FY 27 STUDENT HANDBOOK

CHUCK SHAW TECHNICAL EDUCATION CENTER

4260 Westgate Avenue, West Palm Beach, FL 33409 *561.616.7800*

Mission Statement

At Chuck Shaw Technical Education Center, our mission is to deliver high-quality career and technical education that empowers students with the practical skills, industry expertise, and professional values essential for success in today's evolving workforce. Through hands-on training, strong industry partnerships, and a student-centered approach, we prepare graduates for meaningful, high-demand careers and clear career pathways.

We are committed to bridging the gap between education and employment while fostering lifelong learning, cultural understanding, and language development to support learners from all backgrounds. Together, we promote career advancement and success in a dynamic global economy.

Welcome Statement

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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Students who complete their programs successfully:

- Attend consistently
- Arrive on time
- Complete assignments
- Meet with instructors when struggling
- Use counseling and career services
- Maintain professional behavior

Academic Calendar

Click here to see the latest School District of Palm Beach County calendar.

Main Office Hours

Operational Hours
Monday-Thursday: 8:00 AM – 7:30 PM
Friday: 8:00 AM – 3:00 PM

Registration Hours
Monday-Thursday 8:00 AM - 6:00 PM
Friday 8:00 AM - 1:00 PM

Admissions Process

1. **Determine Eligibility**
   Confirm that you meet program criteria.
2. **Visit the Main Office (4260 Westgate Ave, West Palm Beach, FL 33409)**
   Register in person at the main office and pay the required tuition and fees.
3. **Choose a Class Session**
   Select the class schedule that best fits your availability.
4. **Complete New Student Orientation**
   Complete the mandatory orientation session to learn about program expectations and student responsibilities.
5. **Take Placement Test (If Applicable)**
   Complete a placement assessment to determine your appropriate instructional level.
6. **Receive Class Placement**
   Based on your assessment, you will be placed in the appropriate class.

Program Information

ESOL PROGRAM

Admission Criteria

- Applicants cannot be enrolled in the K12 system. 16 and 17 year old students must have a signed withdrawal form from their K12 school and must be accompanied by a parent or guardian in order to register.
- May have secondary or postsecondary degree(s) and/or credential(s) from another country or the U.S.

Tuition & Fees

- **ESOL: $45** Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass
- Full payment for tuition and fees are due when you register for classes
- Accepted forms of payment: Cash, Mastercard, Visa

Schedule of Class Offerings

- Session 1: Monday - Friday
    - 8:00 AM - 11:00 AM
- Session 2: Monday - Friday
    - 11:30 AM - 2:30 PM
- Session 3: Monday - Thursday
    - 6:00 PM - 9:00 PM

ESOL Class Placement

Upon successful completion of registration, new students (or students who have not attended for two complete terms) are required to take a placement test that takes approximately 2.0-2.5 hours to complete. ESOL will take CASAS STEPS to determine which educational functioning level at which the student is currently performing in two areas: Reading and Listening. Students are placed according to their reading score on the CASAS STEPS test.

Class 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
Academic Skills Building	239+	232+

ABE/GED® PROGRAM

Admission Criteria

- Applicants cannot be enrolled in the K12 system. 16 and 17 year old students must have a signed withdrawal form from their K12 school and must be accompanied by a parent or guardian.

Tuition & Fees

- **ABE/GED®: $45** Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass
- Full payment for tuition and fees are due when you register for classes
- Accepted forms of payment: Cash, Mastercard, Visa

Schedule of Class Offerings

- Session 1: Monday - Friday
  - 8:00 AM - 11:00 AM
- Session 2: Monday - Friday
  - 11:30 AM - 2:30 PM
- Session 3: Monday - Thursday
  - 6:00 PM - 9:00 PM

ABE/GED® Class Placement

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 2 to determine which educational functioning level at which the student is currently performing in three areas: Math, Reading, and Language. Students are placed according to the scores of the indicated tests.

ABE Mathematics	Scale Score
ABE Level 1	170-192
ABE Level 2	193-203
ABE Level 3	204-213
ABE Level 4	214-224
ABE Reading	**Scale Score**
ABE Level 1	178-203
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 2 Score ONLY)	239-254
Social Studies (Based on Reading CASAS GOALS 2 Score ONLY)	239-254
Science (Based on Reading CASAS GOALS 2 Score ONLY)	239-254
Mathematical Reasoning (Based on Mathematics CASAS GOALS 2 Score ONLY)	225-255

*Students must score 239 or higher on CASAS GOALS 2 Reading or 225 or higher on CASAS GOALS 2 Math Test to be placed in GED® courses.

