Adult & Community Education

HISTORIC CARVER TECHNICAL EDUCATION CENTER



SY26 Student Handbook

302 SW 12th Ave, Delray Beach, FL 33444 | 561.266.1201

Mission Statement

At Historic Carver Technical Education Center, our mission is to empower adult learners by providing high-quality education, training, and support that lead to meaningful careers and lifelong success. Through our Adult General Education programs (ESOL and GED), our Career and Technical Education academies in healthcare and skilled trades, and our diverse Community School offerings, we create accessible and innovative pathways that connect students to further education, industry certifications, and employment opportunities. Rooted in a legacy of excellence and service, we are committed to equipping every student with the knowledge, skills, and confidence to achieve their goals and contribute to the vitality of our community.

Welcome Statement

Congratulations on embarking on your educational journey! The faculty and staff of HCTEC are dedicated to providing you with a first-class educational environment to help you achieve your goals. This handbook outlines policies and procedures reviewed at orientation. Please read it carefully and contact an administrator with any questions.

Academic Calendar

See the School District of Palm Beach County Calendar for the current year: District Calendars

Main Office Hours

Type	Hours
Operational (Mon–Thu)	8:30 AM – 4:00 PM
Operational (Fri)	8:30 AM – 3:00 PM
Registration (Mon–Fri)	9:00 AM – 2:00 PM

Admissions Process

- Determine eligibility for your program of interest.
- Visit the main office to register and pay tuition/fees.
- Choose a class session that fits your schedule.
- Complete mandatory new student orientation.
- Take placement test (if applicable).
- Receive class placement.

Admission Criteria

ESOL

- Not enrolled in K–12 (withdrawal form required if under 18).
- Students may hold secondary/postsecondary credentials from the U.S. or abroad.

ABE/GED® Preparation

Placement testing is required to determine instructional level and course placement.

Career & Technical Education (CTE)

Admission criteria vary by program. General requirements include:

- High school diploma or equivalent (students without must consult a counselor).
- Attendance at mandatory program orientation.
- Proof of Florida residency for in-state tuition; government-issued photo ID; Social Security card.
- Background check and health/medical records for healthcare programs.

HVAC (Heating, Ventilation, and Air Conditioning)

- High school diploma or equivalent preferred; consult counselor if not available.
- Mandatory program orientation.
- Proof of Florida Residency
- CASAS GOALS 2: Reading 244+ (grade 10) and Math 230+ (grade 10), or qualifying industry certification waiver (e.g., NCCER, NATE).
- Safety gear required for labs (e.g., eye protection, boots).

Home Health Aide (HHA)

- Age 18+ (16–17 may register with counselor approval).
- Mandatory program orientation.
- Proof of Florida residency, valid photo ID, Social Security card.
- CASAS STEPS basic skills assessment prior to admission; counseling required if below cut scores.
- Mandatory background check.
- Health/medical records required for clinical participation.

Medical Assisting (MA)

- High school diploma or equivalent.
- Mandatory program orientation.
- Proof of residency, valid photo ID, Social Security card.
- CASAS GOALS 2: Reading 244+ (grade 10) and Math 230+ (grade 10), or qualifying industry certification waiver (e.g., NHA).
- Mandatory background check; health/medical records required.

Phlebotomy Technician

- High school diploma or GED strongly recommended for certification eligibility.

- Mandatory program orientation.
- Proof of residency, valid photo ID, Social Security card.
- CASAS STEPS basic skills assessment prior to admission; counseling required if below cut scores.
- Mandatory background check; health/medical records required.

Intro to Culinary

- High school diploma or GED strongly recommended for certification eligibility.
- Mandatory program orientation.
- Proof of residency, valid phot ID, Social Security Card.

Student Transfers

Transfers between programs are considered case by case. Transcripts must show evidence of Occupational Completion Points (OCPs).

Credit Transfer

Credit from other institutions will be reviewed for equivalency and awarded when appropriate by the school administrator.

Adult General Education Transfer Policy

ABE/GED® and ESOL students may transfer to another session at HCTEC or to another Adult Education site within the School District of Palm Beach County during the same term, space permitting. Class placement changes may be initiated by the school or approved upon request.

