



HIGH SCHOOL DIPLOMA/GED® STUDENT HANDBOOK

CLOVIS ADULT EDUCATION

1452 David E. Cook Way

Clovis, CA 93611

559-327-2800

We are pleased that you have chosen CAE to complete your education. This handbook is set up in sections that will hopefully answer questions you may have. You are welcome to stop by the Academic Office if you need any additional help.



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Welcome to Clovis Adult Education

ADMINISTRATION

Marci Panoo, Principal	CAE Programs
Courtney McMahan, Learning Director	Career Technical Education
Melissa Holdener, Learning Director	Academic/ESL
Crystal Rodriguez, GLS	Academic/ESL

ACADEMIC OFFICE STAFF

Office Hours:

7:30am - 6:00pm Monday – Thursday, Friday 7:30am - 3:30pm

Melissa Holdener	Learning Director
Crystal Rodriguez	Guidance & Learning Specialist
Paula Espino	Department Secretary
Kim Robles	Registrar
JoAnn Verduzco	Student Activities Specialist
Monica Rosas	Student Activities Specialist

TEACHING STAFF

Sonja Hernandez	Room D14	sonjahernandez@cusd.com
Ellie Howard Pretzer	Room D12	elliehoward@cusd.com
Robert Riofrio	Room E3	robertriofrio@cusd.com
Kimberly Schaefer	Room E6	kimberlyschaefer@cusd.com
Lynn Bourg	Room E6	lynnbourg@cusd.com
Melinda Begley	Room E7	melindabegley@cusd.com
Yazmin Torres-Montano	Room E8	

HIGH SCHOOL DIPLOMA

If you are interested in earning your high school diploma, there are traditional classroom or online settings to achieve your goal. All classes are offered free of charge.

Requirements to Enroll In High School Diploma or GED®

- Must be 18 years or older
- Must complete a registration in the Academic office
- Placement test/orientation
- California or state issued I.D.
- HS transcript (official)

The counselor will determine which classes are needed in order to graduate. A student who is 18 years old needs 210 credits to graduate and a student who is 19 or older needs 180 credits to graduate. These credits must be in the subject areas required by the State of California. High school, GED, and Adult Basic Education (ABE) classes are available throughout the day and evening. Classes are open enrollment except for Algebra and ABE math. Online students will meet with their Edgenuity instructor for an orientation regarding the online process.

STUDENT GRADES/CREDITS

Face to face classes require 12 hours of seat time with a passing grade to earn 1 credit. Student grades are posted when the student finishes the required credits from their instructor. Edgenuity credits are issued based on completion of assignments and passing the topic tests. Teachers submit grades at the end of each quarter. Please remember that if you withdraw from school and do not notify your teacher, your grade/credits may not get recorded.

HIGH SCHOOL GRADUATION AND REQUIREMENTS

Please check with the academic staff to make sure you are on track for graduation, or you can make an appointment to meet with the counselor. Upon completion of all requirements, a “Petition for Graduation” must be filled out by the student. This ensures that the correct name will be printed on your high school diploma and allows the school registrar to check and make sure that ALL requirements have been met. The petition also gives the student the opportunity to provide information about his/her experience at CAE and plans after graduation. The graduation ceremony will be in May or June. If you plan on participating in the ceremony, all credits must be completed by the cut-off date which is typically the middle of May.

HIGH SCHOOL OR GED® TRANSCRIPTS

High School or GED transcripts are sometimes required by other school sites, colleges, and/or an employer. Upon graduation, students are provided one official transcript and one unofficial transcript free of charge. If you need an additional official transcript, there is a \$5.00 charge for each official transcript. Please notify the academic staff to order any additional transcripts. Transcripts take from 7-14 business days if mailed. Unofficial transcripts are free.

GED CLASSES

Students interested in taking classes to receive their GED certificate must take a placement test and score at the 7th grade level or above to enroll in classes for GED® preparation.

GED® STATE EXAM

To register for the GED® state exam, go to www.ged.com. The fee is \$41 per test (\$164 for all four exams). The new 2014 GED® test is a computer-based test.

There are four subject tests:

- Reasoning through Language Arts (155 minutes includes 10-minute break)
- Science (95 minutes)
- Mathematical Reasoning (120 minutes)
- Social Studies (75 minutes)

The minimum passing score is 145 for each subject in order to receive your GED® test certificate.

CASAS TESTING

Each student enrolling at CAE in the HS diploma or GED® programs is required to take a CASAS pre-test before they will be enrolled in classes. After 40- 60 instructional hours, a CASAS post-test is given. These are state required exams that allow adult schools to measure a student's progress.

CAE EXPECTED STUDENT CONDUCT

ATTENDANCE

Attendance and punctuality are very important if you wish to be successful in school and in the labor force. If you are going to be absent from class for any length of time, please let your teacher know. If you are dropped from CAE, please contact your teacher and the Academic Office. Classes that meet daily: if you are absent three consecutive days or five days within a quarter, you will be dropped. Classes that meet twice a week: if you are absent two consecutive days or three days in the quarter, you will be dropped. Edgenuity students must complete 10 hours per week or they will be dropped from the class. If you are dropped from Edgenuity "at home" twice, you will be required to take classes on campus.

CHILDREN

Students attending classes may not bring their children to class with them. Responsible childcare must be arranged. A back-up plan for childcare is always encouraged to cut down on attendance problems.

EMERGENCY PROCEDURE

In the event of an emergency, your teacher will advise you of the procedure to follow. For safety reasons, students are expected to follow the directions of CAE staff.

PARKING DROP OFF/PICK UP ZONES

Parking is permitted in the two Adult School parking lots directly North and East of the campus. Please be sure to park in the designated areas only. Improperly parked vehicles may be ticketed or towed. When dropping off or picking up a student, please use the drop off zone within the parking lot located on the West end. Please DO NOT stop on David E. Cook Way at any time.

