

# STUDENT HANDBOOK



*2007-2008*

***Hialeah Adult Education Center***

***Miami Dade County Public Schools***



## **Miami-Dade County Public Schools**

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## **GENERAL INFORMATION**

### ***WELCOME***

Welcome to Hialeah Adult Education Center. Our center provides a wide variety of programs and course offerings in order to meet the needs of the citizens of this community. We hope that your tenure with us will be rich and educationally rewarding.

### ***INTRODUCTION***

Hialeah Adult Education Center endeavors to provide quality programs and course offerings. This handbook is to serve as a useful tool, as you, the student, engage in various courses of study. Herein are guidelines, policies, procedures and necessary information for your benefit.

### ***PHILOSOPHY***

It is the philosophy of Hialeah Adult Education Center that the primary goal of education is to develop the potential of each student, acknowledging that students have different needs and abilities. Our overall goal and responsibility is to provide learning experiences that encourage academic excellence. Additionally, the staff seeks to promote a sense of worth and dignity in the individual and strives to contribute to the social, emotional, and ethical growth of every student.

Hialeah Adult Education Center, recognizing that learning is a life-long process; provides a curriculum which addresses the needs of students from high school through their senior citizen years. In addition, the adult education center seeks to develop in its students a sense of patriotism and the perspective that American culture is a pluralistic society based on mutual respect and tolerance. In keeping with this view, students and staff will respect the opinions of others in an orderly climate which values the free exchange of ideas.

### **ACCIDENTS AND ILLNESS**

The main office should be notified in the event of an accident or illness of a student so that emergency assistance may be called. We will provide assistance by calling the emergency contact person or Emergency Rescue Squad. No medication shall be administered to a student by the adult education staff.

According to the Risk Management procedures, student accidents must be reported to the office, and an accident report must be filed in the office on the day the accident occurs.

### **ADMISSION**

State Board Rule limits enrollment in Adult Education Programs to individuals who have legally left elementary or secondary school and have reached the age of 16.

Students who wish to attend Adult Education Courses in addition to their regular high school schedules, may enroll with written permission from the appropriate day school principal.

Students of compulsory school age may be assigned to Adult General Education Programs when such students have exhibited an unusual educational need which can be better served by an adult education program as detailed in School Board Rule 6Gx13-6C-1.03.

### **ATTENDANCE**

Students are to be counted in attendance at school if they are actually present or are engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

Regular school attendance is necessary for the continuity of the learning process. Students are encouraged to attend regularly in order to benefit from the instruction. Excessive absenteeism will result in a student being withdrawn from class (see student agreement).

**ADULT HIGH SCHOOL PROGRAM**

The adult high school completion courses are offered for persons who are not able to attend the regular day school program, or who need to make up courses in order to graduate from high school. Adult high school classes are competency-based, open-entry, open-exit, and designed to allow individuals to work at their own pace and level of achievement.

High school requirements for graduation are the same as in senior high schools. In addition to the course requirements listed below, graduation requirements include of mastery of the Florida Comprehensive Assessment Test (FCAT).

***HIGH SCHOOL GRADUATION REQUIREMENTS***

<b>Required Subject</b>	<b>Annual Credit</b>
English	4.0
Mathematics (Incoming 9 <sup>th</sup> graders are required four (4) annual credits)	3.0
Science	3.0
Social Sciences	3.0
Health Life Management	0.5
Performing Arts	0.5
Practical Arts	0.5
Physical Education	1.0
Electives	8.5
<b>TOTAL</b>	<b>24.0</b>

Students must meet with a counselor to determine the required courses needed to obtain a high school diploma. Students must have a cumulative grade point average of 2.0 on a 4.0 scale.

***POINT SYSTEM***

If a teacher wishes to use a point system of evaluation, it should be as follows:

<b>Grade Numerical Value</b>	<b>Verbal Interpretation</b>	<b>Grade Point Value</b>
A = 90 - 100	Outstanding Progress	4 Points
B = 80 - 89	Above Average Progress	3 Points
C = 70 - 79	Average Progress	2 Points
D = 60 - 69	Lowest Acceptable Progress	1 Point
F = 0 - 59	Failure	0 Points
I = 0	Incomplete	0 Points

When converting point averages into letter grades, the following scale will be used:

A = 3.50 and above  
B = 2.50 - 3.49  
C = 1.50 - 2.49  
D = 1.00 - 1.49

Any average below 1.0 will be recorded as an incomplete.

