecondary degree(s) and/or credential(s) from another country

- Home Health Aide Program Entry Requirements
 - a. Are 18 years or older
 - b. CASAS scores in reading and listening, equivalent to ESOL levels 5 or higher, with exceptions to be determined by administration
 - c. Meeting with the school's career advisor/counselor
- Phlebotomy Technician Program Entry Requirements
 - a. Are 18 years or older
 - b. CASAS scores in reading and listening, equivalent to ESOL levels 5 or higher, with exceptions to be determined by administration
 - c. A high school diploma or equivalent is required for certification.
 - d. Meeting with the school's career advisor/counselor
- EKG Technician Program Entry Requirements
 - a. Are 18 years or older
 - b. Minimum CASAS GOALS - Reading-239 and Math-225. (Test requirements waived for A) Student who possesses an associate college degree or higher from a regionally accredited institution; B) A student who demonstrates readiness for public postsecondary education pursuant to rule 6A10.0315, F.A.C., a student entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma; C) A student who passes a state, national or industry certification or licensure examination aligned to their program of study that is identified in the Basic Skills Licensure Exemption List)
 - c. Meeting with the school's career advisor/counselor
- Administrative Office Specialist Entry Requirements
 - a. Are 18 years or older
 - b. Minimum CASAS GOALS - Reading-244 and Math-241. (Test requirements waived for A) A student who possesses an associate college degree or higher from a regionally accredited institution; B) A student who demonstrates readiness for public postsecondary education pursuant to rule 6A10.0315, F.A.C., a student entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma; C) A student who passes a state, national or industry certification or licensure examination aligned to their program of study that is identified in the Basic Skills Licensure Exemption List)
 - c. Meeting with the school's career advisor/counselor

Transfers:

The transfer of students between programs within the institution and the transfer of students from other institutions will be considered on a case-by-case basis. Transfer students will have to produce evidence of OCP completion via transcript.

Credit Transfer

Transfer of credit earned at other institutions will be reviewed for equivalency by the school counselor and awarded if deemed equivalent.

Adult General Education Transfer Policy

ABE/GED® and ESOL students may transfer to another session time or another School District of Palm Beach County Adult Education Program within the same term if there are openings remaining. The school reserves the right to initiate a change in class placement or grant a request to change placement based on availability. To request a class change, please contact the main office.

In-State Tuition

All tuition prices include a \$5 student ID fee. Full payment for tuition and fees is due when you register for classes. The fees below are for Florida-qualified residents and are subject to change.

- ESOL & ABE/GED®: \$35
- Home Health Aide Program: \$808.25
 - a. Includes: Registration Fee, ID Badge, Books, Fingerprinting, Scrubs, Physical Assessment Kit, Lab Fee and CPR Training.
- Phlebotomy Technician Program: \$1,173.00
 - a. Registration Fee, ID Badge, Books, Fingerprinting, Scrubs, Physical Assessment Kit, Lab Fee, CPR Training, and Certification Exam Package.
- EKG Technician Program: \$1,817.75
 - a. Registration Fee, ID Badge, Books, Fingerprinting, Scrubs, Physical Assessment Kit, Lab Fee, CPR Training, and Certification Exam Package.
- Administrative Office Specialist: \$3,312.50
 - a. Registration Fee, ID Badge, Course Materials, Lab Fee, and Certification Exam Package.
- Accepted forms of payment: Cash, Mastercard, Visa

Registration: What to Bring

Students who wish to register for any course offerings must physically come to the school's main office.

Students should bring one of the following forms of valid photo identification: Florida ID, Florida Driver's License, Passport, Permanent Resident Card, Work Authorization Card, Alien Registration Foreign Embassy ID, or a valid Palm Beach County School ID

For EKG registration, bring proof of associate degree (if applicable).

For HHA, Phlebotomy, and EKG registration, bring proof of completion of the Basic Healthcare Worker course (if applicable). Note: To qualify for Florida in-state tuition, students must bring proof of residency for 12 consecutive months. Residency must be proven before registration and before the first day of class.

