FRESNO ADULT SCHOOL
Fresno Unified School District

STUDENT HANDBOOK 2025-2026

FRESNO ADULT SCHOOL

High School Diploma, High School Equivalency & Adult Basic Education

2500 Stanislaus Street
Fresno Ca. 93721

(559) 457-6000

www.fas.org

FAS Program Overview

High School Diploma (HSD) Programs

If you are interested in earning your high school diploma, we offer classes in both traditional and online settings to help you achieve your goals. All classes are offered free of charge.

The requirements for enrolling in HSD or GED classes at FAS are as follows:
· Placement Test
· Orientation
· California/State Issued ID
· Official High School Transcripts
· Meeting With Counselor

The counselor will determine which classes are required for you to graduate. A student who is at least 18 years of age needs 180 credits for graduation. These credits must be in the subject areas required by the state of California.

High School Diploma (HSD) and Edgenuity classes are available throughout the day in morning, afternoon, and evening time slots. Students will be enrolled in a combination of online and traditional classes designed to provide the fastest path to graduation.

If you are placed in an Edgenuity lab, the counselor will create your Edgenuity student account and assign your required courses for graduation. You will also be assigned your username and password for your login access to your account. Your login access is for your exclusive use only and is NOT to be shared with anyone else. Failure to keep this information confidential may result in consequences.

If you are placed in an Edgenuity lab, the counselor will create your Edgenuity student account and assign your required courses for graduation. You will also be assigned your username and password for your login access to your account. Your login access is for your exclusive use only and is NOT to be shared with anyone else. Failure to keep this information confidential may result in consequences.

High School Diploma & High School Equivalency Assessment Score Requirement

Required Placement Scores for High School Equivalency & High School Diploma Classes

<u>Required Minimum Scores for HSD Program</u>
All students are placed at the appropriate class level based on their CASAS placement scores below. **<u>Please note the minimum scores needed to enroll in the High School Diploma classes</u>**. High School Diploma classes are 9-12 level classes that need a minimum reading and math score to support students' success in HSD classes.