Schedule of Class Offerings

Program	Days	Times
ESOL® / ABE/GED® – Session 1	Mon–Fri	8:30 AM – 11:00 AM
ESOL® / ABE/GED® – Session 2	Mon–Fri	12:00 AM – 2:30 PM
ESOL® / ABE/GED® – Session 3	Mon–Thu	6:00 PM – 8:30 PM
Home Health Aide	Mon–Thu	8:00 AM – 12:30 PM
Phlebotomy Technician	Mon–Thu; Fri	9:00 AM – 1:30 PM
Medical Assisting	Mon–Fri	7:30 AM – 2:30 PM
HVAC	Mon–Fri	7:30 AM – 2:00 PM
Intro to Food Prep	Mon–Fri	8:00 AM – 2:00 PM

Schedules may vary by term. Clinical practice hours may occur outside scheduled hours as determined by the instructor.

Tuition & Fees

Fees are for Florida-qualified residents and subject to change.

Program	Cost	Includes
ESOL® & ABE/GED®	$45 *(plus online transaction fee)*	Registration Fee, Tuition Fees, ID Badge
Home Health Aide	$829.00	Registration, Tuition, ID Badge, Books, Fingerprinting, Scrubs, Physical Kit, Lab Fee, CPR
Phlebotomy Technician	$1,193.00	Registration, Tuition, ID Badge, Books, Fingerprinting, Scrubs, Physical Kit, Lab, CPR, Certification Exam
Medical Assisting	$4,850.00	Registration, Tuition, ID Badge, Course Materials, Lab Fee, Certification Exam Package
HVAC	$2,507.50	Registration, Tuition, ID Badge, Course Materials, Lab/Shop Fees (as applicable)
Intro to Food Prep	$2,416.00	Registration, Tuition, ID Badge, Course Materials including Cooking Utensils, Lab/Shop Fees (as applicable)

Class Placement

ESOL – CASAS STEPS

Upon registration (or if not enrolled for two complete terms), students take CASAS STEPS to determine educational functioning levels in Reading and Listening. Placement is based on Reading score.

Level	Reading Scale Score	Listening Scale Score
1	160–183	158–181
2	184–196	182–191
3	197–206	192–201
4	207–216	202–211
5	217–227	212–221
6	228–238	222–231
Career & College Readiness	239+	232+

ABE/GED® – CASAS GOALS 2

Students test in Math, Reading, and Language. Placement is based on test scores.

ABE Mathematics Level	Scale Score
ABE Level 1	170–192
ABE Level 2	193–203
ABE Level 3	204–213
ABE Level 4	214–224
ABE Reading Level	Scale Score
ABE Level 1	178–203
ABE Level 2	204–216
ABE Level 3	217–227
ABE Level 4	228–238

GED® Subject (Placement)	Scale Score Requirement	Notes
RLA (via Reading score)	239–254	Based on CASAS GOALS 2 Reading
Social Studies (via Reading score)	239–254	Based on CASAS GOALS 2 Reading
Science (via Reading score)	239–254	Based on CASAS GOALS 2 Reading
Mathematical Reasoning	225–255	Based on CASAS GOALS 2 Math

*To be placed in GED® courses, students must score **239+** on CASAS GOALS 2 Reading **or** **226+** on CASAS GOALS 2 Math.*

CTE students complete CASAS GOALS 2 in Reading and/or Math as part of orientation to guide appropriate supports and exit readiness.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the accuracy and privacy of students' educational records. Parents/guardians or eligible students (age 18+ or attending a postsecondary institution) have specific rights. See School Board Policy 5.50 for details.

Policy link: Policy 5.50 – Student Records

Learners' Rights and Responsibilities

Each student has the right to participate without discrimination, to request accommodations, and to receive procedural safeguards. Students are responsible for self-identifying accommodation needs and providing documentation (kept confidential). Possible accommodations include extra time, breaks, private workspace, interpreter services, alternate formats, and assistive devices.

Accommodation request form: PBSD 2523

Refund Policy

If a class is canceled by HCTEC, all tuition and fees for that class will be refunded.

CTE Programs

- No Show: If a student does not attend and fails to contact the school, HCTEC will attempt contact and process a withdrawal; tuition and fees are refunded. Registration and ID fees are non-refundable.
- Withdrawal: If a student withdraws in writing before the course reaches 10% of scheduled hours, tuition and fees are refunded. Registration and ID fees are non-refundable.
- No Refund after 10% of scheduled hours have elapsed.

