Revised July 25, 2025

Folsom Cordova Unified School District

Folsom Cordova Adult School

Student Handbook

High School Diploma and High School Equivalency

"It is Never Too Late to Learn"

2025-2026

"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."

-Thomas A. Edison

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Folsom Cordova Adult School

Student Handbook

Mission Statement

The Folsom Cordova Adult School prepares and empowers adult learners by providing quality academic programs, transition services, and career pathways necessary for higher learning, employment and civic responsibility.

Student Learning Outcomes (SLOs)

1. Students will gain academic, technical, vocational, and critical thinking skills.
2. Students will seek opportunities for transitioning to higher academic learning, vocational training, and employment.
3. Students will acquire an understanding of civic involvement.

Program Requirements: CASAS

The California Department of Education (CDE), requires that adult education students take a placement test, called CASAS, for Reading and/or Math (depending on program). All enrolled students must complete a pre-test at the date of enrollment and post-test after 40 hours of instruction. The pre- and -post test will measure your academic growth and help teachers understand and support your academic needs. The CASAS test is computer delivered and proctored on campus only.

How We Use the CASAS Assessment Data

FCAS staff use the initial assessment information to determine course placement and to inform instruction. We use the data from the second growth assessment to measure the effectiveness of our program, based on student learning outcomes

Our goal is to provide quality learning experiences that build our students' skills. These tests allow us to see and celebrate your growth, and also to see how well we are doing in building your skills. Please ask your teacher at any time to show you your assessment data, explain what skills the test shows you need to work on, and how you can practice those skills in what you are learning. **Participation in these assessments is required.**

Our Programs

Folsom Cordova Adult School (FCAS) welcomes adult students ages 18+ who want to achieve their academic or career goals. According to state law, no enrollment fee may be charged to students enrolling in any of the following academic programs: High School Diploma, High School Equivalency, Adult Basic Education, English as a Second Language, or United States Citizenship.

High School Diploma (HSD)

Individualized Independent Study Program; weekly teacher meetings, 160 required credits.

High School Equivalency (HSE)

Preparation for HiSET or GED tests; diagnostic assessment-based instruction; classes in the morning and evening.

Adult Basic Education (ABE)

For students with CASAS scores below 239; improves reading, writing, and math skills.

English as a Second Language (ESL)
Six levels of English proficiency courses and a U.S. Citizenship preparation course. Placement testing required.

Career Technical Education (CTE)
Short-term workforce training programs including Clinical Medical Assisting, Phlebotomy, EKG, Pharmacy Tech, Office Technology, and more. Scholarships may be available.

High School Diploma (HSD)

The High School Diploma Independent Study Program is individualized. ISP students meet with their teacher for one-on-one appointments each week. Students turn in assignments, take tests, and receive the next week's work during their weekly meetings. Independent study students are welcome to come to school at other times for a quiet place to do homework or get additional tutoring. Homework is required to meet the minimum pacing recommendation of 20+ hours per week. Students will need to complete 160 credits to earn a High School Diploma and complete the core requirements of the FCUSD. Former transcripts are evaluated to analyze where you left off in your subjects. Students must be 18 years old or older in order to enroll.

Required Agreements and Forms

Students in the High School Diploma program must complete and submit the following forms:

- Master Agreement
- Emergency Contact Information
- Attendance and Drop Policy Agreement

Students must also keep track of all login information for online accounts used during the program.

Graduation Requirements for High School Diploma

Students will receive a Folsom Cordova Unified School District Adult Education Diploma upon successful completion of all graduation requirements. Students bring transcripts from their former school/s for evaluation.