Schedule of Class Offerings

ESOL®

- Session 1: Monday - Friday, 8:30 AM - 11:00 AM
- Session 2: Monday - Friday, 11:30 AM - 2:00 PM
- Session 3: Monday - Thursday, 6:00 PM - 8:30 PM

ABE/GED®

- Session 1: Monday - Friday, 8:30 AM - 2:00 PM
- Session 3: Monday - Thursday, 6:00 PM - 8:30 PM

Home Health Aide Program

- Daytime: Monday - Thursday, 8:00 AM - 1:00 PM

Phlebotomy Technician Program

- Daytime: Monday - Thursday 8:00 AM -1:00 PM
- Evening: Monday - Thursday 5:00 PM - 9:00 PM

EKG Technician Program

- Morning: Monday - Friday 8:00 AM -2:00 PM

Administrative Office Specialist

- Morning: Monday - Friday 8:00 AM -2:00 PM

The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor

Placement Testing Process

ESOL

- Upon successful completion of registration, new students (or students who have not attended for two complete terms) are required to take a placement that takes approximately 2.0-2.5 hours to complete.

ABE/GED®

- Upon successful completion of registration, new students (or students who have not tested for more than 12 calendar months) are required to take a placement test that takes 2.0-2.5 hours to complete.
- ABE/GED® will take CASAS GOALS and CASAS Math GOALS 2 to determine which educational functioning level at which you are currently performing in three areas: Math, Reading, and Language.

There is no placement test required for Home Health Aide or Phlebotomy Technician programs. However, students may need to take the CASAS Life and Work test to demonstrate they are proficient in English.

EKG Technician students must take CASAS GOALS and CASAS Math GOALS 2 if they do not have an Associate Degree.

Class Placement

ESOL

- Students are placed according to their score on the native language literacy screening tool (see previous page for placement information) or according to the score on the CASAS test.
 - When students are placed using CASAS scores, they are placed in a class according to the score of the lower of the two test scores (reading or listening).

Class Level	Reading Scale Score	Listening Scale Score
1	153*/170-180	169-180
2	181-190	181-189
3	191-200	190-199
4	201-210	200-209
5	211-220	210-218
6	221-235	219-227

Career & College Readiness	236+	228+
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*If form 27/28 is used

ABE/GED®

- Students are placed according to the scores of the indicated tests.

ABE Mathematics	Scale Score
ABE Level 1	178-193
ABE Level 2	194-203
ABE Level 3	204-214
ABE Level 4	215-225
ABE Reading	Scale Score
ABE Level 1	165-203
ABE Level 2	204-216
ABE Level 3	217-227
ABE Level 4	228-238
GED®*	Scale Score
Reasoning through Language Arts (Based on Reading CASAS GOALS Score ONLY)	239-262
Social Studies (Based on Reading CASAS GOALS Score ONLY)	239-262
Science (Based on Reading CASAS GOALS Score ONLY)	239-262
Mathematical Reasoning (Based on Mathematics CASAS GOALS Score ONLY)	226-249

*Students must score 239 or higher on CASAS GOALS Reading or 226 or higher on CASAS GOALS 2 Math Test to be placed in GED® courses

Learners' Rights and Responsibilities

FERPA NOTICE Family Educational Rights and Privacy Act (FERPA) Notice The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' educational records. The Family Educational Rights and Privacy Act (FERPA), F.S. 1002.22, F.S. 1002.221, and SB Policy 5100.1 afford parents, guardians, or eligible students (students over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records.

It is the District's responsibility to inform all students that accommodations may be available for basic skills testing as well as instruction, such as extended time or testing in a separate room.

Persons with documented disabilities, including but not limited to a learning disability, ADHD, depression, mobility impairment, or a hearing/vision impairment, are protected under law with the right to instruction and testing accommodations.

Each student has the right:

- To participate in adult education programs, services, and activities without discrimination
- To choose whether to disclose a disability
- To receive reasonable accommodations in class and on tests
- To meet with staff to discuss his/her needs
- To receive procedural safeguards for students with disabilities

Each student has the responsibility:

- To self-identify, or notify a teacher or registrar if he or she needs or wishes to request instruction or testing accommodations
- To provide documentation of a disability (Documentation is required, and is kept confidential)

Possible accommodations may include:

- Extra time for testing
- Frequent breaks
- Private work area
- Services of an Interpreter
- Alternate test formats (Braille or large print)
- Assistive devices

Remember, if you have ever had or think you might currently have a learning disability or other disability that affects your ability to learn or to take tests, please let us know as soon as possible so that, together, we can determine what assistance you may need with instruction and/or testing. If you need further explanation of these rights, please ask the school.