ABE/GED® and ESOL

There is no refund for registration fees in these programs.

Hardship cases (illness, family emergency, etc.) may be considered by the principal with documentation.

Institution Responsibility	Student Responsibility
Refunds are made within 45 days from last day of attendance (if written notice provided) or date of school withdrawal; refunded by original payment method when possible.	Provide correct forwarding address for refunds; submit voluntary withdrawals in writing.

Tuition Fee Exemption (ABE/GED® and ESOL)

- Dependents of deceased or disabled veterans (with documentation).
- Apprenticeship program enrollees (documentation required).
- Students formerly in custody of DCF and currently under 28 (eligibility letter).
- Participants in Welfare Transition employment/training programs (letter of participation).
- Students formerly in custody of a relative/nonrelative via DCF and under 28 (documentation).
- Dual enrollment or early admission (documentation).
- Students experiencing homelessness (eligibility letter from MyACCESS).

Fee Waiver

Students may request a fee waiver if they qualify for free/reduced lunch, are unemployed, or need financial assistance (subject to principal approval). Use form PBSD 2460.

Form link: PBSD 2460

Attendance, Progress, and Withdrawals

ABE/GED® and ESOL

Per state statute, students who miss six consecutive days will be withdrawn. To reinstate enrollment, report to the main office. Late arrivals exceeding 30 minutes after scheduled class time will not be admitted.

CTE Programs

Attendance is essential. Absences are counted from the first day. Students may be withdrawn when cumulative absences reach 10% of enrolled clock hours. It is the student's responsibility to complete missed classwork/labs.

Discrimination/Bullying/Harassment Policies

- Policy 5.001: Protecting Students from Discrimination and Harassment
- Policy 5.002: Protecting Students from Bullying and Harassment
- Policy 5.81: Sexual Harassment and Gender-Based Discrimination

Safety and Security

- All students must wear a valid HCTEC ID badge on campus (replacement $5 at main office).
- Report suspicious activity to staff immediately.

Emergency Codes:

- CODE RED: Full Lockdown – No Movement
- CODE YELLOW: Modified Lockdown – Limited Movement
- CODE GREEN: Normal Operation
- CODE WHITE: Bomb Threat
- CODE BLUE: Evacuation

Fire Emergency: Follow posted evacuation plans when the alarm sounds. Drills are conducted regularly. See the Student Code of Conduct for detailed procedures.

Student Code of Conduct: Secondary (English)

Injuries and Illnesses on Campus

- First aid is rendered by trained staff (CRISIS team).
- Emergency contacts are notified (per SIS records).
- For serious cases, 911/Emergency Medical Services is called.
- Staff notify the Principal/designee and document all incidents.
- Serious injuries are reported to the Superintendent/designee.
- Complete PBSD 0335 (Student or Visitor Accident) online by witnessing staff.

Visitors on Campus

All visitors must sign in, provide identification, and wear a visitor badge. See School District policy for details.

Visitor Policy: BoardDocs – Visitors

Change of Student Information

If your contact information changes (address, phone, etc.), notify the main office promptly so records can be updated.

Access to the Student Portal

- Open Google Chrome.
- Go to mysdpbc.org and log in with district credentials.
- Access your apps and learning tools from the Portal dashboard.
- Do not share your login credentials.

Portal Login: mysdpbc.org

Technology Use Policy

Use of district technology resources is governed by Policy 8.123 (Technology Acceptable Use Policy for Students). Internet access is filtered per CIPA. Students have limited expectation of privacy as required by law.

Policy 8.123: Technology Acceptable Use Policy

Conduct and Discipline Policies

HCTEC is committed to excellence in education. Students must obey laws and district/school policies and follow staff directions. Students are expected to:

- Be polite
- Work hard
- Respect the rights of others
- Obey school rules
- Respect school property
- Participate safely in school functions

No one may interfere with another student's education, including harassment, intimidation, or threats.

Grievance Procedures

- Attempt to resolve the issue directly with the involved individual.
- Submit a written grievance to the Assistant Principal.
- If unresolved, submit a written appeal to the Principal (meeting within two weeks).