If student scores are not high enough to be in the HSD classes, we offer the ABE Aztec Lab to help students brush up on basic skills and improve CASAS scores. After 12 hours of instruction and work in the Aztec Lab, students can re-test to get a higher score. See ABE Aztec Lab for more information below.
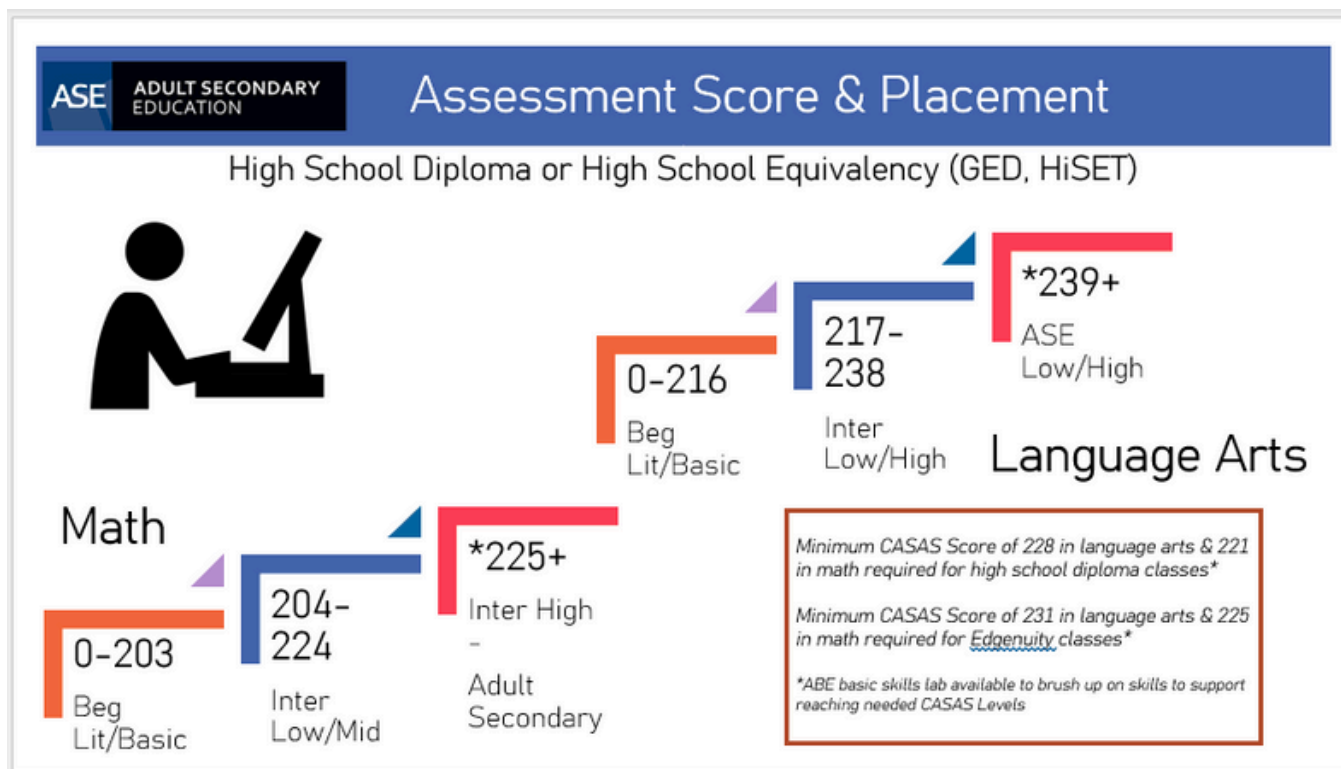
<u>Adult Basic Education (ABE) Aztec Lab to Support CASAS Scores Needed for HSD Program</u>
Adult Basic Education Aztec Lab are available on a short-term basis to help HSD students achieve the CASAS score needed to enroll in traditional HSD & Edgenuity HSD classes. In ABE classes (Aztec Labs), students can re-test after 12 hours of instructions to see if they have the score needed for the HSD program. Students can continue in ABE courses for as long as they need to meet the minimum score for the High School Diploma Program.

High School Diploma (HSD) Program

High School Diploma Enrollment Requirement Details

High School Transcripts
Official transcripts are needed to enroll in the High School Diploma Program. If you need an official transcript from another school, you can ask how to acquire transcripts in the main office. FAS official transcripts can take up to 14 business days for delivery, and there is a $5.00 fee per copy.

Required: Pending Grad Credit Check Meeting with Registrar
All high school diploma <u>Pending graduate students</u> (need 20 credits or less) should make an appointment with the registrar soon after they enroll in FAS classes. It will be the responsibility of pending grads to set up and attend this appointment. At this appointment, the registrar will confirm all the credits you have and/or need to graduate. <u>If students do not attend a Credit Check with the registrar, you may end up needing to complete more credits at the final Petition to Graduate meeting.</u>

CASAS Testing
· Every student enrolling at FAS in the HSD or HSE programs is required to take a CASAS pre-test prior to enrollment.
· After 40 hours of instruction, the student must take the CASAS post-test. These exams are used to measure student progress and are required by the state of California.

Settings of Class Study
Traditional/Direct Instruction: This type of instruction is provided by a dedicated teacher in a traditional classroom setting. Available subjects include English, History, science, and Mathematics.

Edgenuity: Edgenuity is an online HSD program that offers all courses required for graduation. Students work and study in our Edgenuity labs in Rooms 210/211 and 212. The labs are supervised by lab instructors who provide support in areas such as courses & assignments, one-on-one student progress review, tutoring, assessment authorization (Known as 'unlocking'), and test prep. The labs are primarily self-paced, with expectations for consistent progress toward completing courses in a timely manner.