Students entering a Career and Technical Education (CTE) program are required to complete CASAS GOALS 2 test in Reading and/or Math. These assessments are an essential part of the school's orientation process, helping to guide students into the appropriate program and identify the necessary support tools to help them succeed and meet program exit requirements.

ESOL and ABE/GED® Refund Policy

There is no registration fee refund for these programs once students have taken the placement test.

Tuition Fee Exemption or Waiver for ESOL and ABE/GED® Programs

ESOL and ABE/GED® Tuition Fee Exemption

A student/fee exemption is available for those who qualify. Students may be eligible for exemption of tuition and fees if one or more of the conditions apply:

- The student is a dependent of a deceased or disabled veteran. (Must provide documentation, i.e.: Veterans ID Card, driver's license showing "V" or DD214 form)
- The student is enrolled in an apprenticeship program. (Must provide documents from the institution)
- The student is or was when they 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)
- The student is enrolled in an employment and training program under the Welfare Transition Program. (Must provide Welfare Transition Program Letter of Participation and Referral)
- The student is or was when they 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)
- The student is enrolled in dual enrollment or early admission. (Must provide documentation from the institution)
- The student currently does not have a regular nighttime home, or their 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 above*)

Students may request a fee exemption by completing form 2494. Subject to approval by the principal.

ESOL and ABE/GED® Tuition Fee Waiver

Students may request a fee waiver if the student is in need of financial assistance. Students must complete form 2460. Subject to approval by the principal.

Attendance, Progress, and Withdrawals for ESOL and ABE/GED® Programs

- Students at Chuck Shaw Technical Education Center demonstrate their commitment to learning by attending class every day, participating in class activities, completing assignments, course content, and clinical assessments.
- Per state statute, students who miss six consecutive days will be withdrawn from class. In order to reinstate enrollment, students must report to the main office and request reentry. Late arrivals exceeding 30 minutes after scheduled class time will not be admitted to avoid class interruption.

CAREER & TECHNICAL EDUCATION (CTE)

Administrative Office Specialist Program

Admission Criteria

- High School diploma or equivalent
    - Students without a high school diploma must consult a counselor prior to registration
- Attend program orientation session
- Documentation
    - Proof of one year of Florida residency for in-state tuition
    - Valid government-issued photo identification
    - Original Social Security Card
- No basic skills assessment for students who possess:
    - Associate degree or higher
    - Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the Administrative Office Specialist Program.
- Basic Skills Assessments
    - Student must see a counselor if they score below
        - 244 or greater on CASAS GOALS 2 Reading
        - 241 or greater on CASAS GOALS 2 Math
    - Exit requirements: CASAS GOALS 2 GED Level Reading 244 or greater and Math 241 or greater
    - Exit requirement exemptions
- Program Tuition and Fees are a student's responsibility
- Grants are offered on an availability basis
    - Open Door Grant
    - Career Source
    - Community Action Program
    - Other Scholarships, i.e. AWCE formerly ACE

Tuition & Fees

- **Administrative Office Specialist: $3,423.00**
- Includes Registration Fee, Tuition Fees, ID Badge, Parking Pass, Course Materials, Lab Fee, and Certification Exam Package
- Defined payment plans available.
- Accepted forms of payment: Cash, Mastercard, Visa
- **The fees above are for students who have met the one year Florida residency requirement and are subject to change.**

Schedule of Class Offerings

- Monday - Friday, 8:30 AM - 2:30 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*

Program Outcomes for Administrative Office Specialist Completers

- Career Certificate
- Certifications: Microsoft Word, Excel, and PowerPoint
- Career Opportunities: Office-based roles or business environment

EKG Technician Program

Admission Criteria

- High School diploma or equivalent
    - Students without a high school diploma must consult a counselor prior to registration
- Attend program orientation session
- Documentation
    - Proof of one year of Florida residency for in-state tuition
    - Valid government-issued photo identification
    - Original Social Security Card
- No basic skills assessment for students with:
    - Associate degrees or higher
    - Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to EKG Technician Program
    - Basic Skills Assessments
    - Student must see a counselor if they score below
        - 239 or greater on CASAS GOALS 2 Reading
        - 236 or greater on CASAS GOALS 2 Math
    - Exit requirements: CASAS GOALS 2 GED Level Reading 239 or greater and Math 236 or greater or Passing score on NHA certification CET exam
- Mandatory background check - Part of CSTEC process
- Health/Medical Records needed for clinical-Student responsibility
- Program Tuition and Fees are a student's responsibility
- Grants are offered on an availability basis
    - Open Door Grant
    - Career Source
    - Community Action Program
    - Other Scholarships, i.e. AWCE formerly ACE