Courses	Credits
English	**40**
Mathematics:	
Algebra or Integrated Math 1	**10**
Other mathematics	**10**
Science:	
Biology	**10**
Physical Science	**10**
Social Studies:	
World Cultures and History	**10**
United States History	**10**
United States Government	**5**
Economics	**5**
Fine Arts/Foreign Language/CTE	**10**
Health	**5**
General Electives*	**35**
Total	**160**

***Alternative ways to earn elective credits:**

1. Credits transferred from public, private secondary and adult schools
2. Recent work or volunteer experience as described by employer:
    a) Five (5) credits issued for each six (6) months of full time recent employment with the same employer, or one year of recent part-time work
    b) Maximum of 40 credits issued for any combination of work and volunteer experience
    c) Verified by the employer in writing or through income tax records. Work experience hours or W-2's must be earned within the school year.
    d) Applied to general electives only
    e) For volunteer work, 12 hours equals one credit

3. Units transferred from colleges
4. Courses taken at accredited industrial trade, technical, and vocational schools
    a. Every 60 hours of instruction equals approx. 5 elective credits
5. Courses taken in military training programs (same guidelines as industrial trade, technical, and vocational schools)
6. Coursework and training taken in an accredited apprenticeship program (same guidelines as industrial trade, and vocational school)
7. Courses completed in accredited correspondence schools (a maximum of 40 credits)
8. Verified Vocational Training
9. Other verifiable education or training as approved and authorized by the principal

Graduation Requirements

- Students must complete 160 credits to graduate with a high school diploma.
- Students must take and pass the CASAS post-test after completing at least 50 hours of instruction.
- Students must complete a Student Satisfaction Survey before graduation.
- Students must maintain academic integrity and meet all course requirements.

Academic Expectations

To ensure success in the FCAS High School Diploma program:

- Students must dedicate 15–20+ hours of study per week, which generally results in earning 1–2 credits weekly.
- All tests must be taken in person, under teacher supervision.
- Students must show understanding of key course concepts through:
    - Written work
    - Quizzes/tests
    - Other teacher-assigned assessments
- Students are expected to communicate with their teacher via Remind, email, or phone if

they will be late, absent, or need to leave early.

- Download the Remind App to stay connected with your teachers and receive updates.

Academic Integrity

FCAS upholds academic honesty as a foundation of authentic learning.

Students must:

- Submit their own original work—no plagiarism or unapproved use of AI.
- Use coursework as a chance to develop and share their unique ideas and perspectives.
- Engage in honest and meaningful learning.

Violations may result in:

- A zero on the assignment
- A requirement to redo the assignment (possibly handwritten)
- An in-person assessment to verify understanding
- Removal from the program in cases of repeated or serious dishonesty

Graduation Process and Diplomas

When students are within 10 credits of completion, their teacher will submit a graduation review to the registrar.

Graduation is confirmed when:

- All credits are completed
- CASAS post-testing is done
- The Student Satisfaction Survey is submitted

Diplomas & Transcripts:

- To request a transcript, email Registrar Elia Mammadli at emammadli@fcusd.org.
- Diplomas are issued in spring. The registrar will call to schedule a pick-up appointment.
- Diplomas are only given to:
    - The graduate (with photo ID), or
    - An approved designee listed on the Application for Graduation
- **Diplomas will not be mailed.**

Adult Basic Education

prerequisite <239 on CASAS reading or math assessment

Adult Basic Education is for students who wish to improve or remediate in reading, writing, and mathematics skills. Students receive whole group and small group instruction in an accelerated, collaborative environment. Most students in ABE are advancing into HSD, HSE, career training, or employment.

High School Equivalency Program (HSE)/Test Preparation

prerequisite CASAS reading score ≥239

The High School Equivalency (HiSET/GED) Exam Preparation Program (HSE) is designed to prepare students to pass all sections of the HiSET or GED exam. Students who are enrolled in the program will begin by taking a diagnostic assessment that identifies their academic strengths and weaknesses, and coursework is assigned based on those results. Classes for the

High School Equivalency (HSE) program are open to adults 18+ years. Classes are offered morning and evenings in a seat-time classroom setting. Test prep is also available for students studying for ASVAB, or CBEST or career training proficiency exams.