Independent Study: Independent study involves face-to-face classes requiring approximately 50 hours of attendance per 5 credits of coursework. Student grades are posted when the student completes the required coursework assigned by their instructor.

High School Equivalency (HSE) Program

If you are interested in earning your high school equivalency certificate, our HSE programs offer Aztec Labs and traditional classes to help you prepare for the HiSet and GED examinations.

High School Equivalency Enrollment Requirement Details

Front Office Registration

Students register for all programs in the main office. They'll complete a registration form and then will be asked to CASAS Tests. After they CASAS test, they will be placed in an HSE class that aligns to their CASAS test level and their preferred schedule.

CASAS Testing

· Every student enrolling at FAS in the HSE programs is required to take a CASAS pre-test prior to enrollment.

· After 40 hours of instruction, the student must take the CASAS post-test. These exams are used to measure student progress and are required by the state of California.

Settings of Class Study

HSE Test Prep Classes: High School Equivalency test prep classes and Aztec labs are available throughout the day in the morning, afternoon, and evening time slots. The test prep classes are traditional teacher led classes where teacher is giving direct instruction to students. Students can take a combination of traditional classes, on-line classes, and Aztec Lab classes.

On-Line HSE Test Prep: FAS offers and English test prep and a math test prep class on-line. This type of instruction is provided by a dedicated teacher in an on-line instructional setting. Teacher instructs via zoom while students participate remotely from home. Available subjects include English, and mathematics.

Aztec: Aztec is an online HSE program designed to help students prepare for tests such as the HiSet and GED to earn their High School Equivalency Certification. The labs are supervised by instructors who provide support in areas such as test preparation, study techniques, and one-one-one evaluation. The labs are primarily self-paced, with goals and expectations set by the teacher and student to achieve test readiness in a timely manner. Each student will receive customized areas of study within their respective Aztec accounts to provide the fastest path to test preparation.

CLASSROOM EXPECTATIONS

Attendance and punctuality are required if you wish to be successful in school and in the workforce. Please be aware of, and adhere to, the following rules for attendance:

· If you intend to withdraw from FAS, please notify your instructor and the counselor.
· Leaving early and arriving late will impact your attendance and may be counted as an absence (must have 2.5 hours in class per scheduled day).

All rules regarding classroom behavior and conduct will be strictly enforced. These include, but are not limited to, the following:
· Cheating, plagiarism, fighting, and profanity will be grounds for removal
· Show respect for fellow students and your instructor
· Social discussions should be held outside the classroom. Students who continue to disrupt classes will be sent home. If behavior continues, student will be dropped & not allowed to re-enroll until the next quarter
· Students may use the restroom at any time but please do not disrupt the class when leaving or returning. Excessive time outside of the classroom will count as an absence
· FAS has a strict ZERO Tolerance on students who attend classes under the influence of any substance will be asked to leave and return when not under the influence. Any violation of this policy may result in dismissal from the program.
· Students who have the odor or appearance of alcohol/ controlled substances on their person will be considered "under the influence" and will be asked to leave the campus and may be dropped from the program.
· Food is not permitted in the classrooms at any time. Water is the only allowable beverage, and then only with a securable lid on top.

ACADEMIC HONESTY

Students are responsible for understanding the difference between using technology for help and support of your learning, versus using the web to cheat. You are also responsible for doing your own work. Having someone else complete any of your coursework for you is strictly forbidden. ***Cheating is against our school policy and has consequences.***

Plagiarism and Cheating

Plagiarism is copying or using ideas or words from another person or source—such as the internet, a print source, or an AI tool—and claiming it is your own work.

