

Section 8

AMERICAN ADULT AND COMMUNITY EDUCATION CENTER
18350 Northwest 67th Avenue
Miami, FL 33015

MIAMI-DADE COUNTY PUBLIC SCHOOLS

REGIONAL CENTER I

AMERICAN ADULT AND COMMUNITY EDUCATION CENTER

STUDENT HANDBOOK
2008-2009

ACCIDENTS AND ILLNESS

If a student becomes ill or is involved in an accident, please notify the office if emergency assistance is needed. We will assist by calling the emergency contact person or emergency rescue squad. The adult education staff will not administer medication to any student.

Student accidents must be reported to the office. In adherence to Risk Management procedures, 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 school and have reached the age of 16. Exceptions may occur based on individual circumstance.

Students who wish to attend adult education courses in addition to their regular high school schedule may enroll with written permission from the appropriate day school principal or designee. Students of compulsory school age may be assigned to an adult general education program when such students have exhibited an unusual educational need that can be better served by an adult 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 education activity that 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 to attain maximum benefit from the instruction. Failure to meet the minimum hours of attendance for any course may result in re-registration or repetition of the entire course.

AUTHORIZATION TO ACCEPT DAY SCHOOL STUDENTS

Day school students may enroll in the adult high school completion program if they obtain a "Credit Certification Form" from their counselor. This form may be obtained from the day school counselors. A counselor and the day school principal or designee must approve the request. All line signatures are required in blue ink on the form.

BABYSITTING AVAILABLE

American Adult and Community Education Center has established an evening childcare service for children ages 3-12 for your convenience. Our staff will monitor your child/children while you attend the class of your choice. Enrollment is limited. There is

no charge for registering children, however all children must have the M-DCPS School Insurance which costs \$10.00.

BOOKS AND BOOKSTORE

Students may purchase textbooks for their classes in the main office bookstore between the hours of 2:30-5:00PM and 6:00-8:30PM Monday through Thursday. Bookstore hours may be adjusted as necessary. **All book sales are final with no refunds or substitutions for previously purchased books. Textbooks can be purchased with cash, VISA, MasterCard or ATM debit cards. Checks will not be accepted.**

COMMUNITY SERVICES

The following services are available to the community at large by calling 305 557-3770 after 2:00 pm weekdays for specific information:

1. Voter registration forms may be obtained
2. citizenship information and classes, and
3. Notary service (English and Spanish).

CONDUCT/SUSPENSION

All Miami-Dade Public School students must adhere to the Code of Conduct for Adult 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 and possible suspension. Students will be issued a Student Behavior Contract as a warning. If school officials decide that the event is serious enough, involving a violation in Group III to VII of the Code of Conduct for Adult Students, the student will be removed from the school property and withdrawn. A copy of the Code of Conduct for Adult Students can be found in the counselor's office or an administrator's office. You are encouraged to read this Code of Conduct for Adult Students.

Note: Any student who is suspended from the day school program shall not be admitted to night school classes per the language of the suspension that prohibits that student from being on the campus.

COUNSELOR

A counselor is available from 2:00 pm to 9:30 pm Monday through Thursday and Friday from 9:20 am to 4:00 pm to assist students with course selection, program decisions, and personal responsibilities. In addition, part-time counselors are available at peak times of registration. All students who wish to register for high school credit courses or GED must see a counselor prior to registration, if they do not have a signed course credit form. Registration personnel are available after 3:00 pm Monday through Thursday and 8:00 am on Friday.

DRESS CODE

Personal attire should be in good taste so as not to distract from the educational process. The following are NOT PERMITTED: 1.) clothing with written messages or pictures or symbols on clothing or jewelry that portrays ideas that are dangerous to the health, safety and welfare of the students; 2.) headgear - including hats, bandannas, scarves, headbands, etc.; 3.) halters, tube tops, off the shoulder shirts, see-through blouses without a camisole or a whole slip, bare backs, bare midriffs, and sleeveless undershirts or shirts (the skin between the bottom of the shirt and the top of the pants must be covered); 4.) Shorts or skirts that do not extend to or beyond the kneecap; and 5.) clothing worn other than for its intended purpose except in emergencies, e.g. stocking on head, jackets as shirts, shirts as capes. Students who fail to meet the minimum acceptable standards of cleanliness and neatness will be subject to appropriate disciplinary action.

EARNING CREDITS

Attending a class is not sufficient justification for earning a credit. Students must also meet all academic requirements and score successfully on the assessment instruments.

ELECTRONIC DEVICES

Beepers, cellular phones, radios, CD players, headphones and any other such devices are ONLY permitted on Miami-Dade County Public School property if they are off and out of sight during class hours. Students who have any such device in their possession may be referred to the site administrator if they disrupt the educational process. The administrator may confiscate such devices.

FACILITIES

Our entire school is air-conditioned for your comfort. We also have a snack area where you can relax and socialize. For your protection the school maintains a large, well-lighted parking lot with security guards and school police to patrol the school grounds.

FIRE DRILL PROCEDURES

All Miami-Dade County Public Schools are required to have fire drills throughout the year. The following procedures will be adhered to:

- When the warning is sounded, teachers will escort students quickly and quietly out of the building according to the routes posted in each room.
- Students should take purses and valuables with them during the drill.
- Students will remain 200 feet from the building until the all-clear bell is sounded.
- The elevator will not be in operation during a fire drill or actual emergency.

GENERAL EDUCATION DEVELOPMENT TEST BATTERY (GED)

The General Education Development test battery is a series of five separate tests. The

tests are comprehensive in nature and cover the fields of Social Studies, Science, Language Arts, Reading, Writing and mathematics. Students must be 18 years old in order to register for the GED examination. Upon successful completion of the GED test, a Diploma is issued by the State of Florida.

