



**BREVARD
ADULT &
COMMUNITY
EDUCATION**

**Administrative Policies and Procedures Manual
(Updated as of July 2024)**

Testing Procedures for FAST/EOC

1. Test coordinator will prepare a testing schedule and test administrators with the administration in August. Including make up dates.
2. Test coordinator will send calendar reminders for the 6, 3 and 1 week processes.
3. Test coordinator will make sure all **certified staff** are trained to administer the tests. Starting in August and ongoing as staff gets hired. Test coordinator will go over all testing procedures and expectations in September and January, Testing coordinator will coordinate the trainings and send out the Sep/Jan dates.
4. Counselors maintain BACE enrollment sheet with who needs testing throughout the year as students register and pass testing.

6 , 3 and a week prior to testing window

1. Testing Coordinator run a FOCUS report for those that are deficient in each test.
2. Test Coordinator will compare the lists and let counselors know of any anomalies.
3. Test coordinator will send the rosters to the teachers, secretaries, counselors and admin.
4. Test coordinator will prepare test materials for each center
5. Counselors will email the Test coordinator if new students enroll the week before testing.
6. Once rosters are created, the teachers will send out reminders through phone calls, emails and FOCUS

Make Up

- Test Administrator will send those that are absent to the Testing coordinator and administrator.
- Teachers/secretaries/administrators and counselors will call the students to reschedule testing.

Pre-Apprentice Registration Process

- 1) Student/applicant applies online, application goes to Secretary/Learning Specialists.
- 2) Learning specialist contacts the applicant and schedules a pre-screening interview to determine if wrap-around support services are needed.
- 3) Learning specialist will direct the applicant to the front office to schedule a TABE/CASAS test with the secretary. (to determine if they qualify for the IET or Pre apprentice program)
- 4) Secretary inputs the students' information into FOCUS.
- 5) Learning Specialist schedules a PA advisory committee meeting to review and approve applicants. After the meeting, learning specialists will send acceptance letters via email to the accepted applicants. After the Pre-Screening meeting, LS then schedules a meeting with the applicant and BACE counselor.
- 6) Based on the TABE/CASAS scores of the applicants, Guidance counselor determines the IET PA course to enroll them in.

ParaPro Registration Process

- 1) Student/applicant applies online, application goes to Secretary/LS
- 2) LS contacts applicants to confirm the start date and explain the process moving forward.
- 3) LS will direct the applicant to the front office to schedule a TABE test with the Secretary. (to determine if they qualify for the IET OR Community Ed programs)
- 4) Based on the TABE scores of the applicants, Guidance Counselor determines which IET ParaPro course to be placed in.
- 5) Secretary inputs the students' information into FOCUS, confirms payment option has been paid or waived, and based on the Counselor's recommendation inputs them into the required course.
- 6)LS confirms the start date with the secretary (at least 2 weeks in advance)
- 7) Secretary emails the LS/Teacher with the name/names of the student/students who have enrolled.
- 8)LS/Teacher reaches out to the student/students to let them know class has or will be starting.

STUDENT MUST BE IN FOCUS AND HAVE A CLASS ASSIGNED

Launchpad Login Procedures- On Network

Students access computers using their own individual credentials and then use launchpad to access their programs (Email, FOCUS and Platforms)

First Time Using a school board computer:

1. Log into computer using:
 - a. Username: 1234567@st.brevardschools.org (this number is your student ID number)
 - b. New to BPS Password: Password1920
 - c. Returning BPS Password: previous password

It will prompt the student to change the password (write it down)

Launchpad log in

2. Once logged in, click on "To Launchpad" Link
 - a. If no icon go to Brevard Schools Website, there is a link to the launchpad
3. Click the box that says "Sign in with SAML"
4. Enter the same Username and Password that you used to log into the computer (make sure you use the new password)
5. Now you are in Launchpad and can access all of your programs used in class

GED test score process

1. Testing coordinator receives scores from GED.com and can look them up at anytime
2. Testing coordinator will check at least weekly
3. Testing coordinator inputs scores into local GED database score spreadsheet
4. Testing coordinator inputs scores into FOCUS from GED database score spreadsheet
5. Testing coordinator sends monthly GED results to campus LS/counselors/administrators.

Underage GED Waiver process (2024/25 SY)

1. Student comes to campus requesting an underage GED waiver
2. Secretary/admin checks the student is unenrolled from any k-12 school
3. Admin brings waiver to Director to be signed
4. Admin then brings the waiver to the GED chief examiner and it is uploaded to the state.