Tuition & Fees

- **EKG Technician Program: $1,943.00**
- Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass, Books, Fingerprinting, Scrubs, Physical Assessment Kit, Lab Fee, CPR Training, and Certification Exam Package
- Full payment for tuition and fees are due when you register for classes.
- Accepted forms of payment: Cash, Mastercard, Visa
- **The fees above are for students who have met the one year Florida residency requirement and are subject to change.**

Schedule of Class Offerings

- 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*

Program Outcomes for EKG Technician Completers

- Career Certificate
- Certification: National Healthcareer Association Certified EKG Technician (CET)
- Career Opportunities: Hospitals, physicians office
- Possible Next Step: Pharmacy Technician, Medical Assisting, Nursing

Home Health Aide Program

Admission Criteria

- Age: 18 years or older-Official withdrawal from K-12
    - Students 16-17 year old students must see a counselor prior to registration
- Attend program orientation session
- Documentation
    - Proof of one year of Florida residency for in-state tuition
    - Valid government-issued photo identification
    - Original Social Security Card
- Basic Skills Assessments Prior to Admission
    - Student must see a counselor if they score below
        - 217 or greater on CASAS GOALS 2 Reading
        - 217 or greater on CASAS STEPS Reading (IET) - Administered within the first two weeks of class.
- Mandatory background check - Part of CSTEC process
- Health/Medical Records needed for clinical is the student's responsibility
- Program Tuition and Fees are a student's responsibility
- Grants are offered on an availability basis
    - Open Door Grant
    - Career Source
    - Community Action Program
    - Other Scholarships, i.e. AWCE formerly ACE

Tuition & Fees

- **Home Health Aide Program: $934.00**
- Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass, Books, Fingerprinting, Scrubs, Physical Assessment Kit, Lab Fee and CPR Training
- Full payment for tuition and fees are due when you register for classes.
- Accepted forms of payment: Cash, Mastercard, Visa
- **The fees above are for students who have met the one year Florida residency requirement and are subject to change.**

Schedule of Class Offerings

- **Day Program:** Monday - Thursday, 8:00 AM - 1:00 PM
- **Evening Program:** Monday - Thursday, 5:30 PM - 8:30 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*

Program Outcomes for Home Health Aide Completers

- Career Certificate
- Certification: None
- Career Opportunities: Patient's home, assisted living facility, private duty
- Career Pathway: Phlebotomy Technician, EKG Technician, Medical Assisting, Nursing

Medical Assisting Program

Admission Criteria

- High School diploma or equivalent
    - Students without a high school diploma must consult a counselor prior to registration
- Attend mandatory program orientation session
- Documentation
    - Proof of one year of Florida residency for in-state tuition
    - Valid government-issued photo identification
    - Original Social Security Card
- No basic skills assessment for students who possess:
    - Associate degree or higher
    - Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to Medical Assisting

- Basic Skills Assessments
    - Student must see a counselor if they score below
        - 244 or greater on CASAS GOALS 2 Reading
        - 241 or greater on CASAS GOALS 2 Math
    - Exit requirements: CASAS GOALS 2 GED Level Reading 244 or greater and Math 241 or greater or a passing score on the NHA certification CCMA exam
    - Exit requirement exemptions:
- Mandatory background check-Part of CSTEC process
- Health/Medical Records needed for clinical-Student responsibility
- Program Tuition and Fees are a student's responsibility
- Grants are offered on an availability basis
    - Open Door Grant
    - Career Source
    - Community Action Program
    - Other Scholarships, i.e. AWCE formerly ACE

Tuition & Fees

- **Medical Assisting: $4,246.00**
- Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass, Course Materials, Lab Fee, and Certification Exam Package
- Defined payment plans available.
- Accepted forms of payment: Cash, Mastercard, Visa
- **The fees above are for students who have met the one year Florida residency requirement and are subject to change.**

Schedule of Class Offerings

- 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*

Program Outcomes for Medical Assisting Completers

- Career Certificate
- Certification: CCMA Certified Clinical Medical Assistant
- Career Opportunities: Hospitals, laboratories, physician offices
- Career Pathway: Nursing, Medical field