NOTE: If a 16 or 17-year-old student is interested in the GED program, the student must follow these steps in order to be eligible to take the test:

- The student must obtain both an official withdrawal slip from day school and the completed Declaration of Intent to Terminate School Enrollment form.
- The student must take the Test of Adult Basic Education (TABE) examination and score above 9.0 on the test.
- The student must enroll in the GED preparation class.
- After participation in the class for a period of time, the student will be given the Official Practice Test.
- If the student passes the Official Practice Test, the principal, counselor, and parent will sign the age waiver request.
- The age waiver request is then sent to the district office for processing. The age waiver, if granted, will be mailed to the student. This procedure takes about 2-3 weeks.

GRADING SYSTEM

A Excellent

B Above Average

C Average

F Failure to complete requirements for the course

D Minimum Grade

NS No Show to class

WD Withdrew from class

HIGH SCHOOL COMPLETION

The adult high school completion program provides an opportunity for adults, 16 years and older, to return to school and earn a high school diploma. The requirements are the same as those in the day high school and are detailed in the **Student Progression Plan**.

HOURS OF OPERATION

The hours of operation for the center are Monday through Thursday from 2:00 pm to 10:00 pm and Friday from 8:00 am to 4:00 pm. Please check the schedule for times of off-campus classes.

IDENTIFICATION

Photo ID badges are required of all students and staff. For the security of all students, identification badges must be worn at all times. Students can purchase ID badges for \$4.00 with proof of registration. ID badges are good for one academic year and must be visible at all times. Students without a valid ID will be asked to leave the campus. There are no

security personnel on duty after 10:15 pm. All students are requested to leave promptly at dismissal.

LOST AND FOUND

The lost and found is maintained in the main office.

MEDIA CENTER (LIBRARY)

We have an extensive media center that is available to all registered students. Enrollment in adult education class plus school identification is required to check out books. Books may be checked out for a two-week period. Overdue books will be charged 5 cents a day until returned.

Computers and electric typewriters are available for student use. The media center subscribes to most of the local newspapers and over 50 magazines. A copying machine is available for public use with a credit vend card that may be purchased for \$1.00. Each card makes 10 copies.

Hours:

Monday-Thursday: 3:00 pm to 9:30 pm

Friday: 3:00 pm to 4:00 pm

Saturday: Closed

PARKING

Students may park in any of the available designated areas. Police may warn and can ticket motor vehicles if parked illegally.

- In handicapped parking spaces.
- On the grassy areas.
- Blocking the exit of other vehicles.

PERSONAL PROPERTY

Students are requested not to bring expensive personal items such as cellular telephones, CD players or large amounts of money to school. The school cannot accept responsibility for the losses the students may incur.

PHONES

The office phones are for business only. No personal phone calls permitted. Pay phones are provided in the hallway for your use. Please limit calls to five (5) minutes. Telephone use is prohibited during class time unless it is an emergency.

REGISTRATION

Adult registration is an ongoing process throughout the trimester. The hours for

registration are Monday through Thursday 3:00 pm to 8:30 pm and Friday 8:00 am to 4:00 pm.

Currently enrolled students are given the opportunity to pre-register for the next trimester during in-house pre-registration, which takes place during the last month of every trimester.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible to pay for the damage. Damage of a malicious nature will be considered a very serious matter and dealt with administratively.

SECURITY

Security personnel are employed to insure the safety and protection of students, staff and property. A professionally trained school police officer is on duty during class hours. Your cooperation with persons hired for your security will permit them to perform their jobs effectively.

SMOKING

This is a designated non-smoking facility. Smoking is not permitted in the building or on any school grounds. You may smoke on property across from the school.

STUDENT SERVICES

The counselor's door is always open to serve the students and/or community in a variety of ways, such as:

- Educational information
- Career/Vocational information
- Job placement
- Armed forces information
- College Assistance Program (CAP)
- Cooperative/Shared Time program
- Special Agency program information

TESTING

All students must take an examination to determine the level and appropriateness of educational services. Several testing instruments are available to meet the individual needs of students. Vocational students must acquire appropriate scores on the Test of Adult Basic Education (TABE) prior to receiving a certificate of completion for their program except in some cases of state licensure. Most programs require a minimum of

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9 grade reading and math level. Students who do meet the minimum requirements for their program area will be provided remediation to assist them in achieving the desired score.

TRANSPORTATION

The Route 83 bus travels from FIU North through North Miami Beach down Miami Gardens Drive to Miami Lakes. It arrives on the half-hour until 10:00 pm when it changes to the hour. The Route 91 bus comes from North County down 199th St. to 67th Avenue to Miami Gardens Drive to I-75. It runs on the hour until 10:00 pm.

VISITORS

The administration and staff of American Adult and community Education Center has the welfare of each pupil as its major responsibility. Therefore, no visitors may attend any class. This includes children of any student.

WITHDRAWALS

A student is automatically withdrawn for lack of attendance when absent for four (4) consecutive class meetings.

The School Board of Miami-Dade County, Florida adheres to a policy of non-discrimination in educational program/activities and employment and strives affirmatively to provide equal opportunity for all as 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, sex or national origin.

Title IX of the Education Amendments of 1972 – prohibits discrimination on the basis of sex.

Age Discrimination Act of 1967, as amended – prohibits discrimination on the basis of age between the ages of 40 and 70.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the handicapped.

Florida Education Equity Act – prohibits discrimination on the basis of race, sex, national origin, marital status or handicap against a student or employee.

Americans with Disabilities Act of 1990 (ADA) – prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and employment.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal) and Section 295.07, Florida Statutes, which also stipulates categorical preferences for employment.