After September 15, 2024

1. Students parent downloads the form for an age waiver from the FLDOE website
2. Parent must request the withdraw from the k-12 setting
3. Waiver form must then be notarized
4. Parent must upload the form to the state

BACE ESOL Graduate Process

1. Student tests out of level 6 in Reading and Listening.
2. Score is uploaded into FOCUS.
3. Testing administrator notifies the Counselors/Admin of ESOL graduates and counselors/admin enter ESOL graduate onto graduate spreadsheet.
4. Student receives a BACE ESOL completion certificate at graduation.
5. Student meets with a BACE counselor to discuss next steps.
 - a. If there is no GED or Diploma, student will TABE test and be placed into ABE/GED classes. IET/workforce classes are reviewed with the student, and hopefully the student is placed into an IET/workforce class also.
 - b. If student has GED or Diploma, then student is placed under an ABS class. IET/workforce classes are reviewed with the student, and hopefully the student is placed into an IET/workforce class also.

(When initially CASAS tested above level 6 in reading/listening)

1. Student CASAS tests above Level 6 on Reading and Listening.
2. Students meet with LS/counselors to discuss GED/WORKFORCE/COMMUNITY class opportunities.

Community Class Registration Process

- 1) LS meets with BACE Marketing Specialist and designated Secretary to develop the FOCUS community class, the invoice, and marketing material (2 months prior to class start date).
- 2) LS notifies secretary/counselor of community class start date and notifies secretary of any changes immediately.
- 2) Student/applicant applies online, application goes to Secretary/ LS
- 3) Secretary inputs student information into FOCUS.
- 4) Secretary confirms payment has been accepted.
- 5) Secretary inputs students into FOCUS community class.
- 6) Secretary emails the LS/Teacher with the name/names of the student who has enrolled.
- 7) LS or Teacher contacts the student to let them know they are ready to start.

Registration Procedure

Registration

1. Student registers online
2. Application responses sent to center spreadsheet

Secretary

1. Verify payment and gets social security number
2. Enroll student into Focus (Info from registration form)
3. Create invoice in Focus
4. Create Folder, add notes
5. Schedule TABE/CASAS test and 2nd attempt for social security (Only for GED/ABE & ESOL)
6. Create classes needed in Focus (For AHS/GED/ESOL) – Scott Carlisle for support
7. After the TABE/CASAS test, the secretary places student into ABE/GED/ESOL class.

- Secretaries check FOCUS missing social security report biweekly (every other Monday)

Counselor

1. Enroll student into course (AHS)
2. Update google enrollment spreadsheet
3. Contact student, give directions on starting and what to expect (Make sure to follow up on payment and testing)
4. For AHS, 2nd attempt, counselor confirms BACE has student social security number
5. Send student information to teacher via email
6. Counselor gives detailed report to the teacher of the student

Testing Administrator

1. Before the test is given, the testing administrator gives the Social Security paper form and makes sure BACE has a Social Security number. Form given to secretary to input SS number in FOCUS.
2. Uploads test scores to Focus for the student.
3. Testing administrator sends a detailed report to the secretary and counselor.
4. Testing administrator, academic coach and/or counselor goes over a detailed report with the students' teacher and gives the teacher a copy.

Teacher

1. Make contact with student
2. Goes over detailed report with the student (every Friday 1:30pm – 2:30pm), evening teachers more flexible with support from the night supervisor.
3. Make sure students' login, single sign on, all works
4. Make sure student has access to everything needed (Virtual link, access to Burlington, Essential Ed, Aztec, Edgenuity, Achieve3000), while waiting on access, students should be working on Florida Ready to Work.

Post Testing Procedures for BACE

1. Teachers monitor post test alert in FOCUS (big box, in upper left corner) to identify students in need of a posttest (TABE - 60 hours/CASAS - 60 hours)
2. Testing Administrators will monitor FOCUS and contact teachers every day with students who need post testing
3. Administrators will check for post test alerts every Friday in FOCUS
4. Teacher will send the students to the secretary to schedule a TABE/CASAS post test when they have reached their post testing hours.
5. Secretary will schedule the post tests based on the posttest google spreadsheet daily
6. Testing Administrator will email the detailed score report to the teachers, secretary and the counselor
7. Testing administrators will enter scores into FOCUS (only Colon/Malcolm/Carlisle)
8. Counselor/LS/Teacher will contact the students to go over the results and for goal setting (within 48 hours). Counselor/LS/Teacher would reschedule as needed, if the student has tested out of their class.
9. Counselor will add the scores on the enrollment sheets for the individual centers
10. Every Friday 9am – 9:30am teacher reviews detailed data reports with students

