

# THE ADULT EDUCATION CENTER

## STUDENT HANDBOOK

### High School Diploma

GED General Educational  
Development

ESOL English for  
Speakers of Other  
Languages

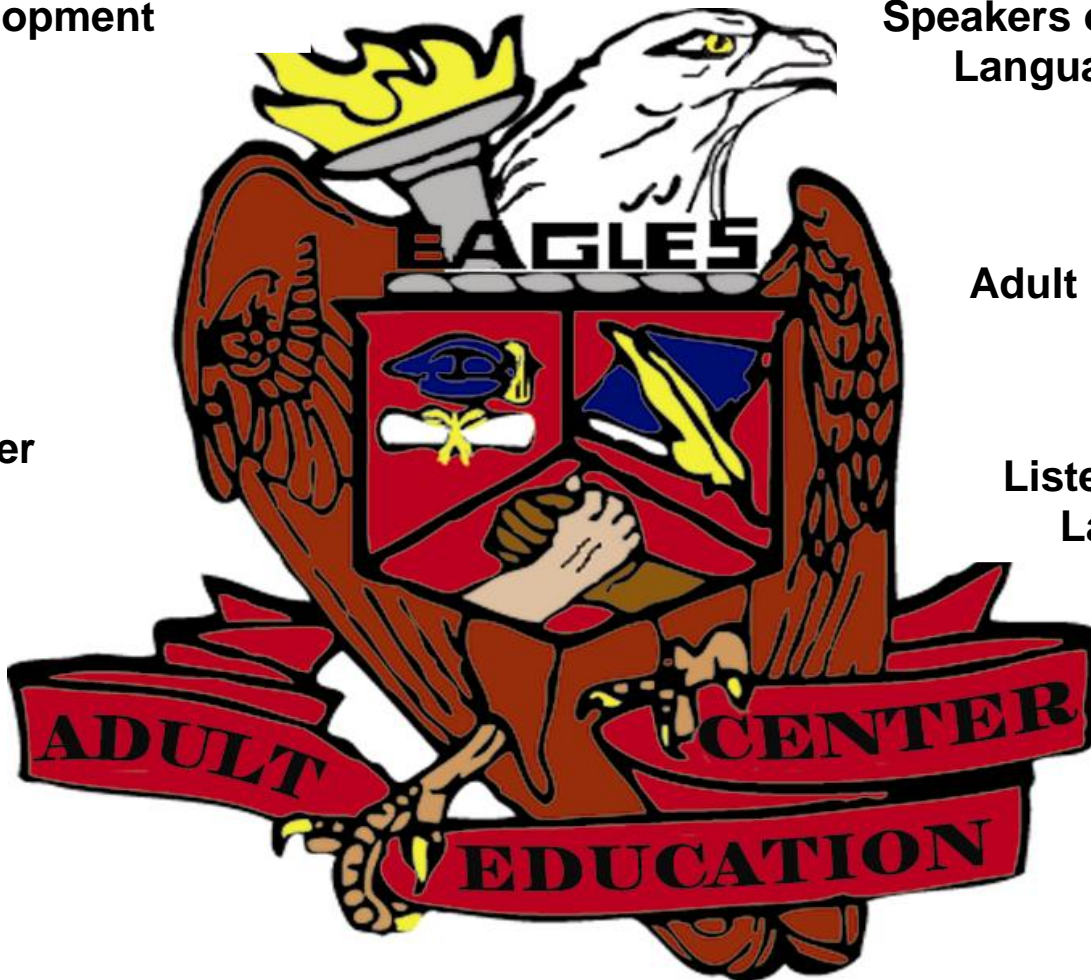
Credit Lab

Adult Literacy

Career Center

Listening  
Lab

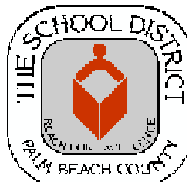
Adult Basic  
Education



2161 North Military Trail  
West Palm Beach, FL 33409  
Phone # (561) 616-7800

Mr. Rick Swearingen, Principal  
[www.TheAdultEducationCenter.com](http://www.TheAdultEducationCenter.com)  
[www.TheAdultEdCenter.com](http://www.TheAdultEdCenter.com)  
[www.PalmbeachSchools.org/AEC](http://www.PalmbeachSchools.org/AEC)

SCHOOL HOURS  
Monday–Thursday  
8:00 A.M. - 9:00 P.M.  
Friday  
8:00 A.M. - 3:30 P.M.