Pharmacy Technician Program

Admission Criteria

- High School diploma or equivalent
    - Students without a high school diploma must consult a counselor prior to registration
- Attend program orientation session
- Documentation
    - Proof of one year of Florida residency for in-state tuition
    - Valid government-issued photo identification
    - Original Social Security Card
- No basic skills assessment for students who possess:
    - Associate degree or higher
    - Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to Pharmacy Technician; i.e., NHA Certified Pharmacy Technician (ExCPT) Exam for Certified Pharmacy Technician

- Basic Skills Assessments
    - Student must see a counselor if they score below
        - 244 or greater on CASAS GOALS 2 Reading
        - 245 or greater on CASAS GOALS 2 Math
    - Exit requirements: CASAS GOALS 2 GED Level Reading 244 or greater and Math 245 or greater or a passing score on NHA certification ExCPT exam
    - Exit requirement exemptions:
- Mandatory background check-Part of CSTEC process
- Health/Medical Records needed for clinical-Student responsibility
- Program Tuition and Fees are a student's responsibility
- Grants are offered on an availability basis
    - Open Door Grant
    - Career Source
    - Community Action Program
    - Other Scholarships, i.e. AWCE formerly ACE

Tuition & Fees

- **Pharmacy Technician: $3,485.00**
- Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass, Course Materials, Lab Fee, and Certification Exam Package
- Defined payment plans available.
- Accepted forms of payment: Cash, Mastercard, Visa
- **The fees above are for students who have met the one year Florida residency requirement and are subject to change.**

Schedule of Class Offerings

- 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*

Program Outcomes for Pharmacy Technician Completers

- Career Certificate
- Certification: ExCPT-Exam for Certified Pharmacy Technician
- Career Opportunities: Pharmacy, laboratories, physician offices
- Career Pathway: Pharmacist, Pharmaceutical Sales, Medical Field

Phlebotomy Technician Program

Admission Criteria

- High School diploma or equivalent
    - Students without a high school diploma must consult a counselor prior to registration
- Attend program orientation session
- Documentation
    - Proof of one year of Florida residency for in-state tuition
    - Valid government-issued photo identification
    - Original Social Security Card
- High school diploma or GED required for NHA Certification
- Basic Skills Assessments Prior to Admission
    - Student must see a counselor if they score below
        - 217 or greater on CASAS GOALS 2 Reading
        - 217 or greater on CASAS STEPS Reading (IET) - Administered within the first two weeks of class.

- Mandatory background check-Part of CSTEC process
- Health/Medical Records needed for clinical-Student responsibility
- Program Tuition and Fees are a student's responsibility
- Grants are offered on an availability basis
    - Open Door Grant
    - Career Source
    - Community Action Program
    - Other Scholarships, i.e. AWCE formerly ACE

Tuition & Fees

- **Phlebotomy Technician Program: $1,305.00**
- Includes: Registration Fee, Tuition Fees, ID Badge, Parking Pass, Books, Fingerprinting, Scrubs, Physical Assessment Kit, Lab Fee, CPR Training, and Certification Exam Package
- Full payment for tuition and fees are due when you register for classes.
- Accepted forms of payment: Cash, Mastercard, Visa
- **The fees above are for students who have met the one year Florida residency requirement and are subject to change.**

Schedule of Class Offerings

- Monday - Friday, 8:00 AM - 1:00 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*

Program Outcomes for Phlebotomy Technician Completers

- Career Certificate
- Certification: CPT-Certified Phlebotomy Technician
- Career Opportunities: Hospitals, laboratories, physician offices
- Career Pathway: Medical Assisting, Nursing, Medical Laboratory Assisting

Digital Learning Expectations

CTE students are expected to:

- Check school email daily
- Access online course materials
- Complete online assignments in a timely manner
- Maintain login information secure
- Use technology for educational purposes only

CTE Academic Expectations (Including Dual Enrolled students)

- Achieve 70% or greater in classroom assignments, quizzes, and tests
- Attend minimum of 90% of each course or make up missed time
- Meet all clinical requirements as stated in the clinical handbook

Student Transfers

The transfer of students between programs will be considered on a case-by-case basis. Transfer students must provide transcripts showing evidence of Occupational Completion Point (OCP).

Credit Transfer

Credits earned at other institutions will be verified and reviewed for equivalency via official transcript by the school administrator and awarded if deemed equivalent. Credits should have been awarded within the previous five years.