This includes:

• Using an "answers" site like Brainly or Quizlet to get an answer
• Using ChatGPT, Cheat Software/Tools, or any other AI tool to do some or all of your work
• Using an answer another student wrote for you
• Copying text from a website and submitting it without citing the website as a source
• And anything else that involves submitting words or ideas you did not create yourself and not giving credit to the original creator or author
• Using any software or program that lets you skip videos on Edgenuity

Academic Dishonesty Consequences

A student found cheating on assignments or assessments is subject to serious academic penalties. Please be aware that teachers use technologies to check student work for authenticity. If a teacher confirms that a student has plagiarized work in any manner, the student will be subject to consequences and may be removed from the course with a failing grade.

Students found cheating and/or plagiarizing will be given one chance to re-do their work and if found cheating and/or plagiarizing again may be dropped from Edgenuity and/or be dropped from Fresno Adult School. See Academic Honesty Contract at the end of this document or attached for more information.

FAS ATTENDANCE POLICY

FAS HSD Attendance Policy

The attendance policy will be strictly enforced for the upcoming academic year. Students who are dropped for attendance or lack of progress may re-enroll in the next quarter, provided there are available slots for enrollments (see enrollment dates below).

Traditional Class Attendance Policy

· 5 absences per quarter (or 3 consecutive absences).

· NO excessive tardies. Repeated tardies will result in being dropped from the class.

· If an enrolled student is a "No-Show" after the first week of the school year or their first week of enrollment, they will be dropped to make room for new students.

Students who exceed the maximum number of allowed absences will be dropped and may not reenroll until the next academic quarter.

Cyber High Attendance Policy

· 3 absences per quarter (or 2 consecutive absences). *Students who exceed the maximum number of allowed absences will be dropped and may not reenroll until the next academic quarter.*

Edgenuity Attendance Policy

· Students enrolled in Edgenuity <u>*will be dropped after five (5) absences (or three (3) consecutive absences)*</u> from Edgenuity until the next quarter.

· Repeated tardies (late arrivals, early departures) will result in being dropped until the next quarter. VP will drop students who are not consistently attending and making progress.

· Student must attend class, *and be logged into and working in Edgenuity*, for a minimum of 2 hours and 30 minutes to receive attendance for the day.

· Two (2) absences will result in the archiving, or disabling, of the student's Edgenuity account unless or until the student returns to class.

· If an enrolled student is a "No-Show" after the first week of the school year or their first week of enrollment, they will be dropped to make room for new students.

· Students must complete a minimum of Six (6) hours of Edgenuity coursework weekly.

FAS HSE/Aztec Attendance Policy

Students enrolled in traditional classes or Aztec labs will be dropped for the following reasons:

· Absences exceed 5 days (or 3 consecutive)

· Chronic tardiness (late arrival, early departure)

· "No-Show" after 1st week of enrollment

FAS EDGENUITY PROGRESS POLICY

FAS Edgenuity/CYBER HIGH Progress Policy

· To show progress in Edgenuity or Cyber High, students must earn a minimum of 5 credits per quarter.

· Failure to meet this requirement will result in being dropped from Edgenuity or Cyber High, and enrollments for the remainder of the school year may be limited to traditional (in-person) classes.

· Students dropped for lack of progress will not be allowed to re-enroll until the next school quarter & may be placed in Aztec lab if unable to progress due to low test scores.

RE-ENROLLMENT PROCESS 2025-2026

FAS Reenrollment Process for Dropped Students

Students who have been dropped will be eligible to re-enroll the following quarter if there is room in the class. The following dates represent the start dates for each quarter of the 2025-26 school year. Students will need to re-enroll **PRIOR** to the below quarter start dates:

1st quarter:	**9/2/25 & 9/3/25**
2nd quarter:	**11/18/25 & 11/17/25**
3rd quarter:	**1/12/26 & 1/13/26**
4th quarter:	**3/9/26 & 3/10/26**

Any students dropped during the 3rd quarter (after 3/10/26) will not be able to enroll again until the fall of 2026.

WORK EXPERIENCE CREDITS FOR ELECTIVES

If you have a job, you may be able to receive credits to use for up to 20 elective credits. Students will need to provide proof of work experience. Ask your counselor for more information about work experience credit for present or past job.