## Welcome to The Adult Education Center

The faculty and staff welcome you to The Adult Education Center. This student handbook has been prepared to guide you while you are enrolled at this school.

**The mission of the Adult Education Center is to assure the opportunity for all students to acquire knowledge and develop skills to succeed in life and work.**

At the Adult Education Center you are part of a population of approximately **2600** adult students of different ages, abilities, nationalities, languages and cultures. You have the opportunity to acquire the **knowledge, attitudes, skills and behaviors** that are essential for personal development, responsible citizenship and productive employment. The most important part of every class is **student involvement** in meaningful activities.

New students take diagnostic tests before entering classes. These tests are used to place students in a class at the appropriate learning level. Regular tests and other evaluations by your teacher will help you **see your own progress** toward completion of a class, promotion to the next class level, graduation from high school, or readiness to take the GED Test.

Your success is based on your effort, your attitude and the results you achieve. You must **be present, participate and perform**. We are all here to help you achieve your goals. It is our hope that this journey will be successful and that you will make the most of the opportunities this Center offers.

Sincerely,

Mr. Rick Swearingen, Principal

### **YOUR RIGHTS AND RESPONSIBILITIES:**

The Adult Education Center is committed to excellence in education. There are School Board Policies for the conduct and discipline of everyone at the Adult Education Center. Therefore, all students must obey the following:

- Federal, Florida and local laws-- including all traffic and parking laws,
- Palm Beach County School Board Policies,
- The Adult Education Center Student Handbook, and
- Directions from the principal, teacher or other staff member that do not cause a health or safety hazard, or would cause you to violate established law.

You must think of the welfare of the school, its employees and other students. You are expected to do the following:

- Be polite to other people and respect their differences,
- Work hard to complete your education,
- Respect the rights of others to pursue their education, and
- Obey the rules of this school.

You must avoid any behavior that would do the following:

- Be detrimental to the school, its employees, the students or the community,
- Adversely affect your academic performance, or
- Disrupt the general peace and welfare of school functions or activities
- Damage school property.

**No one** has the right to interfere with the education of another student. It is your responsibility to respect the rights of everyone involved in the educational process.

## **ATTENDANCE AND PROGRESS:**

Students at the Adult Education Center demonstrate their commitment to learning by **attending class every day** and by **participating in class activities**. Students who do not come to class every day do not make rapid progress because they do not learn the skills necessary for them to succeed.

**You are expected to arrive on time, sign in, and stay for the entire class period.** You are not to leave the classroom during scheduled class time without a legitimate reason and teacher permission. Students always must sign out during or at the end of class. If you leave the classroom before the end of the scheduled class time without teacher permission, you will be marked absent.

**When you have missed six days in a row, you will be withdrawn from your class after the sixth absence.**

**If you return during the term, report to the main office to have paperwork completed.**

**Please do not call the school's Main Office to report absences.**

The Adult Education Center is a performance – based school. Your teacher will regularly **evaluate your progress** as measured by Literacy Completion Points. If you fail to show consistent progress, the school reserves the right to withdraw you from the AEC for any of the following reasons:

- Failure to participate in class activities designed to help you meet the academic standards required for adult education programs in Florida,
- Failure to take the required student performance assessments when schedule
- Refusal to take direction from the teacher or the administration.