Ordering Diploma @ BACE

- 1) Counselor fills out the “diploma request form” at their respective center.
- 2) Counselor submits form to center Admin for signature (via mailbox or by hand delivery).
- 3) Admin submits form to BACE Director for signature.
- 4) Admin turns in “diploma request form” to diploma order designee - Mercier(1st), Guruwatte(2nd), Cross(3rd).
- 5) Diploma order designee goes to <https://fpportal.herffjones.com/public/#/diploma/home>
- 6) Diploma order designee selects “diploma order form” and fill out the questions.

Note – For high school or college or other question, select “other” for BACE students

Note – Can request manually up to 5 at a time, if more than 5, upload names from “Diploma Order Form” excel sheet.

- 7) Submit form, then diploma order designee receives diploma order conformation via email.
- 8) Once diplomas arrives, packing slip is turned into bookkeeper, and diplomas are stored at the Clearlake center until after graduation.

FYI – All diplomas are to be held until May graduation. Students can receive transcripts as soon as they graduate but must wait until the actual graduation for the actual diplomas. Special circumstances must be approved by the BACE Director.

BACE Diploma Order Form excel spreadsheet:

<https://docs.google.com/spreadsheets/d/1rArtC9qzHJXnh4qCOarLiazHvjeb8p89/edit#gid=330226886>

HERFF JONES CONTACTS

Brooklyn Allen -bdallen@herffjones.com
4601 W. 62nd / Indianapolis, IN 46268
www.herffjones.com
800.635.5670
8:00am – 4:45 pm EST

Tracey
Account Coordinator, HERFF JONES
diplomasouth@herffjones.com

BACE New Hire onboarding procedure

1. Ensure applicant meets job description qualifications (Admin/LS)
 2. Admin notifies secretary to check BEACON and make sure BEACON account is complete (Sec)
 3. Interview candidate (Panel)
 4. Get candidate cleared by certification and confirm BEACON account id complete (Sec)
 - a. Workforce – LS gets vocational certification by BPS CTE Director
 - b. (If needed) Part Time in need of Adult Education certificate – Confirm with Certification
 5. Call references and fill out reference form (Admin/LS)
 6. Call the candidate and offer them the position. Inform new staff member that HR will be reaching out to them. (Admin/LS)
 - a. Workforce – Confirm paperwork submitted to CTE Director has been submitted and approved by BPS certification (Admin/LS)
 - b. Workforce – LS gets email notifying BACE to pay \$75 for the vocational application fee (Admin/LS), the \$75 fee will be paid after the fingerprints and drug test is cleared by BPS.
 - c. Workforce – Confirm with new hire that they applied again for the position (Admin/LS)
 7. Give the secretary new hire information. Name, position, job title, start date, hours per week, hours per day, and give the secretary the completed job reference form.
 8. The secretary fills out the appointment form, gets the director's signature and sends it into the district (BPS). Email appointment form and job reference form to newhire@brevardschools.org
- For academic (ESOL/GED/AHS) night teachers employed by BPS – only need steps 3, 7, 8

Adult Education Onboarding Reminders

- Part time teachers may apply for an in-district Brevard Adult and Community Education teaching certificate; the minimum requirement is that the applicant has a bachelor's degree. The \$75 fee will be paid after the fingerprints and drug test is cleared by BPS (\$75 fee required)

-A valid FLDOE teaching certificate of any certification will be accepted for a BACE part time position in leu of applying for the BACE part time teaching certificate.

- Employment (1012.39)
<https://www.flsenate.gov/laws/statutes/2011/1012.39>
- Qualifications of Personnel (1012.32)
<https://www.flsenate.gov/Laws/Statutes/2011/1012.32>

BACE Community Teacher onboarding process

1. Vet interested candidates
 2. BACE works with candidate for their proposal for a community class
 3. If the proposal is accepted, then have the candidate set up a BEACON account. Candidate does not need an employment reference; character reference is the only thing required
 4. Candidate does not need job experience or education experience
 5. LS requests BACE secretary to do an appointment form for the candidate
-
- Community/Rec and leisure teachers are paid \$17.50/hour

BACE Inventory Procedures (Grant items)