HSE STUDENT/AZTEC SUCCESS TIPS

Student Test Prep Success in Aztec

· ***Attend classes consistently and fully***. The more time you spend in class, the more time you have to work toward success in test preparation.

· ***Work consistently toward your goals***. Make consistent progress on your test prep tasks in Aztec. Succeeding in preparation is preparation to succeed.

STUDENT EDGENUITY SUCCESS TIPS

Student Credit Attainment Success in Edgenuity.

· **Students must earn a minimum of 5 credits per quarter and maintain Edgenuity eligibility, you must complete one (1) full 5-credit course per quarter**. *This means that your focus should be on one course at a time*, *rather than splitting your focus among multiple courses*.

· **Edge course should be completed in approximately 60 hours**. If you're spending more time than this to complete a course, talk to your counselor about traditional classes, which are 60 hours.

· **To make progress in Edgenuity**, students should complete 3–6 tasks in Edgenuity per day.

· **You must have an overall grade of at least 70% to pass a course**. Reviewing course progress and grades with your instructor is essential for doing so. Completing a course only matters if you have a passing grade to go with it.

· **Work through the entire course**. It may be tempting to skip parts of a course to speed up completion. In all past cases, this has resulted in a lower overall grade, and in many cases, a failing grade. *Working through the entire course*, *including all assignments and instructional sections*, *is essential for maximizing your overall grade*.

· **Your goal is to complete as many courses as possible so you can graduate as soon as possible**. For this reason, the number of courses completed in each lab will be reviewed by staff and admin throughout the school year.

STUDENT EDGENUITY SUCCESS TIPS

General Edgenuity Tips

1. **Come to class on time**. Each assessment has a time limit. Arriving to class on time will ensure your attendance and maximize your time:

· *Quizzes – 1 hour*

· *Tests (Topic, Unit) – 2 hours*

· *Cumulative Exam (Final exam) – 3 hours*

2. **Go through the assessment in order**. If you answer questions at random or skip between questions, a tech issue could lock you out and mark all unanswered questions as incorrect.

3. **Try to take the entire assessment at once, without taking a break**. This will help to avoid problems arising from tech issues, as mentioned above.

4. **If you absolutely must leave or log out**:

a. DO NOT hit "Next" before exiting.

b. Make sure all questions before the current question (the one currently on the screen) are answered.

c. When you return, your teacher may reopen, or unlock, the assessment as needed.

d. All questions prior to where you left off will be locked. You will not be able to answer them or change your answers.

FAS Edgenuity Procedures for Cumulative Exams

The cumulative exam is basically the final exam for many of the courses in Edgenuity. It is taken at FAS in an Edgenuity lab under the supervision of your instructor.

Here are the special procedures for taking the cumulative exam:

Onsite (In-person) Lab Students:

1. Arrive at the start of the lab to maximize your time.

2. When you are ready to take the exam, notify your instructor. They will open it and monitor your progress.

3. When you are ready to submit the exam, notify your instructor.

4. Your instructor will provide feedback as necessary for the exam.

5. When you have answered all questions and satisfied any feedback, your instructor will approve your submission of the exam.

6. Once your test is submitted, your instructor will inform you of your final overall grade, assign your grade and credits for the course, and mark the course as 'completed'. This will remove the course from your dashboard.

STUDENT EDGENUITY SUCCESS TIPS

<u>Retaking Assessments within Edgenuity</u>

1. Retakes are taken when you do not pass the assessment on the first attempt.

2. Retakes must be taken in labs at the school, under the supervision of your instructor.

3. Prep assignments will be assigned by your instructor to help you prepare for the retake. These include notes but may include other assignments at your instructor's discretion.

4. If you start a retake but do not finish it, the course will be disabled until you return to class and are ready to finish.