[See the full version of this form here](#)

Refund Policy

ABE/GED® and ESOL:

There is no refund for registration fees for these programs.

CLASS CANCELLATION In the event a class is canceled by the institution, all tuition and fees for the class will be refunded.

REFUNDS Prior to the course meeting the first 10% of its scheduled hours of instruction:

- **No Show:** In the event that a student does not show up to class and fails to contact the institution, the institution will make every effort to contact the student to determine if a withdrawal is necessary. If the student is to be withdrawn, tuition and fees will be refunded. Registration and ID fees are not refundable.
- In the event the student elects to withdraw, the notification must be submitted to the institution in writing. Registration and ID fees are not refundable.

NO REFUND after 10% of the scheduled hours of instruction have elapsed:

- Students are not eligible for a refund after the first 10% of the scheduled hours of instruction have elapsed.

ADDITIONAL NOTES:

- Any materials that the student has purchased, that have been utilized, will not be refunded.
- In cases of unusual or extraordinary circumstances (such as illness, death in the family, etc.) that prevent a student from attending class, the school principal/designee may honor a request for full or partial refund of fees provided that: the request from the student is made in writing and when appropriate supporting documentation is provided. Other accommodations may be offered at the discretion of the school's principal or CTE administrator.

Institution Responsibility	Student Responsibility
<ul style="list-style-type: none"> ● <u>Return of Payment:</u> Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution withdraws the student. Payments will be refunded by check or credit card. This is dependent on the original form of payment. ● The institution will make every effort to contact the student who has not been present for a consecutive number of days. 	<ul style="list-style-type: none"> ● Provide any forwarding address for a refund if the address on file is not where a refund should be sent ● Voluntary withdrawals must be submitted in writing to the institution

Class cancellation by institution = Full Refund of tuition and fees
 No Show = Full Refund of tuition (registration fee/ID not refundable)
 10% or less attendance = Full Refund of tuition
 10% or more attendance = No Refund

Financial Aid

ABE/GED® and ESOL

- A limited amount of fee waivers are available for those who qualify. Students may request a fee waiver for one or more of the following reasons:
 - I am a dependent of a deceased or disabled veteran. (Must provide documentation, i.e.: Veterans ID Card, driver's license showing "V" or DD214 form)
 - I am enrolled in an apprenticeship program. (Must provide documents from the institution)
 - I am or was when I turned 18 years old, in custody of the Department of Children and Family Services, and am currently under 28 years old. (Attach eligibility letter from MyACCESS Account)
 - I am enrolled in an employment and training program under the Welfare Transition Program. (Must provide Welfare Transition Program Letter of Participation and Referral)

- I am or was when I turned 18 years old, in custody of a relative or nonrelative through the Department of Children and Family Services, and am currently under 28 years old. (Must provide a letter from the institution or a letter from MyACCESS)
- I currently do not have a regular nighttime home, or my nighttime home is a public or private place not ordinarily used for sleeping, such as a car, park, abandoned building, or camping ground. (Attach eligibility letter from MyACCESS Account and provide former address)

Career Technical Education Programs Educational Scholarships

Please contact [CareerSource](#) at (561) 340-1060 or [Palm Beach County CAP \(Community Action Program\)](#) at (561) 355-4291.

Attendance, Progress, and Withdrawals

Students at Chuck Shaw Technical Education Center demonstrate their commitment to learning by attending class every day, participating in class activities, and completing assignments and course content and clinical assessments.

ABE/GED® and ESOL

When you have missed six days in a row, per state statute, you will be withdrawn from your class after the sixth absence. If you return during the term, report to the main office to be reinstated into the current term. Your registration fee will expire at the conclusion of each term.

Career and Technical Education Programs

Attendance Policy – CTE (Career and Technical Education)

Attendance is an essential element of completing a program. Attendance requirements in programs that lead to board licensure may be stricter, taking precedence over the district-wide attendance policy. A student who anticipates a break in attendance should consult his/her instructor and school counselor before these absences.