CTE Refund Policy

Purpose

This policy establishes fair, equitable, and transparent procedures regarding tuition and fee refunds in accordance with School District of Palm Beach County policies and applicable regulations.

Class Cancellation

If CSTEC cancels a class, students will receive a full refund of all tuition and applicable fees associated with that class.

Student Withdrawal Prior to 10% of Scheduled Course Hours

No-Show Students

If a student does not attend class and fails to notify the institution, CSTEC will attempt to contact the student.

If withdrawal is processed before the first 10% of scheduled course instructional hours:

- Tuition will be refunded
- Registration fees and identification fees are nonrefundable

Voluntary Withdrawal

Students who voluntarily withdraw prior to completion of 10% of scheduled instructional hours may receive:

- A refund of tuition paid
- Registration fees and identification fees remain nonrefundable

Students must complete applicable forms to process a refund and/or withdrawal. All withdrawals must be approved by the principal

Student Withdrawal After 10% of Scheduled Hours

Career and Technical Education Programs

Students who withdraw after completion of 10% of scheduled instructional hours are not eligible for a tuition refund.

Attendance Policy – CTE (Career and Technical Education)

Attendance is an essential element of completing a program successfully. A student who anticipates a break in attendance, should consult his/her instructor before these absences. Students are expected to remain for the full duration of class. Absences are counted from the first day of class. If a student's cumulative absences reach 10% of the clock hours for which a student is enrolled, the student can be withdrawn from the class for lack of attendance. Attendance taken by the teacher will be the final authority in determining the number of hours and absences recorded. It is the student's responsibility to know the attendance policy, complete classwork, and/or labs missed.

No Shows

Students enrolled in a CTE program who are no-shows at the start of a term will be withdrawn after 10% of the total course hours.

Materials and Supplies

Books, uniforms, supplies, equipment, and consumable materials that have been used or issued are not eligible for refund.

Extenuating Circumstances

The Principal or designee may approve full or partial refunds when documented extenuating circumstances exist, including but not limited to:

- Serious illness
- Family emergency
- Military deployment
- Other Principal approved extenuating circumstances

Supporting documentation may be required

Institutional Responsibilities

CSTEC will:

- Process refunds within 45 calendar days
- Notify students of refund decision
- Maintain documentation of refund transaction
- Provide accurate information regarding refund eligibility

Student Responsibilities

Students are responsible for:

- Notifying the school of a withdrawal request
- Providing updated contact information
- Maintaining communication with the institution regarding enrollment status

Annual Review

The Refund Policy is reviewed annually by administration to ensure compliance with district policies, accreditation expectations, and applicable regulations

Family Educational Rights and Privacy Act (FERPA)

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 5.50 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. Click here to review SB Policy 5.50.

Learners' Rights and Responsibilities

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

If you have a disability that affects your ability to learn or to take tests, let us know 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 See the full version of this form.

Discrimination/Bullying/Harassment Policies

Chuck Shaw Technical Education Center is a positive learning environment free from discrimination, bullying, and harassment. Please see the following district policies as they relate to these issues. Our Title IX contact is Assistant Principal, Mr. Anderson Louis (561) - 616-7805

- 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

- Students and visitors are screened through a metal detector before entering the campus. When the detector alarm alerts, the school reserves the right to search students/visitors and/or their belongings.
- Students must wear a valid identification badge while on campus. Replacement badges are available for $5 in the main office.
- 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. Occupants are required to evacuate safely according to the evacuation plan posted in each room.
- Practice drills are in place to maintain safety. Drills should always be treated as if a real emergency is underway. Please see the district's procedures for safety and security as outlined in the Student Code of Conduct Handbook.

Injuries and Illnesses on Campus

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

1. First aid is rendered by the CRISIS team.
2. The emergency contact of the student is notified, as indicated on SIS.
3. In the event of serious illness or injury, 911/ Emergency Medical Services (EMS) is called.

The following procedure shall be followed when reporting student injuries or illnesses:

1. School staff shall notify the Principal or designee, and document all injuries and episodes of sudden illness.
2. Principals shall inform the Superintendent/designee of any serious injuries suffered by students/visitors while under the jurisdiction of the District.
3. The "Student or Visitor Accident" form, PBSD 0335, shall be completed online by the District employees who witnessed the accident/injury.

The principals shall ensure that at least two (2) employees are trained in the rendering of first aid and cardiopulmonary resuscitation.