<u>Retaking Quizzes</u>

1. You have one (1) hour for quizzes. Use as much of this time as you need to complete the quiz.

2. Try to avoid guessing. You can use your time and notes to help you.

3. If you fail a quiz, do not try again right away:

a. Review the quiz, write down all questions and correct answers.

b. Edgenuity DOES NOT provide the correct answers on quizzes. Look up the questions that were missed.

c. Take notes on your review and submit them to your instructor when completed.

d. If your instructor approves the notes, they will add a retake and supervise.

e. If your instructor does not approve your notes, they will provide feedback, and you will continue working on the notes based on the feedback.

4. If you fail a quiz a second time, follow the above steps for ALL questions and answers.

<u>Retaking Test Reviews</u>

1. You have two (2) hours for the test review, which is taken right before the test itself. Take as much of this time as you need to answer the questions.

2. If you fail the test review:

a. Open the review.

b. Write down & copy all questions and correct answers as part of your notes *(Note: Edgenuity DOES PROVIDE the correct answers for test reviews, so be sure to review them)*.

c. Submit your completed notes to your teacher for review.

d. The teacher will provide approval and add a retake for the review.

e. If you pass the retake with a score of at least 70, proceed to the test itself.

f. If you do not pass, additional prep assignments will be assigned.

Note: If you pass the test review with a score of 80 or less, either on the first attempt or the retake, it is recommended that you go over the test review before proceeding to the test itself

Student Edgenuity Success Tips

Retaking Tests (Topic and Unit Tests)

1. You have two (2) hours for tests. Take as much of this time as you need to answer the questions.
2. Try to complete the test in one sitting. If you absolutely need to leave beforehand, refer to the above instructions.
3. If you fail the test, do not try again right away:
a. Open and review.
b. Write down & copy all questions and correct answers as part of your notes (Note: Edgenuity DOES PROVIDE the correct answers for tests, so be sure to review them).
c. Submit your completed notes to your instructor for review.
d. If your instructor approves the notes, they will add a retake and supervise your progress.
e. If you pass the retake with a score of at least 70, proceed to the next section.
f. If you do not pass the test, additional reviews and support assignments will be assigned as needed by your instructor.

Note: If you pass with a score of 80 or less, a review of the test is advised before moving on.

Science Lab/Reports & Written Assignments

If you have a problem with a science lab/report or a written assignment, you must work with your lab teacher—these are required assignments. The teacher may give you a hard copy to complete in lieu of submitting the assignment in Edgenuity.

2025-2026
EDGENUITY WEEKEND & HOLIDAY HOURS

<u>In order to have tests opened during a weekend/holiday…. the student must do the following:</u>

Using the Edgenuity email system:
1. Open a new email
2. In the TOP box – type in Sandra Person and click on it (addressee)
3. In the TOP box – type in your teachers name and click
4. In the message portion identify which test you would like opened (Remember.. you must have scored over 70% on the review)

· Ms. Person may include the lab teacher on any reply emails to students.
· Ms. Person will open Edgenuity _early morning and early evening_ on weekend/holidays to check email requests. {Friday pm to Sunday pm}
· <u>Test will be opened only for those who meet the criteria.</u>
· NO retakes/resets for tests OR quizzes
· Resets/retakes must be done IN LAB …with lab teacher _AFTER_ review assignments are completed/review by the lab teacher.

FRESNO ADULT SCHOOL CONTACT INFORMATION

If you have questions or need assistance, please feel free to contact your teacher or administration. Additionally, any front office staff person can help you with program information.

Administration

Rodney Branch, Principal	FAS Programs
Keda Buttles, VP	Adult Secondary Education
Sally Jiminez, VP	Career Technical Education
Michael Robinson, VP	ESL/Citizenship
Ana Bustamente	Office Manager

Academic Office Staff

(Office Hours: Monday – Thursday 8:30am – 5pm: Friday 8:30am – 4pm)

Clarissa Banuelos	School Counselor
Lorissa Rankin	School Counselor
Kristen Ascencio	Secretary, HSD Program

HSD/ABE Teaching Staff

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