All students registered in class are expected to attend every class period fully.

The teacher for each program is responsible for attendance. Absences will be counted from the first scheduled class meeting of a student's enrollment.

Career Technical Education Programs may have additional requirements for attendance in their program. Students should refer to the class syllabus.

If a student's cumulative absences reach 10% of the clock hours for which a student is enrolled, the student will be withdrawn from the class for lack of attendance. As stated in the program syllabus, individual programs may have a stricter policy.

Attendance taken by the teacher will be the final authority in determining the number of hours and absences for each student.

It is the student's responsibility to know the attendance policies for the program in which they are enrolled. It is the student's responsibility to be aware of all absences and keep up with the number of hours they have been in attendance.

Students are responsible for completing classwork and/or labs missed due to absences.

No Shows

Students enrolled in a CTE program who are no-shows at the start of a term will be withdrawn after the fifth class has transpired, or after 10% of the total class hours, whichever comes first.

Certificates

Students in all programs are awarded certificates upon course or program completion. Your instructor will inform you of the specific requirements for your course or program. The awarding of a Certificate of Completion is governed by the Florida Department of Education and is based on the successful completion of the requirements of the program's mandated basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

Discrimination/Bullying/Harassment Policies

Chuck Shaw Technical Education Center strives to be a positive learning environment free from discrimination, bullying, and harassment. Please see the following district policies as they relate to these issues.



- [Policy 5.001: Protecting Students from Discrimination and Harassment](#)
- [Policy 5.002: Protecting Students from Bullying and Harassment](#)
- [Policy 5.81: Protecting Students from Sexual Harassment and Gender-Based Discrimination](#)

Safety and Security

SEE SOMETHING. SAY SOMETHING. DO SOMETHING.

FORTIFYFL

- INSTANTLY ALERT LAW ENFORCEMENT ABOUT SUSPICIOUS ACTIVITY & THREATS
- INCLUDE PHOTOS AND VIDEOS EASILY
- REMAIN ANONYMOUS

Download the app today!

OU WÈ YON BAGAY. DI YON BAGAY. FÈ YON BAGAY.

FORTIFYFL

- RAPIDMAN FÈ LAPOLIS KONNEN TOUT AKTIVITE SISPEK AK MENAS
- FASIL POU METE FOTO AK VIDEYO
- RETE ANONIM

TELECHAJE APP LA JODI A!

VE ALGO. DI ALGO. HAZ ALGO.

FORTIFYFL

- ALERTE INSTANTÁNEAMENTE A LAS AUTORIDADES SOBRE AMENAZAS Y ACTIVIDADES SOSPECHOSAS
- INCLUYE FÁCILMENTE FOTOS Y VIDEOS
- PERMANEZCA ANÓNIMO

Descargue la aplicación hoy

- All students are screened through a metal detector before entering the campus. The school reserves the right to search students or their belongings after going through the metal detector.
- Upon entering the campus, all students must wear a valid student identification badge. If you do not have a badge, you must pay \$5 for a replacement.
- Please immediately report any suspicious activity to the nearest staff member.

- In case of an emergency, the emergency code will be announced on the loudspeaker.
 - The emergency codes are as follows:
 - CODE RED: Full Lock-Down | No Movement
 - CODE YELLOW: Modified Lock-Down | Limited Movement
 - CODE GREEN: Normal Operation
 - CODE WHITE: Bomb Threat
 - CODE BLUE: Evacuation
- In the case of a fire emergency, the fire alarm will sound. Everyone in the building should evacuate according to the evacuation plan posted in each room.
- Periodically, we have drills to practice our emergency response procedures. Drills should always be treated as if it is real, following all safety protocols.

Please see the district's procedures for safety and security, outlined in the Student Code of Conduct Handbook.



Injuries and Insurance

The following procedure shall be followed when a student becomes ill or is injured while at school:

- a. First aid shall be rendered by the nearest person with first-aid training.
 - b. The emergency contact of the student shall be notified, as indicated on SIS.
 - c. In the event of an emergency or serious illness, 911 will be called, or Emergency Medical Services (EMS) will be contacted. School Police will be notified as well.
2. The following procedure shall be followed when reporting student illnesses or accidents:
- a. School staff shall document and report immediately all injuries and episodes of sudden illness and refer for emergency treatment to the Principal or designee.