## **OTHER INFORMATION:**

**I.D BADGES** While on school campus, all students must wear their I.D. badge at all times on the front of a shirt or dress and above the waist where photo is visible. Students must present their I.D. badges when reporting for Post Testing in rooms 501 or 502. Additionally, all students must wear their badges for all school events such as: - Job Fair - Health Fair - Career Fair - Media Center - Cafeteria.

**MEDIA CENTER** Books, computers, listening sets and periodicals are available for your use. You may check books out for a specified time limit. All books must be returned by the due date. I.D. badges must be presented.

**BOOKS** Students in the morning, afternoon, and evening classes all use the same books and materials. Therefore, you must not write in these class books or take them out of the classroom.

**CAFETERIA** Snack and beverage machines are available for your use only before or after your class. **You must not skip or leave class to go to the cafeteria or take food or drinks into the classroom. Please help keep the cafeteria clean. Always throw your trash into the garbage cans in the cafeteria before you leave.**

**CHANGE OF NAME, ADDRESS OR PHONE NUMBER** Inform the office if you have a change of name, address or phone number. Complete a contact change form and bring required documents such as a marriage certificate, divorce decree or birth certificate.

**DRESS FOR SUCCESS** You will receive a copy of the school's dress code in a separate insert. You are required to adhere to the dress code when on campus.

**STUDENT GRIEVANCE** Forms are available in the Guidance Office.

**BULLYING AND HARRASSMENT POLICY** (Policy #5.002) Forms are available in Guidance. It can be returned to the Guidance office or the Main Office. There is also a box available outside of the Main Office to return the form.

**INJURIES** If you are hurt on campus or if you see anyone who is injured on campus, report this to the office immediately. In case of emergency, school officials will try to contact your family. The school does not have a nurse; therefore, 911 will be called to handle all serious injuries.

**MESSAGES AND TELEPHONE CALLS** Messages to students will not be delivered except in an emergency. Students may not use the telephones in the offices or in teachers' classrooms. **In order to avoid class interruptions, students must turn off cellular phones when entering class.** Please inform your family and friends that you will not be available to receive calls during class time. If you do not follow this school rule, you will be asked to leave the class and you will be marked absent for that day.

**PARKING** Obey the following parking rules whenever you drive your car onto the campus. **If you do not obey these rules, your parking privileges will be revoked.**

- Park in the **back parking lot** in any parking space with a **white** marker. The front parking lot and other marked spaces are for employees, handicapped drivers and visitors only. If you park in one of those spaces, your car may be towed off the campus at your expense.
- **Drive carefully** in the parking lot at all times. Always follow the arrows and signs.
- Keep the volume of your radio low when you are in the parking lot.
- **Do not back into a parking space; enter the space front first.**
- **Do not park in the lots of neighboring businesses. Your car may be towed at your own expense.**

**BICYCLE RIDING** **Do not ride your bicycle on the campus.** When entering the campus, please get off your bicycle and push it to the bike rack behind the cafeteria. Lock it securely to the bike rack. At the end of your school day, push your bike off campus.

**RADIOS, HEADPHONES, BEEPERS, CELL PHONES, I-PODS, ETC.** All electronic equipment brought into the classrooms must be in the "off" position. Please inform your family and friends that you will not be available to receive calls during class time.

**SMOKING** It is against the law in Florida to smoke inside or near the Adult Education Center. The Florida Clean Indoor Act prohibits smoking in any public building.

**VISITORS** All visitors must report to the main office to sign in and obtain a visitor's badge. Anyone who is not officially enrolled will not be permitted to attend class. Visitors who violate this rule may be arrested for trespassing.

**IMPORTANT TELEPHONE NUMBERS**

Main Office..... (561) 616-7800  
Guidance Department....(561) 616-7815  
School Police.....(561) 616-7808  
Media Center..... (561) 616-7822



ESOL Department.....(561) 616-7825  
ABE/GED Department.....(561) 616-7821  
GED Office.....(561) 616-7826  
Career Center.....(561) 616-7824