- If unresolved, appeal in writing to the Director of Adult & Community Education (impartial board review).
- If unresolved, appeal to the Deputy Superintendent and Superintendent.
- If still unresolved, contact the Council on Occupational Education (COE), 7840 Roswell Road, Suite 325, Atlanta, GA 30350, 770-396-3898.
- For state-related grievances, contact the Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; cieinfo@fldoe.org; fax 850-245-3238.

Student Services

- Career Center: Career exploration, resumes, interview practice, job search support (current students and alumni).
- Tutoring: Limited availability; speak with your instructor to request support.

Dress Code

HCTEC is a professional setting. The following attire is unacceptable in all School District of Palm Beach County schools:

- Attire with crude, vulgar, profane, lewd/obscene, sexually explicit/suggestive language or images.
- Attire with symbols/words promoting illegal or violent conduct (gang symbols; unlawful use of weapons, drugs, alcohol, tobacco).
- Attire associated with discrimination based on protected characteristics.
- Undergarments or sleepwear worn as outer garments.
- Sexually suggestive or revealing clothing (e.g., exposed midriff/undergarments, plunging necklines, see-through materials).
- Items that may be used as a weapon (steel-toed shoes, heavy chains, spiked accessories).
- Articles causing maintenance issues (e.g., cleats damaging floors, rivets scratching furniture).
- Clothing that creates disorder, distraction, or safety/health hazards due to fit/design/coverage.
- Jewelry worn in a manner presenting safety hazards or major disruption (e.g., hanging chains).
- Footwear lacking adequate protection or hygiene.
- Failure to maintain personal cleanliness/grooming such that it disrupts instruction.

Student Photo Identification Badge (ID Badge)

Students must wear a valid HCTEC ID badge while on campus for the term of registration. Lost/stolen badges can be replaced in the main office (replacement fee: $5).

Lost and Found

For items left in classrooms, speak with your teacher. For items found elsewhere, check with the Main Office. The school cannot guarantee recovery of lost items.

Parking

- Park only in designated student parking areas.
- Display a valid school-issued parking tag for the current term.
- Handicapped spaces require a valid permit.
- Illegally parked vehicles are subject to towing at the owner's expense.

Smoking/Vaping/Illegal Drugs

- Tobacco/vaping products are prohibited in buildings, on campus, and at school-sponsored events (applies to everyone).
- Illegal drugs are prohibited in buildings, on campus, and at school-sponsored events.
- Refer to district policy for full details.

Graduation

A formal graduation ceremony is held each year in May at an off-campus location. Students who earn a GED®, complete a CTE program, or finish a trade program during the academic year are eligible to participate. See your instructor for eligibility and participation questions.

Money Back Guarantee Policy

Per School Board policy, the Money-Back Guarantee Program refunds tuition for eligible students who cannot find employment in their field within six months of successful completion of select workforce programs leading to in-demand, middle- to high-wage occupations.

District policy link: Money-Back Guarantee

Eligible district programs include Phlebotomy Technician, Home Health Aide, and Commercial Vehicle Driver. At HCTEC, eligible programs include Phlebotomy Technician and Home Health Aide (subject to meeting all requirements).

- Attendance: Meet program attendance requirements.
- Program Performance: Complete clinicals, certification exams, background check; pass coursework.
- Career Services: Work with career services for resume/interview support in your final term.
- Internship/Work-Based Learning: Meet site requirements and maintain good standing.
- Job Search Documentation: Apply to at least ten related employers; participate in interviews/career fairs; be eligible to work; pass background checks; be willing to travel/relocate if needed.
- Career Plan: Complete a career portfolio with career services by program end.

Appendix: Acronyms and Definitions

Term	Definition
EKG	Electrocardiogram
MA	Medical Assisting
ESOL	English for Speakers of Other Languages
FDOE	Florida Department of Education
HHA	Home Health Aide
K–12	Kindergarten through 12th Grade
NRS	National Reporting System
Phlebotomy	Practice of removing blood from the body using a needle
Professional Development	Opportunities for teachers and staff to develop job-related skills
CASAS	Comprehensive Adult Student Assessment Systems
CASAS GOALS 2	Greater Opportunities for Adult Learning Success
HVAC	Heating, Ventilation, and Air Conditioning
CTE	Career & Technical Education
GED®	General Educational Development