**Graduation from Senior High School or Adult Center requires the following:**

1. In order to graduate from Miami-Dade County Public Schools, students must also meet the minimum student performance standards as measured on the Florida Comprehensive Assessment Test (FCAT) and all requirements which have been established by the Florida State Board of Education. The exam is scheduled as follows:

FCAT – October, March, June

2. In order to comply with the requirements established by the Florida Legislature, the district will provide for the awarding of a standard diploma. A standard diploma will be awarded if the student has been granted 24 credits in grades 9-12 as specified in the required courses of study for senior high school. The purpose of the standard diploma is to certify satisfactory completion of the High School Program.

**BOOKSTORE**

Students who are currently enrolled may purchase books. The bookstore hours are Monday through Thursday between 6:30 p.m. and 9:10 p.m. Books must be paid with cash. We do not accept checks or credit cards for book purchases. No refunds are given or exchanges made. It is essential that students know the correct title before making a book purchase.

**BREAKS**

A break period is arranged so that you will have an opportunity to take care of personal matters. Please ensure that you are back in class by the appointed time. The break for High School classes is from 8:30p.m. to 8:45 p.m. and for afternoon classes from 4:00 p.m.- 4:15 p.m. (Subject to change).

**CONDUCT OF STUDENTS**

Students enrolled at our center are considered adults and should conduct themselves in a responsible manner. Therefore, students must assume the responsibility for their actions. Appropriate administrative action will be taken for consistent inappropriate behavior.

**COUNSELING SERVICES**

The purpose of the guidance department is to assist students in solving problems and making decisions concerning their course selections, educational goals, vocational goals and personal responsibilities. A counselor is available Monday through Thursday from 3:00p.m. - 9:00 p.m, Fridays from 3:00p.m. to 5:00p.m. and Saturday's from 8:00a.m. - 12:00p.m. (Subject to change).

**DRESS CODE**

All students are encouraged to be neat and clean in appearance. Proper attention to personal cleanliness, grooming, and neatness of dress is expected. A student's dress should not cause a safety or health problem nor disturb the learning environment.

**FEES**

1. Pro-rated fees on regular courses are charged to students enrolling after the beginning of a trimester as follows:
  - a. Students registering on the first through the 21<sup>st</sup> calendar day of the term are charged full fees.
  - b. Students registering from 22<sup>nd</sup> calendar day to 49<sup>th</sup> day after the beginning of the term are charged 75 percent of fee.
  - c. Students registering 50 or more days after the beginning of the term are charged 50 percent of fee.

### **FIRE /CODE RED/ YELLOW CODE DRILLS**

Fire Drills, Code Red and Code Yellow drills are required of all Miami-Dade County Public Schools throughout the year.

#### ***Follow the procedures below in a Fire Drill:***

1. A warning will be sounded (a series of blast). Teachers will escort students quickly and quietly out of the building according to the routes posted in each room. Leave the building immediately.
2. Students should take purses and valuables with them and remain 100 feet from the building until the all clear bell is sounded.

#### ***Follow the procedures below in a Code Red Drill***

1. An administrator will announce "Code Red Drill" via the intercom system.
2. Teachers should immediately lock classrooms doors, windows and turn off the lights.
3. Students are to move away from windows and the any source of danger.
4. Those in open areas are to go to the nearest secure area.
5. Those in bathrooms need to lock the door, or move to the nearest secure area.
6. All staff and students are to remain in a secure area until the "All Clear" is announced.
7. Follow directions of emergency and school administration throughout the emergency

#### ***Follow the procedures below in a Code Yellow Drill***

1. An administrator will announce Code Yellow via the intercom system.
2. Those in open areas should immediately report to the nearest secured area.
3. Classroom doors should be closed and locked; open windows should be closed.
4. Follow directions of emergency personnel and school administrators during the period.
5. All students, staff and visitors should remain in a secure area until the "All Clear" announcement is made.

### **GED**

#### **1. PRE-GED TEST PREPARATION COURSE**

This course is designed to diagnose those basic skills that students lack in order to adequately prepare them for entrance into GED courses.

## **2. GED TEST PREPARATION COURSE**

Courses are offered Monday through Thursday in English. No fee is charged for the course.

## **3. REQUIREMENTS TO TAKE THE GED TEST**

MINIMUM AGE – A candidate shall be at least 18 years of age at the time of application. Under special conditions, a test candidate 16 or 17 years of age may be administered the GED battery.

## **4. HOW TO APPLY**

Candidates must go to a GED testing center in person to apply.

## **HOURS OF OPERATION**

The general hours of operation for the center are Monday through Thursday from 2:00pm - 10:00p.m, Friday from 9:00 a.m. - 5:00 p.m. and Saturday from 8:00a.m - 12:00p.m. Check schedule of each center for time of operation.

## **LOST AND FOUND**

A lost and found is maintained in the main office. Ask for assistance at the front desk. Students are requested not to bring expensive personal items or large sums of money to school. The center cannot accept responsibility for any losses the students may incur.

