

Student Handbook

Welcome To Your School



Delray Full Service
Adult Education Center

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302 SW 12th Ave, Delray Beach
FL 33344
561-266-1201

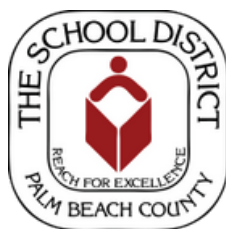




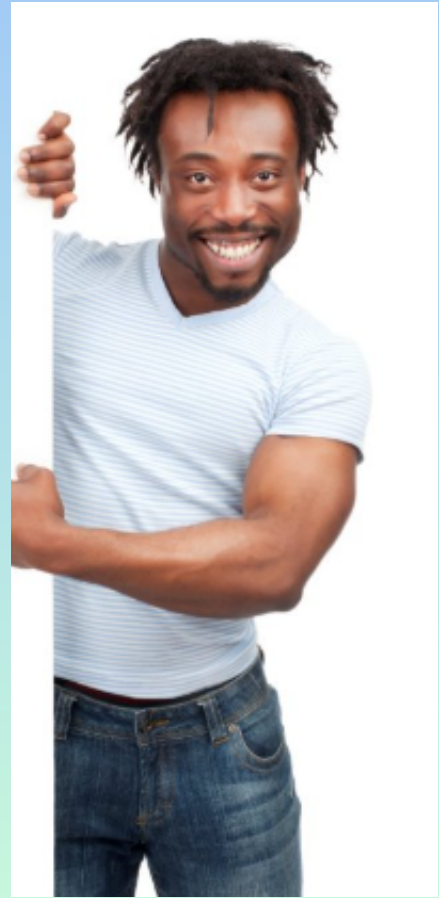
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Welcome

to Delray Full Service Adult Education Center

At Delray, we are dedicated to fostering a culture of achievement and lifelong learning, equipping our students with the tools they need to succeed in the 21st century.



The Vision

Our vision is to be a beacon of excellence in healthcare training, preparing dedicated professionals in medical assisting, phlebotomy, and home health aide services. We strive to foster a learning environment that emphasizes empathy, skill, and lifelong learning, ensuring our students are equipped to deliver exceptional care and make a meaningful impact in their communities. By cultivating a culture of integrity, innovation, and support, we aim to inspire the next generation of healthcare providers to lead with purpose and serve with heart.

The Mission

With a commitment to innovation and excellence, we offer a nurturing and inclusive environment where every student's aspirations matter. Together, we aim to unlock potential, spark new possibilities, and build futures filled with success.



Admission Policies

Basic Requirements

At Delray Full Service Adult Education Center, we warmly welcome all adult learners to join our Career and Technical Education classes. We are committed to providing an inclusive and supportive environment to help our students achieve their educational and career goals

To ensure successful placement and readiness, the following admission requirements apply:

1. **Residency Verification:** Applicants must provide documentation confirming at least one year of residency in the state of Florida.
2. **Work Eligibility:** Applicants must verify that they are eligible to work in the United States.
3. **English Proficiency:** As our programs require a proficient level of English communication, students must demonstrate English skills equivalent to a Level 4 English class.
4. **Diagnostic Exam for Language Learners:** All students enrolling in language learning programs will take a diagnostic exam to assess their level of English comprehension and determine appropriate placement.

We are excited to support your journey toward academic achievement, professional growth, and personal success. If you have questions about the admission process or need assistance, please don't hesitate to reach out to our admissions office. Let's build your future together!



Admission Policies

Steps to Get Started

- ☐ Step 1: Attend an Information Session
- ☐ Step 2: Complete a Medical Academy Intake Form
- ☐ Step 3: Take a Language Assessment Test
- ☐ Step 4: Observe a Medical Class
- ☐ Step 5: Make a Deposit of \$135 to hold your seat
- ☐ Step 6: Attend a Student Orientation before the start of class
- ☐ Step 7: Make First Payment
- ☐ Step 8: Start Class

Program Overview



Home Health Aid (HHA)

Program Content:	The HHA program prepares professionals who are responsible for helping their clients with day-to-day tasks, like bathing, dressing and taking medicines. They may also be responsible for light housekeeping duties to ensure the patients home healthcare and well-being are provided for.
Admissions:	Submit a Medical Academy Intake Application Form Interview for the Medical Academy Complete an Adult Education Registration Form Observe a Medical Course Attend Orientation
Length of Program:	Part-Time: 165 hours – approximately 3-4 months to complete.
Industry Certification:	Graduating students will be eligible to take the National Health Care Foundation Skill Standards Assessment
Location:	Delray Full-Service Adult Education Center, 302 SW 12 th Avenue, Delray Beach FL 33444
Orientation:	April 10 th , 2025 @5:30pm
Dates:	April 14 th , 2025 – July 17 th , 2025
Schedule:	Monday – Thursday / 3:30pm – 9:00pm appx. 3 hours of Career Technical Training & 2 hours of English or GED Prep.

