

## HIALEAH ADULT EDUCATION CENTER

### 2006-2007 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 As a result of the counseling session the student may be, enrolled into another class or withdrawn.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of the code Conduct for Adult Students / Secondary Students, the student will be removed from the school property and withdrawn.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 counselor's office, or an administrator's office, it can also be found in our school website <http://hialehadult.dadeschools.net>. You are encouraged to read the Code of Conduct for Adult Students / Secondary Students.

#### **TELEPHONES**

Pay telephones have been provided for students to use. Telephone services will not be available during class time. Students must have the correct change to use pay telephones. The school office cannot provide change. 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.