## **MEDIA CENTER**

The Media Center is open for students Monday through Thursday from 3:00pm - 10:00 p.m. and on Friday from 3:00pm - 5:00 p.m. Students properly enrolled with proper identification may use the center during operating hours. A media specialist will assist you with your media center needs.

## **PARKING**

Parking is permitted in the designated areas and parking lots. Students should ensure that their vehicles are properly parked so as not to block the exit of other vehicles, block driveways or gates, or park in the area for handicapped. Students also are not permitted to double park or park on grassy areas. Improper parking may result in vehicle being ticketed or towed away.

## **RE-ENTRY**

GED / ABE students may re-enter at any time during a trimester. Students who have been dropped for non-attendance and wish to re-enter, will pay the adjustments amount, if any, of fees at the time of re-entry.

## **TELEPHONES**

Office telephones are only for school employees, school business, and emergencies (with administrative approval).

## **STUDENT'S RECORDS**

Permanent records for adult high school students are maintained in Vocational, Adult, and Community Education Information System (VACS). Student files include transcripts from other institutions and the support documentation which may include course work, tests, and grades.

## ***TRANSFER CREDITS***

1. Students who register in an adult program will receive credit for all 9 through 12 grade level courses previously completed in a day school program or in another adult center. These credits will be applied towards the requirements for high school graduation.
2. A student who has dropped out of day school and completed courses for credit in the adult

education program may, at the discretion of the high school principal, may re-enter a regular high school program. This student should receive credit for all courses successfully completed in the adult program.

3. Students who attend the day school program may also earn up to 4 credits in the adult program with written pre-approval of the day school principal/designee. Once the credits are completed, the adult center transfers those credits to the appropriate day school via computer.

### **REFUNDS**

In the event a student elects to withdraw, under normal circumstances, the following refund policies apply:

- a. Before the start of the trimester –a full refund of course and foreign student fee; no refund of any special fees paid.
- b. After the start of the trimester – a pro-rated refund of course and foreign student fee; no refund on special fees paid.
- c. After 14 calendar days of the start of the trimester – no refund on any paid fees.

Requests for a refund are made by completing the refund application form. This form may be obtained from the treasurer. The refund application must be signed by the principal or designee. Refunds will be by check.

### **SECURITY**

Security personnel are employed to ensure the protection and safety of students, faculty, staff and the general facility. Your cooperation with those persons hired for your security will permit them to do their jobs effectively. All students are requested to leave promptly at dismissal.

**There will be no visitors allowed in class without previous administrative approval. Children are not permitted in class.**

### **SMOKING**

**SMOKING is not permitted** on Miami-Dade County Public School property.

### **TESTING**

Students are required to take a test for proper placement into the various programs. The Test of Adult Basic Education (TABE), the Comprehensive Adult Student Assessment System (CASAS) are given each trimester prior to entry.

### **TRANSCRIPTS**

Each student entering Hialeah Adult Education Center as a credit student, must provide a transcript of their previous secondary school credits. We will request a copy of a student's records from their previous school after their initial counseling session. If there are outstanding financial obligations, the student must settle with the previous school before a transcript will be sent to us. This school **WILL NOT** accept money for those obligations; the student must deal directly with the previous school. After the transcript is received, the student will be called for further counseling.

### **TRANSFERS**

If a student desires a transfer they must see a counselor. The guidance office will assist with student requests for transfers upon availability.

### **VISITORS**

Only currently registered students are permitted in the school building and on the school campus. Visitors must sign in with security personnel, show an I.D. and obtain a temporary pass which must be worn at all times on school property. Children are not allowed to accompany students to class. Only registered students are allowed in classroom areas. Visitors are not allowed to loiter on school grounds.

## **WITHDRAWALS**

Students are withdrawn for lack of attendance when they are absent for six consecutive class meetings or are no shows for three consecutive class meetings. All withdrawals are reported to the registrar. Students re-entering the program need to see the registrar.

## **CODE OF CONDUCT FOR ADULT STUDENTS**

A copy of the Code of Conduct for Adult Students can be found in the Media Center, Principal's office, Assistant Principal's offices and in the counselor's office. It can also be found at our website <http://hialehadult.dadeschools.net> You are encouraged to read the Code of Conduct for Adult Students. Those who are governed by this document are persons 16 years of age or older, who no longer participate in the PK-12 program. Shared time and dual enrolled students will follow the Code of Conduct for Secondary students.

## HIALEAH ADULT EDUCATION CENTER

### 2007-2008 STUDENT AGREEMENT

#### **ATTENDANCE**

Students cannot benefit from a class that they do not attend. Students attendance is counted from the first day class meets. High School students must attend a class 75% of the scheduled class time (competency based instruction) to receive a credit. Any adult student leaving class early must sign out from class.