- b. Principals shall inform the Superintendent or designee immediately of any serious injuries suffered by students while under the jurisdiction of the District.
- c. The “Student or Visitor Accident” form, PBSB 0335, shall be completed online by all District employees who witnessed the accident.

3. Principals shall ensure that at least two (2) of the school’s employees are trained in the rendering of first aid and cardiopulmonary resuscitation.

Visitors and Children on Campus

This policy applies to all visitors or any person who is not an employee of the School District.

This policy does not apply to routine deliveries or scheduled maintenance visits.

Policy -- The Palm Beach County School Board welcomes visits by parents and guardians in schools, especially if prearranged and for the purpose of conferences with teachers. Any visitor, which for the purpose of this policy shall mean, parents, volunteers, business partners, community members, public officials, representatives of the news media, salespersons, or any other non-School District employee, shall report to the principal's office/main office, to explain the purpose of and get permission for the visit, sign-in and to receive a visitor's pass/badge. All visitors shall be welcomed, treated with dignity and respect, and be allowed to express their concerns and/or questions to the appropriate person.

All visitors entering a school campus must report to the school's office to sign in, explain the purpose of, and get permission for, the visit. All visitors will be issued a visitor's pass.

Any request for visitation shall be made to the principal of the school and be arranged prior to the visit. Any visitation upon which the principal has a question shall be referred to the superintendent's office, appropriate Area Superintendent, or the Chief Public Information Officer.

The school reserves the right to contact school police to remove any visitor who is disruptive, threatening, or abusive, or has failed to report and receive approval for the visit.

Loitering in and around school premises is prohibited.

Any visitor who enters or remains on District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

Visitation by persons with legal authority, such as School Police, law enforcement, or Department of Children and Families personnel, are the only persons allowed to interrogate and/or question a student on School Board property without the consent of the student's parent(s) or guardian(s). The school will notify school police to assist in these matters.

Visitors who are agents, solicitors, or salespersons may only come on school premises if the visits are for demonstrating materials or services used in an educational setting.

The principal, after determining the purpose of the visit, shall have the sole discretion to permit visits by agents, solicitors, and salespersons.

Agents, solicitors, and salespersons shall sign in at the school's main office upon arrival.

The principal shall prohibit all other forms of canvassing or soliciting of teachers or students on school premises during school hours.

Visits from elected officials, candidates for national office, representatives of the United States executive branch, Florida government officials, elected officials representing local constituencies, and/or spouses of all of the aforementioned must be cleared by the Superintendent via the Department of Public Affairs.

Once cleared by the Superintendent, the Principal and/or Department of Public Affairs will contact the appropriate Area Superintendent's office to coordinate the visit.

Political activities and/or campaigning by candidates are prohibited on school campuses or in School District facilities. This includes the distribution of campaign materials, displayed posters, or other paraphernalia, including the presence of a candidate on campus for campaign purposes. The only exception is when a recognized group rents a facility after school hours or, when on Election Day, the School District follows the county election law regarding voting polls located at many Palm Beach County schools.

STATUTORY AUTHORITY:

Fla. Stat. §§ 1001.41, 1001.42

LAWS IMPLEMENTED:

Fla. Stat. §§ 1001.42 (19), 1001.43, 1001.54, 1006.07, 1006.145

HISTORY:

2/18/72; 5/06/200

Change of Student Information

If a student experiences a change of contact information (including address and phone number) or any other applicable demographic, it is his/her responsibility to provide the new information to the main office as soon as possible so the student's records can be updated accordingly.

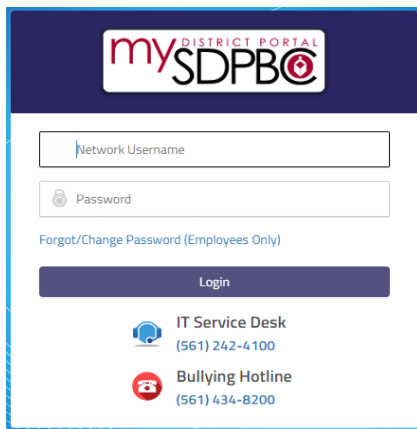
Access to the Student Portal

You MUST learn how to access your PALM BEACH PORTAL LOGIN to access the learning and communication tools that you will use in your course.