For More Information: Contact Ms. Clem: 561-266-1201

Program #H170306		CIP# 0351080201
Home Health Aide - Registration Fee		\$30
Program Fees		
Tuition (Basic Healthcare Worker, HHA)		\$420.75
Materials (Scrubs, Assessment Kit & Books)		\$202.50
Background Check		\$135
Testing (CPR)		\$15
Badge Fee (School Identification)		\$5
TOTAL:		\$808.5
Course Progression & Payment Plan		
Payment 1: (Deposit): Due by April 1 st , 2025		\$135
Payment 2: (Registration, Materials, Tuition) Due by April 14 th , 2025		\$467
Payment 3 (Tuition): Due by May 29 th , 2025		\$206.25
TOTAL:		\$808.25

Program Overview



Phlebotomy

- Program Content:** The Phlebotomy program prepares medical professionals who work in medical labs, taking blood samples from patients and adequately labeling them with their information. They conduct a wide range of tests to identify underlying conditions to assist Doctors with diagnosis and patient care.
- Admissions:** Attend a Program Information Session.
Submit your Medical Academy Intake Application form to the office.
Interview for Medical Academy
Complete Registration Form
- Length of Program:** Part-Time: 165 hours – approximately 3-4 months to complete.
- Industry Certification:** Graduating students will take the Certified Phlebotomy Technician exam administered by the National Health Career Association.
- Location:** Delray Full-Service Adult Education Center, 302 SW 12th Avenue, Delray Beach FL 33444
- Orientation Date:** April 10th, 2025 – 11:00am
- Course Dates:** April 14th, 2025 – July 17th, 2025
- Schedule:** Monday – Thursday / 8:00am – 2:00pm
3 hours of Career Technical Training / 2 hours English or GED prep.

For More Information: Contact Ms. Clem: 561-266-1201

#H170306		CIP# 0351080201	
Adult Education Registration Fee			\$30
Program Fees			
Tuition (Basic Healthcare Worker, Phlebotomy)			\$420.75
Materials (Scrubs, Assessment Kit & Books)			\$477.25
Testing (CPR, Phlebotomy)			\$240.00
Badge Fee (School Identification)			\$5.00
TOTAL:			\$1173.00
Course Progression & Payment Plan			
Payment 1 (Deposit): Due by April 1st, 2025			\$135.00
Payment 2 (Tuition & Program Fees): Due by April 14 th , 2025			\$606.75
Payment 3 (Tuition & Testing): Due by May 29 th , 2025			\$431.25
TOTAL:			\$1173.00

Program Overview



Medical Assisting

Program Content:	Students learn to become health professionals who support the work of Doctors and Nurses in a clinical setting. This includes taking vital signs, assisting in minor surgeries, administering electrocardiograms, and taking X-rays. Students also get trained to perform administrative duties such as scheduling appointments, billing, maintaining patient records and processing insurance claims.
Admissions:	Submit a Medical Academy Intake Application Form Interview for the Medical Academy Complete an Adult Education Registration Form Complete a Basic Entry Exam
Length of Program:	Full-Time: 1300 hours – approximately 11 months to complete.
Industry Certification:	Program graduates are prepared to earn NHA Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician certifications.
Location:	Delray Full-Service Adult Education Center, 301 SW 14 th Avenue, Delray Beach FL 33444
Orientation:	August 2024
Dates:	August 2024
Start Time:	Monday – Friday: 7:30 a.m. – 2:30 p.m.
For More Information:	Contact Ms. Clem: 561-266-1201

Program #H170306		CIP# 0351080201
Registration Fee		\$30
Program Fees		
Tuition		\$3,315
Materials (Scrubs, Assessment Kit & Books)		\$791.25
Testing (CPR, Phlebotomy)		\$467
Badge Fee (School Identification)		\$5
TOTAL:		\$4608.25
Course Progression & Payment Plan		
Phase 1: Payment Due by August		\$1262
Phase 2: Payment Due by September		\$1020
Phase 3: Payment Due by January		\$1268
Phase 4: Payment Due by April		\$1058.25
TOTAL:		\$4608.25

Code Of Conduct



Messages and Phone Calls

Phones must be set to silent or vibrate during class, and all calls should be taken outside to avoid disruptions. Let's work together to maintain a focused and respectful learning environment.



English Only in Class

English will be the primary language of communication in the classroom. While support in students' native languages may occasionally be provided when necessary, their use should be **minimized** to create an environment that fosters confidence and fluency in English. By prioritizing English, we can ensure a productive and inclusive space where all students can thrive and grow.