Official Testing Center

FCAS is an official test-site for HiSET®. Students should visit the HiSET® website at www.myhiset.org to create a student login, view resources available for students, and to sign-up for official testing. Students also access test scores and completion transcripts through their HiSET® account. Upon completing the exams, the state of California issues a certificate to the student's home address within three weeks. FCAS students who earn their equivalency certificate are eligible to participate in the Folsom Cordova Adult School graduation ceremony held in May each year. (Note: students studying for GED® will be referred to another site for official testing). HiSET testing is also available in Spanish.

HiSET® administrative process for student accommodations

Students with documented learning or physical disabilities may seek testing accommodations on the official HiSET® exam. Requests are made by the student directly to HiSET®. Because students study and prepare for tests at their own pace, classroom accommodations at FCAS are not necessary.

High School Equivalency with HiSET®	
Subtest and Time Allowed	1. Language Arts-Reading: 65 minutes 2. Language Arts-Writing: 120 minutes (multiple choice questions and essay combined) 3. Mathematics: 90 minutes 4. Science: 80 minutes 5. Social Studies: 70 minutes

Subtest Content	1. Reading (40 questions) ● Informational texts (60%) ● Literary texts (40%) 2. Writing (50 questions + Essay) ● Organization of ideas (22%) ● Language facility (43%) ● Writing conventions (35%) 3. Math (50 questions) ● Numbers and operations on numbers (19%) ● Measurement/geometry (18%) ● Data analysis/probability/statistics (18%) ● Algebraic concepts (45%) 4. Science (50 questions) ● Physical science (28%) ● Life science (49%) ● Earth science (23%) 5. Social Studies (50 questions) ● History (35%) ● Civics and Government (35%) ● Economics (20%) ● Geography (10%)
Test Format and Tools	● Computerized testing only ○ Multiple choice questions ○ Calculator permitted on math subtest only; calculator brand/model determined by test site
Scoring	● Passing score is 8 scaled points per subtest (out of 20) ● Essay must be passed with a minimum score of 2 out of 6 (a total of 45 points or more out of 100 is required across all subtests) ● Points can be shared from test to test once the minimum per test score is achieved
***Cost**	● $45 for the first test (includes a one-time $20 California State Testing Fee) and $25 for each additional test for the remaining 4 tests. ● $25 per retake ● $120 Full Battery (includes a one-time $20 California State Testing Fee) permits students 3 chances per exam to pass.

*Vouchers for subtests are available on a limited basis for those who qualify. See your teacher for more information.

Graduation Ceremony & Honors

The graduation ceremony is held at the Cordova High School Performing Arts Theater in Rancho Cordova. It celebrates students earning a High School Diploma, High School Equivalency, or Career Technical Education (CTE) certification. Family and friends are welcome.

Graduates should call the school in late April to confirm attendance. Caps and gowns are available to borrow from FCAS or can be purchased if preferred. Borrowed gowns must be returned after the ceremony.

Graduation Honors
FCAS recognizes academic excellence:

- **Principal's Honor Roll: GPA 3.5+**
- **School Honor Roll: GPA 3.0–3.49**
- **Academic Achievement: GPA 2.75–2.9**

For High School Equivalency students, all five exams must be passed with a score of 15 or higher.

Textbooks and Chromebooks

Students in the High School Diploma program may check out textbooks or Chromebooks with a refundable deposit (per EC 52615, 60410). Students with unreturned materials from previous terms must either return the item or forfeit the prior deposit and leave a new one.

All materials must be returned by June 1 or upon exiting the program. Unreturned items may result in a withheld diploma or certificate and forfeited deposit.

Advising Services

Our school advisor is available to help with college and career planning. Services include:

- Goal setting
- Educational transitions to career training and college
- Career exploration
- Referrals for training programs
- Community resources

To make an appointment, visit the main office, call (916) 294-9106, or email Alicia Alejo at aalejo@fcusd.org.