1. Open Chrome Browser

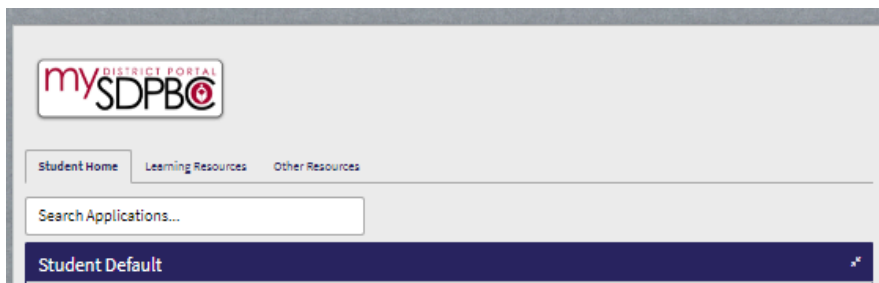


2. Type "mysdpbc.org" in the address bar. You should see this webpage.

The screenshot shows the login page for the mySDPBC portal. At the top, there is a dark blue header with the logo "mySDPBC" and "DISTRICT PORTAL" in white. Below the header, there are two input fields: "Network Username" and "Password". Under the password field, there is a link for "Forgot/Change Password (Employees Only)". A dark blue "Login" button is positioned below the input fields. At the bottom of the page, there are two contact options: "IT Service Desk (561) 242-4100" with a headset icon and "Bullying Hotline (561) 434-8200" with a phone icon.

3. Log in to the portal using your credentials

If you logged on correctly, you should see this:

The screenshot shows the student portal home page. At the top, there is a dark blue header with the logo "mySDPBC" and "DISTRICT PORTAL" in white. Below the header, there are three tabs: "Student Home", "Learning Resources", and "Other Resources". A search bar with the placeholder text "Search Applications..." is located below the tabs. At the bottom of the page, there is a dark blue footer with the text "Student Default" and a small icon.

Students should never share login information with any other student.

Technology Use Policy

You may have access at school for many school-related activities to certain District technology resources, including the Internet and the District's Intranet. Your school's access to the Internet is filtered to comply with the Children's Internet Protection Act and School Board Policy 8.125. You will be required to follow the acceptable use standards and guidelines that are stated in Policy 8.123, the referenced Manual, and the Notice of Conditions for Student Use of District Technology and be bound by their terms. There is only a limited expectation of privacy to the extent required by law related to a student's use of these technology resources. Before you use these District resources, you must read, and/or be explained the policy. You are invited to read this Policy, Manual, and Notice. If you need assistance reading the documents, you may ask the school for assistance. The policy is available at <http://www.palmbeachschools.org> under chapter 8 - Policy 8.123



Technical Help/Support

For assistance in using district devices and/or educational technology, please contact your teacher or a staff member.

Conduct and Discipline Policies

- Chuck Shaw Technical Education Center is committed to excellence in education.
- All students must obey federal, Florida, and local laws, including all traffic and parking laws, Palm Beach County School Board Policies, Chuck Shaw Technical Education Center

- Student Handbook, and directions from the principal, teacher, or other staff members that do not cause a health or safety hazard or would cause you to violate established law.
- You must think of the welfare of the school, its employees, and other students. You are expected to do the following:
 - Be polite to other people and respect their differences
 - Work hard to complete your education
 - Respect the rights of others to pursue their education
 - Obey the rules of this school. You must avoid any behavior that would do the following:
 - Be detrimental to the school, its employees, the students or the community
 - Adversely affects your academic performance
 - Disrupt the general peace and welfare of school functions or activities
 - Damage school property
 - No one has the right to interfere with the education of another student, including, but not limited to, sexually harassing, intimidating, or threatening any individual on campus.
 - It is your responsibility to respect the rights of everyone involved in the educational process.