Respect

All students are expected to respect one another and embrace the diversity within our classroom. It is essential to support and be respectful of differences. If you have a problem in class, please tell the teacher right away. The teacher will help fix it. If the problem continues, you can meet with the coordinator and administration to discuss it further. We are here to help you and want you to succeed!

Attendance Policy



General Requirements:

- Attendance is essential for successfully completing a program
- Programs leading to board licensure may have stricter attendance rules that take precedence over district-wide policies

Responsibilities

- All students must attend every class period fully
- The teacher is responsible for tracking attendance.
- Absences count starting from the first schedule class meeting

Absence Limits

- Students will be withdrawn if their total absences reach 10% of enrolled clock hours. Some programs may have stricter policies.
- Student who receive 2 warnings may be withdrawn from the program

Attendance Tracking

- Attendance is calculated in 15-minute increments, rounded to the nearest quarter hour.
- Teachers have the final authority on hours and absences.

Makeup Time

- Makeup time is limited to 5% of total clock hours per semester.
- Some programs may impose stricter requirements as outlined in the syllabus

Missed Work

- Students are responsible for completing all missed classwork and labs due to absences.

Late Arrivals & Early Departures

- Students arriving late will have their total class hours adjusted to reflect actual attendance (nearest quarter-hour).
- Students leaving early will be marked absent based on the nearest quarter-hour.

Money Back Guarantee

- Students who complete eligible workforce programs but cannot find a job in their trained field within 6 months are eligible for a tuition refund. Programs focus on in-demand, middle-to high-wage careers, and students must meet all requirements listed for each program. **Requirements are listed in the appendix on our website.



Important Information

Safety Codes

CODED CRISIS RESPONSE	
Code Red	Lockdown/no movement
Code Yellow	Lockdown/limited movement (Crisis Response Team only)
Code White Evacuation	Bomb threat evacuation
Code White	Lockdown (Crisis Response Team only)
Code Green	All Clear

Smoking & Alcohol

Our classroom has a zero-tolerance policy for alcohol, tobacco, marijuana, and vaping. These substances are strictly prohibited to maintain a safe and healthy environment for everyone. Students who violate this policy may face serious consequences, including expulsion and/or legal action. Let's work together to ensure a space where all students can succeed and thrive.

Parking

Students are required to park in the main campus parking lot on 12th Avenue. If that lot is full, the second parking lot on 3rd Street will be available, and students can walk over to the campus. Always drive carefully and keep radio volume low while on campus. Report any accidents immediately to administration. Bicycles, scooters, and similar items must stay clear of pathways and should be locked whenever possible. Please note that the school is not responsible for vehicle theft, so ensure all valuables are safely secured by locking your vehicle.

Technology Guidelines

Responsibilities

District technology and resources must only be used as intended. Students should not disrupt operations, harm or offend others, bypass security systems, or expose vulnerabilities. Any suspected security issues must be reported to the IT Department. Violations may result in disciplinary action or legal consequences. IT has the authority to act immediately to safeguard resources. Unauthorized misuse, alteration, or damage is prohibited and will lead to consequences.

Limited Expectation of Privacy

District resources and technology usage may be monitored for various reasons, including system management, security, policy compliance, and responding to records requests or security incidents. All information sent or stored on these resources is subject to monitoring. IT will oversee District computers and emails. Web cameras and microphones on District devices can be remotely controlled but will only be used in compliance with the law.

Caution

While information technologies provide educational and business benefits, risks remain despite the District's firewall and filtering systems. These risks include exposure to explicit, hateful, or violent content; harmful malicious software; and issues like cyberbullying, sexting, unreliable information, identity theft, spam, viruses, and spyware.

Calendar



SY 24-25 DATES FOR CTE

FALL TERM

Classes Begin: August 12, 2024

Classes End: December 13, 2024

No Classes: 8/20, 9/02, 10/03, 11/25-11/29

PD Days: 10/14, 11/05

WINTER TERM

Classes Begin: January 07, 2025

Classes End: April 11, 2025

No Classes: 1/20, 3/24-3/28,

PD Days: 2/24, 3/31

SUMMER TERM

Classes Begin: April 14, 2025

Classes End: July 24, 2025

No Classes: 4/18, 5/26, 6/19, 7/03, Fridays starting 6/13

PD Days: 6/02




Delray Full Service
Adult Education Center

Thank You

Thank you for choosing Delray Full Service as the next step in your journey toward adult education and a rewarding career in the healthcare industry. We are truly honored to be part of this important chapter in your life. Your dedication to personal growth and professional development inspires us, and we are here to support you every step of the way. The healthcare field is one of compassion and service, and we are excited to help you achieve your goals and make a meaningful difference in the lives of others. Welcome to our community—we are so glad to have you with us!

Contact Information :

 561-266-1201

 delrayfscacegrp@palmbeachschools.org

 302 SW 12th Ave., Delray Beach FL 33344

Money Back Guarantee

- 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.