#### **STANDARDS OF STUDENTS PROGRESS**

If a student fails to show academic progress, the student may be referred to a counselor for a progress evaluation. As a result of the counseling session the student may be, enrolled into another class or withdrawn. In adult education classes, instruction is proficiency based and students are expected to meet academic goals for each course.

#### **STUDENT CONDUCT**

All Miami-Dade County Public Schools students must adhere to the Code of Conduct for Adult Students / Secondary Students. Students who create or are involved in any type of disturbance, distraction or in any way interfere with the education or well being of others in class in the building or on school property will be referred to the office for a conference for disciplinary action; (students under 18 years of age will have a parent conference). If school officials decide, that the event is serious enough and involves a violation of Group III to VI of the code Conduct for Adult Students / Secondary Students, the student will be removed from the school property and withdrawn. A copy of the Code of Conduct for Adult Students / Secondary Students can be found in the Media Center, a councilor's office, or an administrator's office, it can also be found in our school website <http://hialeahadult.dadeschools.net>. You are encouraged to read the Code of Conduct for Adult Students / Secondary Students.

#### **TELEPHONES**

Office telephones are only for school employees, school business, and emergencies (with administrative approval).

#### **SCHOOL OFFICE AREA**

Students are not permitted in the office work area nor in the staff lounge.

#### **ELECTRONIC DEVICES**

Electronic devices that interrupt the educational process are not permitted. The student who has an electronic device in their possession that interrupts the educational process will be referred to an administrator. Such devices may be confiscated by an administrator.

#### **BOOKS AND BOOKSTORE**

Students are responsible for purchasing the required textbook and materials for their scheduled class (es). All book purchases are on cash basis only. Teachers will notify a counselor and/ or administrator if any student does not have the required textbook (s). There will be no refunds on purchases from the bookstore.

#### **CLASS BREAK**

Class break time for High School and Vocational classes is fifteen (15) minutes. Students should plan to remain on campus for break time. Fifteen minutes is not sufficient time to leave and return to campus safely. Students will be considered tardy to class five (5) minutes after break is over and will be referred to a counselor. Repeated tardies will be considered grounds for referral and possible further action.

#### **IDENTIFICATION BADGES**

Identification badges are to be worn at all times on school grounds. Identification badges are available to all registered students for a nominal fee. Failure to wear an Identification Badge may result in denial of entrance/ a referral to an administrator / or other disciplinary action.

#### **FOOD**

Food and beverages are available. No food or beverages will be allowed outside the designated area(s), or in the classrooms.



**ADULT/VOCATIONAL EDUCATION CALENDAR**  
**SCHOOL CALENDAR 2007-2008**  
 216-Day Calendar for August 20, 2007- July 28, 2008

**KEY DATES**

August 20	Begin first trimester
December 20	End first trimester
January 7	Begin second trimester
April 24	End second trimester
April 28	Begin third trimester
July 29	End third trimester

**DATES WHEN TEACHER AND/OR STUDENTS ARE NOT IN SCHOOL**

August 16, 17	Teacher planning day
September 4	Labor Day
September	Teacher planning day
October 8	Teacher planning day
October 26	Teacher planning day
November 1	Observance of Veterans Day
November 22	Thanksgiving Holiday; holiday
November 23	Thanksgiving; holiday/recess
December 21	Teacher planning day
December 24 - January 4	Winter recess
January 15	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 1	Teacher planning day
February 18	All Presidents Day
March 21	Teacher planning day
March 21- April 4	Spring Recess
April 25	Teacher planning day
May 26	Memorial Day
July 3	Teacher planning day
July 4	Fourth of July Holiday
July 30	Teacher planning day

## NOTES

The school board of Miami-Dade County Public Schools, Florida adheres to a policy of nondiscrimination in educational programs activities and employment and strives affirmatively to provide equal opportunity for all required by:

Title VI of the Civil Rights Act of 1964- prohibits discrimination on the basis of race, color, religion or national, origin.

Title VII of the Civil Rights Act of 1964, as amended prohibits discrimination in employment on the basis of race, color, religion, gender or national origin.

Title IX of the Education Amendments of 1972-prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended prohibits discrimination of the basis of age with respect to individuals who are at least 40.

Section 504 if the Rehabilitation Act of 1973 - prohibits discrimination against the disable.

Florida Educational Equity Act - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

School Board Rules 6Gx13-5D-1,10, 6G013-4A-1.32 prohibit harassmt and / or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.

Veterans are provided re-employment rights in accordance with P.L 93-508 (Federal Law) and section 295.07 (Florida Statues) which stipulate categorical preferences for employment.