Job Center

The Folsom Cordova Community Partnership Job Center, located on our school campus, has many services for students seeking employment, youth services, or scholarships for CTE training classes. Scholarships for fee-based CTE training courses may be awarded to students who qualify. Please call (916) 294-9107. Ask for Doris Cortez.

Folsom Cordova Adult School Expectations and Policies

Attendance and Absences

Consistent attendance is required. Students must notify their teacher in advance if they are going to be absent.

High School ISP students will be dropped if they:

- Miss the first appointment
- Miss three appointments in a semester
- Fail to turn in weekly homework

Acceptable Absences Include:
Funeral • Family emergency • Childcare/transportation issues • Illness (personal or child) • Personal issues shared with teacher

Vacations: Absences of two or more weeks will result in being dropped. Re-enrollment is not guaranteed and may depend on class availability and teacher discretion.

Code of Conduct

Folsom Cordova Adult School is committed to providing a respectful, safe, and professional learning environment. All students are expected to follow school-wide expectations that support academic success and personal growth.

Academic Responsibilities

- Students must bring all required materials and be prepared to learn each day.
- Work must be submitted according to the instructor's expectations, as outlined at the first class meeting.
- Students enrolled in the High School Diploma program are required to:
    - Provide official transcripts from prior schools.
    - Complete CASAS testing (placement and post-testing after 50+ hours).
    - Attend orientation and sign all required forms.
- Students must meet FCUSD graduation requirements to earn a diploma from FCAS.

Behavioral Expectations

- All students must treat others — classmates, staff, and visitors — with courtesy and respect.
- Disruptive, disrespectful, vulgar, or abusive behavior is not tolerated and may result in suspension or removal from the program.
- The classroom is a shared learning environment. Any actions or items deemed disruptive by instructors or administrators must be stopped or removed immediately.
- Any violation of behavioral policies, including repeated issues, may result in dismissal from the program.

Dress Code

FCAS follows the Folsom Cordova Unified School District's dress code guidelines:

- Clothing must be clean, appropriate, and not distracting.
- Tops must cover shoulders and torso.

- Shorts and skirts must reach the fingertips of an extended arm.
- Sagging pants and visible undergarments are not allowed.
- Footwear is required at all times.
- Clothing or accessories must not display:
    - Offensive language or graphics
    - References to drugs, alcohol, violence, gangs, or weapons
    - Sexually suggestive images or language
    - Any message that denigrates an individual or group

Substance-Free Environment

FCAS is a tobacco-, alcohol-, and drug-free campus:

- Smoking, vaping, and use of controlled substances are prohibited on school grounds.
- Students who appear to be under the influence, or who have the odor of alcohol or drugs, will be asked to leave and may be dismissed from the program.

Food and Drink Policy

- No food or drink is allowed in classrooms without instructor approval.
- Food or beverages may not be placed near computers or electronic equipment.

Internet, and Other On-Line Information Services

Students must use technology in a responsible and respectful manner. Misuse of the internet or school-provided resources may result in dismissal from the program.

Students must have:

- An active Gmail account
- Access to Google Drive
- Reliable internet for online coursework

Training in Gmail and Google tools is available if needed.

Campus Safety and Access

Folsom Cordova Adult School is committed to maintaining a safe and distraction-free environment where adult learners can focus on their education. The following policies help ensure a respectful and secure campus for all.

Visitors and Family Members

- To maintain a productive learning environment, children are not permitted in classrooms.
- Students may not bring friends or family members to class.
- All visitors must check in at the front desk and receive authorization before entering the campus.
- Unauthorized visitors or individuals loitering on school property will be asked to leave.

These rules help create a professional, focused atmosphere for all adult students.

Parking Lot Safety

- The campus speed limit is 5 miles per hour. Please drive slowly and watch for pedestrians.
- Do not park or idle in red fire lanes or designated disabled parking spaces unless authorized.

- The school and district are not responsible for theft or damage to vehicles or personal items left in vehicles.

- Always lock your car and secure your belongings.