Grievance Procedures

A student is encouraged to directly resolve an issue with the individual at hand. If that is not possible, the student may present the concern to either the daytime Assistant Principal or the evening Assistant Principal. If a satisfactory solution is not reached, then the issue is regarded as a grievance. A student must follow these steps to process a grievance:

1. The student must submit the grievance in writing to the daytime Assistant Principal or the evening Assistant Principal based on staff involvement and/or time of the incident.
2. Within five school days, an Assistant Principal will meet with the student. The student will be allowed to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may submit a written appeal regarding the outcome of that meeting to the Principal who will then schedule a meeting with the student within two weeks. A decision will be made.

4. If the student is not satisfied with the decision, he/she may further appeal in writing to Mr. Fred Barch from the Department of Adult and Community Education or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the student is not satisfied with the decision, he/she may further appeal in writing to Deputy Superintendent Edward Tierney and Superintendent Mike Burke, in that order.
6. If the grievance is not settled to the student's satisfaction at the local level the student may contact The Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Telephone 770-396-3898.
7. If the grievance is related to the State and not settled to the student's satisfaction at the local level the student may send a letter to: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, or e-mail: cieinfo@fldoe.org or fax: 850-245-3238.

Student Services

- Career Center
 - Current students and alumni can receive help from our Career Case Manager to identify a career track, create a resume, practice job interview skills, and find job opportunities.
- Guidance Department
 - Students can speak with a fully certified school counselor to discuss a schedule change or if experiencing social/emotional issues that impact learning.
- Tutoring Services
 - Tutors are available on a limited basis. Please speak with your teacher if you are interested in tutoring services. The teacher will then notify the administration.

Cafeteria/Multi-Purpose Room

- The cafeteria is located in the multi-purpose room (1-121).
- Food and drink are available for purchase from vending machines.
- Students may use the sink and microwave but must leave both of these areas clean after use.
- Additionally, students may use the computers during school hours, but must not consume food or drink while seated at the computers.

Dress Code

- CSTECH is a professional place where many students are working towards establishing or furthering their careers.
- At any given moment, personnel may be on campus that could provide students with valuable professional or academic opportunities. Thus, students should be mindful of this when choosing how to present themselves.
- The following attire is **unacceptable** in all School District of Palm Beach County schools:
 - i. Attire with language or images that are crude, vulgar, profane, lewd/obscene, sexually explicit, or sexually suggestive.
 - ii. Attire with symbols, mottos, words, or acronyms that promote illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats.
 - iii. Attire associated with discrimination based on age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
 - iv. Clothing traditionally designed, as undergarments, such as boxer shorts or sleepwear, may not be worn as outer garments.
 - v. Clothing that is sexually suggestive or revealing (examples include but are not limited to, clothing that exposes the midriff, exposes one's undergarments, has plunging necklines, muscle tops, backless clothing, and is constructed of see-through materials).
 - vi. Attire that may be used as a weapon, including but not limited to, steel-toed shoes; large, long, or heavy waist or other chains; studded or chained accessories; items with spikes; and other items deemed inappropriate by an individual school site.
 - vii. Articles of clothing that cause excessive maintenance problems for school property, such as shoe cleats that scratch floors or tear rugs, trousers with metal rivets that scratch furniture, etc.

viii. Clothing which, because of fit, design, color, texture, inadequate coverage, or some other factor, creates classroom or school disorder or distracts the attention of another student or students in any class in session from the lesson being presented or from any other assigned school activity, or which creates a safety or health hazard for any student in the school.

ix. Jewelry is worn in a manner that presents a safety health hazard or causes a major disruption to the educational process. Examples may be chains hanging from the belt pocket or attached to the wallet.

x. Footwear that does not provide adequate protection or hygienic measures.

xi. A student who fails to maintain personal cleanliness, grooming, or neatness of dress to the extent that presence in the classroom creates classroom or school disorder or distracts the attention of others from assigned classroom activity will be required to maintain a level of personal cleanliness, grooming, or neatness of dress that eliminates the disorder or the distraction of other students in the classroom.

- Please [click here](#) to view the full school policy



Lost and Found

- If a personal item is left behind in the classroom, please see your teacher.
- If a personal item is left behind somewhere on campus, outside of the classroom, please visit the main office.
- We cannot guarantee that items left behind will be found and returned to the owner.