Visitors 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. The School District of Palm Beach County Policy on school visits is linked here.

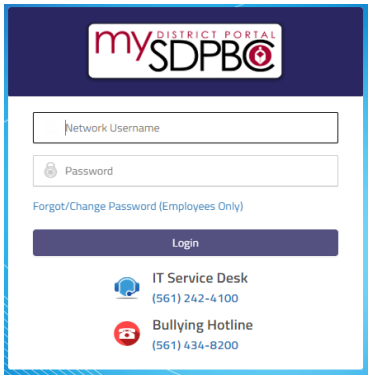
Change of Student Information

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.

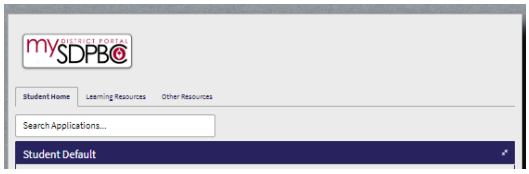
Access to the Student Portal

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.



3. Log in to the portal using your credentials. If you logged on correctly, you should see this:



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. 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.
Policy 8.123 - Technology Acceptable Use Policy for Students

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, state, and local laws, including all traffic and parking, Palm Beach County School Board Policies, Chuck Shaw Technical Education Center Student Handbook policies, and directions from the principal, teacher, or other staff members.

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.

Administration reserves the right to deny registration or access to the school campus in accordance with applicable laws and security protocols. In such cases, administration will collaborate with school police to assess and determine any potential safety risks. Administration also reserves the right to dismiss a student for egregious behavior

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 the 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 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 the Director of the Department of Adult Workforce 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 the Deputy Superintendent and the Superintendent, 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

Chuck Shaw Technical Education Center is committed to supporting student success by providing academic, career, counseling, tutoring, and employment services that help students overcome challenges, achieve their educational goals, and prepare for the workforce.

- Sandra Caruso Career Center
    - Current students and alumni can receive help 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.

Dress Code

CSTEC 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 dress.

The following attire is **unacceptable** in all School District of Palm Beach County schools:

1. Attire with language or images that are crude, vulgar, profane, lewd/obscene, sexually explicit, or sexually suggestive.
2. 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.
3. Attire associated with discrimination based on age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.

4. Clothing traditionally designed, as undergarments, such as boxer shorts or sleepwear, may not be worn as outer garments.
5. 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).
6. 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.
7. 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.
8. 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.
9. 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.
10. Footwear that does not provide adequate protection or hygienic measures.
11. 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.

Student Photo Identification Badge (ID Badge)

All students must wear a valid CSTEC ID badge for the term registered anytime they are on campus.

To replace a lost or stolen badge, the student must report the loss to front office staff during regular school hours on calendared school days and is responsible for the $5.00 replacement fee.

Lost and Found

If you leave a personal item in a classroom, please speak directly with your teacher. For items left elsewhere on campus, please check with the Main Office.

Please note that while every effort will be made to assist in locating lost items, the school cannot guarantee that all lost property will be found or returned.

Parking

- Students may park in any designated space within the student parking area.
- All vehicles parked on campus must display a valid school-issued parking tag for the current term.
- Handicapped parking spaces are reserved exclusively for individuals with a valid handicap permit.
- Vehicles parked illegally—including those not in marked spaces or in handicapped spaces without the proper permit—are 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 ceremony is held each year in May at an off-campus location. Students who have earned a GED®, completed a career and technical education (CTE) program, or finished a trade program during the current academic year are eligible to participate.

Students should contact their teacher for questions regarding eligibility or participation requirements.

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.

Students must meet the following criteria:

- 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.

Appendix: Acronyms and Definitions

Term	Definition
ABE	Adult Basic Education
AOS	Administrative Office Specialist
CASAS	Comprehensive Adult Student Assessment Systems
CASAS GOALS 2	Greater Opportunities for Adult Learning Success
CCMA	Certified Clinical Medical Assistant
CET	Certified EKG Technician
CPT	Certified Phlebotomy Technician
EKG Technician	Electrocardiogram
ESOL	English for Speakers of Other Languages
ExCPT	Exam for the Certification of Pharmacy Technicians
FDOE	Florida Department of Education
GED	General Education Development
HHA	Home Health Aide
K–12	Kindergarten through 12th Grade
MA	Medical Assisting
NHA	National Healthcareer Association
NRS	National Reporting System
PD	Professional Development Opportunities for teachers and staff to learn and enhance their job-related skills.