Grounds for Dismissal

Enrollment in adult education is voluntary; however, **adherence to school and district policies is mandatory**. Students may be suspended or dismissed from Folsom Cordova Adult School (FCAS) for serious violations of the California Education Code or for behavior that disrupts the learning environment or threatens the welfare of others.

Immediate dismissal may occur for any of the following offenses:

- **Physical violence or threats of violence** against another person

- **Sexual assault or sexual battery**

- **Possession, sale, or distribution of a firearm, imitation firearm, knife, explosive, or other dangerous object**

- **Use, possession, sale, or furnishing of controlled substances, intoxicants, or alcohol**, or being under their influence

- **Possession or distribution of drug paraphernalia**

- **Obscene acts, habitual profanity, or vulgarity**

- **Theft or knowingly receiving stolen property**

- **Damage to school or private property**

- **Harassment, threats, or intimidation** toward staff, students, or witnesses in disciplinary proceedings

Additionally, a student may be dismissed if their behavior is deemed **disruptive to the educational process** or **detrimental to the safety or welfare of students or staff**, even if not listed above.

Each FCAS program may have **additional attendance and enrollment requirements**. Continued enrollment is contingent on meeting these expectations.

Student Privacy and Data Collection

FCAS protects your personal information in accordance with state and federal laws. We do not share your data without your written consent.

SSN/ITIN Use (Voluntary):
If provided, your SSN or ITIN will be shared with the California Department of Education to help track employment outcomes. You are not required to provide this to enroll.

Exit Survey:
If you did not provide an SSN/ITIN at registration, you may be contacted 6 months and 1 year after leaving the program. This helps FCAS measure program impact.

Photo/Video Policy:
Class activities may be photographed or recorded. If you do not wish to be included, notify your instructor or step out of the frame.

School Calendar: Holidays/Breaks

Fall Semester 2025

Fall Instruction Begins……Monday, August 25, 2025

Labor Day…….. Monday, September 1, 2025

Veterans' Day…… Monday, November 11, 2025

Thanksgiving Break…Monday, November 24 - Friday, November 28, 2025

Last Day of Fall Semester…….. Thursday, December 18, 2025

Winter Break……Monday, December 22 to Friday, January 9, 2026

Spring Semester 2026

Spring Instruction Begins ……..…….Monday, January 12, 2026

Dr. Martin Luther King Day……Monday, January 19, 2026

Presidents' Week……..Monday, February 16 to Friday, February 20 2026

Spring Break……..April 3-10, 2026

Last Day of Spring Semester……..Thursday, May 14, 2026

Graduation…… Tuesday, May 26, 2026

California Adult Education Program (CAEP)

The California legislature has funded the K-12 school districts and community college districts to work together regionally to develop plans for expanding and improving adult education services. These partnerships create connections between the two systems and address the existing gaps in programs and services in the following seven areas:

1. Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate

2. Classes and courses for immigrants eligible for educational services in citizenship and ESL, and workforce preparation classes in basic skills

3. Education programs for adults with disabilities

4. Short-term career technical education programs with high employment potential

5. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce

6. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school

7. Programs for apprentices

Folsom Cordova Adult School is a member of CAERC (Capitol Adult Education Regional Consortium)

- Folsom Cordova Unified School District
- Sacramento City School District
- Washington Unified School District
- Galt Unified School District
- Davis Joint Unified School District
- Twin Rivers Unified School District
- Natomas Unified School District
- San Juan Unified School District
- Elk Grove Unified School District
- El Dorado County Office of Education
- Amador County Unified School District
- Sacramento County office of Education
- Los Rios Community College District

NONDISCRIMINATION STATEMENT

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Any student who feels that they or another student in the district is being unlawfully harassed or discriminated against by any student, employee, or other person from or in the district should immediately contact the principal or designee so the principal or designee can address the situation. The student may also file a written complaint in accordance with the district's Uniform Complaint Procedures.

The district prohibits retaliatory behavior against any person filing a complaint or any participant in the complaint process.

Folsom Cordova Adult Education is a WASC accredited school