1. Deliveries are confirmed and accepted by the secretary/front office personnel
2. Secretary/front office personnel notify LS/grant manager of delivery
3. LS/grant manager confirms order is correct
4. LS/grant manager lets director secretary know that order is correct and gives packing slips to the director secretary
5. LS/grant manager takes accepted delivery to room 133 or designated location
6. Items are inventoried on spreadsheet (Intern/LS)
7. Admin team creates a plan to disburse items through all campuses
8. Once distributed the inventory spreadsheet is updated

BACE Fee Waiver Process

1. Student requests assistance paying for the BACE tuition fee/fees
2. Secretary gives student the "Request for Tuition Form"
3. The student turns in the filled out "Request for Tuition Form" to the secretary/front office
4. Secretary gives the "Request for Tuition Form" to the center Admin
5. Admin approves or disapproves the request and gets the BACE Directors signature/approval also.
6. Admin fills out the BACE fee exemptions/waiver and turns that form along with the completed "Request for Tuition Form" into the secretary.
7. The secretary waives the fee in FOCUS using the appropriate waiver code.
8. Secretary places the completed "Request for Tuition Form" and the BACE fee exemption/waiver into the student folder
9. Secretary keeps track of fee waivers on BACE fee waiver spreadsheet.

BACE ASB enrollment process – updated 3/11/24

ASB class is for students in Adult Education that TABE test and score a NRS Level 5 or 6 and already have a GED or high school diploma.

ESOL

1. Student tests out of ESOL class (Scores past a Level 6 on Listening and Reading)
2. ESOL student takes the TABE test.
 - a. If scored a level NRS 1-4, place student in ABE (Math or RLA, lowest score)
 - b. If scores a level NRS 5/6 and already has a GED or HS diploma, place student in ASB class (Math or RLA, lowest score)

IET

1. Student applies for an IET class, team decides if they need language acquisition (ESOL) or basic education support (ABE/GED).
2. If language acquisition is needed, student takes the CASAS tests and is placed into an ESOL class.
3. If basic education is needed, student will take the TABE test.
 - a. If scored a level NRS 1-4, place student in ABE (Math or RLA, lowest score)
 - b. If scores a level NRS 5/6 and already has a GED or HS diploma, place student in ASB class (Math or RLA, lowest score)
 - c. If they need a GED or AHS diploma, then student is placed in GED.

Automotive Registration Procedure

- 1) Student/applicant applies online, application goes to secretary/learning specialists.
- 2) Secretary confirms applicant applied for the correct program, and certifies applicant is a Florida resident (makes a copy of the ID) and receives official transcripts from the applicant for BACE records.
- 3) Secretary inputs student information into FOCUS, and places student into the automotive class in FOCUS and creates a folder for the student (folder should contain applicant transcripts, copy of ID, and the registration).
- 4) Secretary sends an email to the learning specialist informing them the applicant has been selected for the class.
- 5) Learning Specialist will contact the student to notify them that the application has been received and processed and provides student with orientation dates. Learning Specialist will also inform the student they will be invoiced for the tuition.
- 6) Guidance counselor reviews applicant transcripts, based on FDOE program exceptions, guidance counselor determines whether applicant needs to TABE test (students must be TABE tested within 6 weeks of the class start date). If it is found applicant does not meet exceptions criteria, then the guidance counselor will call and schedule a TABE test for the applicant.
- 7) Guidance counselor reviews student TABE scores, based on scores, determines if extra support is necessary (such as abe, and/or aaae courses). If it is determined an abe/aaae course is needed, the guidance counselor will schedule the class for the student.
- 8) Secretary will invoice the applicant and check ebill express to ensure the payment has been received (if paid by credit card) or confirm applicant has paid by money order. If student decides to pay on an installment plan, then secretary will check monthly to confirm payments have been made.
- 9) Learning Specialist will place orientation student documents in the students' folder.

Pre-Test procedures for Automotive

1. Student registers for Automotive
2. Online application gets sent to Secretaries/LS.
3. Secretary enrolls student into FOCUS and the class
4. Testing Administrator will be notified of Automotive class start date by the LS
5. TABE/CASAS test is scheduled during the orientation and a day during the first week of class.
6. Testing administrator uploads the TABE/CASAS scores in to FOCUS
7. Testing administrator notifies the secretary and tells the secretary what class to schedule the student in.

BACE Tuition and costs

- BACE Tuition based on state statute (1009.22), cost is \$31.50 per semester
- Post secondary programs and career certificate programs are charged the instate tuition of \$2.33/per clock hour. Out of state cost \$9.32/per hour
- Community classes currently are charged \$3/per hour based on class times plus supplies and rental fees
- For career certificate programs, additional fees may include testing, books, equipment use, etc.