CLASSROOM CONDUCT

All classroom rules will be strictly enforced. Cheating, plagiarism, profanity or aggressive behavior will be grounds for removal. Students need to be respectful to their fellow students in their classroom. Social discussions should be left to outside or breakroom settings.

There are scheduled breaks and lunch periods. Students may use the restroom at any time but should not disrupt the class when returning.

COMPUTER USAGE

CAE has computers available for school related purposes during school hours. See your teacher for lab location/times. No outside software is permitted. Students are not to be in the computer lab without a teacher present.

Computers may NOT be used for any personal needs, which includes, but not limited to:

- No personal emailing
- No internet chatting
- No internet music
- No personal business use of any kind

TELEPHONE/ELECTRONIC DEVICE USAGE

Classroom telephones are to be used only in emergencies. Cell phones are to be turned off or on silent/vibrate when in class. This rule would apply to texting, as well. Cell phones are to be left in backpacks or purses and not on desks. Personal electronic devices are not allowed in a classroom without the approval by the instructor.

EATING IN CLASS

Food is not allowed in the classrooms at any time. Water is the only beverage permitted and only with a secure lid on top. Special occasions or events that include refreshments must be approved by CAE administration or teachers.

STUDENT LOUNGE

The student lounge is located in room A9. Students are welcome to eat and study. Copy and vending machines are available in this area. When using the lounge, please be considerate of other students and clean up any mess that you make. Be aware that students use this area for studying.

SMOKING

The use of tobacco products is strictly prohibited on the CAE campus, including all restrooms, parking lots and sidewalks that are within the CAE gates. Smoking is only allowed outside the gates west of the campus along Sunnyside Avenue during break time and lunch. Regular cigarettes, vape pens, or E- cigarettes are NOT allowed on the CAE campus or parking lot.

WEAPON AND DRUG FREE CAMPUS

The use and/or possession of alcohol, illegal drugs or weapons are strictly prohibited on the CAE campus. Students found in violation will be subject to dismissal and possible legal action.

DRESS CODE

Students attending academic classes are encouraged to dress for success. The following guidelines must be observed to foster a safe and comfortable environment. The following may not be worn while attending classes at the adult school.

Student clothing may not have:

- Clothing with tobacco, alcohol, drug pictures, advertisements, graffiti
- Gang related items of clothing, excessive red or blue clothing
- Rags/Handkerchiefs hanging out of pockets
- Clothing with hate-related writing or symbols
- Torn and frayed clothing
- Students may not wear or show:
 - Pajama, pajama-like clothing or slippers
 - Spaghetti straps
 - Excessive cleavage
 - Sagging pants
 - Visible undergarments

- Excessively short shorts or skirts
- Revealing low-cut jeans
- Strapless/Backless/Bare midriffs/Halter or see-through clothing

Proper hygiene must be maintained at all times for health purposes and the consideration of others. Shoes must be worn at all times in compliance with health and safety standards.

ADDITIONAL OPPORTUNITIES

CAE offers many classes in addition to high school diploma and GED® certificate. Please see our catalog for ESL, CTE, and Community Education class schedules. The CAE catalog is available in all offices.

SART

CAE has a SART (School Assessment Review Team) Committee. This committee is composed of the administration, staff and students. The meetings include discussions of campus related issues and development of ideas and improvements. Please see your classroom teacher if you are interested in being part of this school committee.

STUDENTS WITH DISABILITIES

Clovis Adult School does not discriminate on the basis of disability in admission, access to, treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, as well as the Americans with Disabilities Act of 1990 prohibits such discrimination. If you have a disability as addressed in the Americans with Disabilities Act (ADA) and need accommodations, immediately notify your instructor or Crystal Rodriguez, Guidance Learning Specialist, 327-2875. Reasonable efforts will be made to accommodate your special needs.



CLOVS ADULT EDUCATION UNIFORM COMPLIANT PROCEDURES

INFORMAL COMPLAINT PROCEDURES

If you should have a concern or complaint about a CAE employee, policy, procedure, or student, we need to know about it! We recommend that you follow this procedure. If possible, try to discuss and settle your concerns with the individual. If your unsettled concern is with another student, notify your teacher immediately. Any unresolved concerns or complaints should be taken to the designated department personnel listed below. An appointment will be scheduled within 5 working days. These employees are trained to listen to your concerns and can help you get a response. If the designated employee is not available, report your concerns to the appropriate department office.

Department:

Academics	Crystal Rodriguez	327-2875
Academics/ESL	Melissa Holdener	327-2861
Career Technical Education/Business	Courtney McMahon	327-2872
Nurse Education	Chun Hee McMahon	327-2841
Community Education	Kelly Peterson	327-2858

Administrators to address concerns:

Academics	Melissa Holdener	327-2861
Career Tech/ Nurse	Courtney McMahon	327-2872

Site Administrator will be notified of your concerns:

Adult Education Principal	Marci Panoo	327-2870
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FORMAL COMPLAINT PROCEDURES

CUSD Board Policy and Administrative Regulation 9208 establishes uniform complaint procedures. Individuals wishing to file a formal complaint may pick up a Uniform Complaint Form, 9208 (1), in any of the CAE department offices, or from the CUSD website – www.cusd.com. Any of the persons listed above can help you complete the complaint form. When filing a formal complaint, please follow these guidelines.

A complaint is a written statement alleging discrimination, or a violation of Federal or State law within the programs listed in the CUSD Complaint Procedures pamphlet. Submit your form in a timely manner. All deadlines and procedures are posted on the district website under

Administrative Regulation No. 9207. Include important information such as: who, what, where, when, how, and why. Also, list any witnesses involved.