Parking

- Students may park in any parking space that does not have a marked designation (i.e., principal, assistant principal, or handicapped).
- All vehicles parked on campus must display a school-issued parking tag.
- Vehicles that are parked illegally (not in a parking spot or a handicap spot without a displayed permit) will be subject to towing at the owner's expense

Smoking/Vaping/Illegal Drugs

- Tobacco in all forms or other substances used to smoke or vape are prohibited inside the school building, on the school campus, or at school-sponsored events. This applies to students, employees, visitors, and vendors.
- The use of illegal drugs is prohibited in the school building, on the school campus, or at school-sponsored events.
- To view the full policy, please [click here](#).



Graduation

- A formal graduation will be held each year in May at an off-campus location.
- Students who have earned a GED®, completed a career and technical program, or trade during the current academic year are eligible to participate.
- Please contact your teacher to inquire about eligibility to participate.

Money Back Guarantee Policy

The Money-back Guarantee Program is designed to help individuals achieve self-sufficiency by requiring each school district and Florida College System institution to refund the cost of tuition to students who are not able to find a job in the field in which the student was trained within 6 months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

In order to be eligible a student must meet all the requirements listed for each eligible program. The eligible programs at the School District of Palm Beach County are Phlebotomy Technician, Home Health Aide, and Commercial Vehicle Driver program.

Students interested in opting-in to the Money Back Guarantee must meet with their school counselor or school administrator before starting the program.

Program: Phlebotomy Technician

- Attendance- Students must meet the program's attendance requirement as the student handbook indicates.
- Program Performance- The student must complete all program requirements, such as clinicals, and certification exam, pass the background check, and receive a passing grade for all coursework.
- Career Service Attendance- Students must work directly with the career services counselor for resume writing, interview skills, and employment assistance within the last term of completing the program of study.
- Participation in an internship or work-study programs- Be in good standing with clinical sites; meet physical/vaccination requirements and liability release documentation.
- Job Search Documentation- Students must have a documented job search of at least ten company applications related to the program of study, including having participated in interviews and career fairs set up by the career counselor or administrator; be legally eligible for employment in the U.S.; pass a criminal background check; be willing to travel or relocate to a new market to obtain employment in the program of study
- Development of a student career plan with the institution's career services department or administrator. Students must complete the Career Portfolio requirements by the end of the program.

Program: Home Health Aide

- Attendance- Students must meet the program attendance requirement as indicated in the student handbook.
- Program Performance- The student must complete all program requirements, such as clinicals certification exam, pass the background check, and receive a passing grade for all course work.
- Career Service Attendance- Students must work directly with the career services counselor for resume writing, interview skills, and employment assistance within the last term of completing the program of study.
- Participation in internship or work-study programs- Be in good standing with clinical sites; meet physical/vaccination requirements and complete liability release documentation.
- Job Search Documentation- Students must have a documented job search of at least ten company applications related to the program of study, including having participated in interviews and career fairs set up by the career counselor or administrator; be legally eligible for employment in the U.S.; pass a criminal background check; be willing to travel or relocate to a new market to obtain employment in the program of study
- Development of a student career plan with the institution's career services department or administrator. Students must complete the Career Portfolio requirements by the end of the program.

Program: Commercial Vehicle Driver- Class A

- Attendance- Complete the required 320 clock hours during the assigned class period and scheduled course dates (i.e., last day of class). The class and course dates will be published before each term.
- Program Performance- The student must complete all program requirements, such as acquiring the Commercial Drivers License Class A by the end of the scheduled class term (i.e., last day for Fall, Winter, or Spring term). The term dates will be published in advance of each term. Pass the background check and receive a passing grade for all coursework.
- Career Service Attendance- Students must work directly with the career services counselor for resume writing, interview skills, and employment assistance within the last term of completing the program of study.

- Participation in internship or work-study programs- N/A
- Job Search Documentation- Students must have a documented job search of at least ten company applications related to the program of study, including having participated in interviews and career fairs set up by the career counselor or administrator; be legally eligible for employment in the U.S.; pass a criminal background check; be willing to travel or relocate to a new market to obtain employment in the program of study
- Development of a student career plan with the institution's career services department or administrator. Students must complete the Career Portfolio requirements by the end of the program