

Peoria Adult Education And Family Literacy Center

Rules And Regulations Contract

Addendum To Red Student Handbook

1. _____ There are 3 programs in this building: Peoria Alternative High School and Peoria Adult Education & Family Literacy Center. Alternative High is on the top floor. Since Alternative High is a separate program, **Adult Ed students are not permitted on the top floor. The TAP program is from 3:30 to 8:00 and is on the top floor.**
2. _____ **Student parking is north of the building.** The staff parking area is marked “Staff Parking” and is closest to the doors. Students will be asked to move vehicles that are improperly parked.
3. _____ **Students arriving before school starts**, or before their class starts, may wait in the Commons area (where stage is) until class begins. Walking around the building while awaiting class start time **is not acceptable.**
4. _____ **Students are to be in class on time.** Students are expected to be committed to achieving their educational goals and, therefore, must be in class on time. **Chronic tardiness is unacceptable.** If something unavoidable occurs & you arrive late or have to leave early, please sign out in the main office.
5. _____ **Bathroom breaks** are to be taken between classes or during lunch, not during class time. **Adult Ed students are to use the student bathrooms located on the lowest level (1st floor).**
6. _____ **Students are not to eat or lounge in the hallways.** The Commons Area is to be used. All wrappers, soda cans, water bottles, etc. need to be discarded in wastebaskets.
7. _____ **Leaving class early** is only acceptable if you must leave for a job, an appointment, or a family obligation.
8. _____ If you are not scheduled for a class, **you are expected to leave the building and the grounds.**
9. _____ **Being absent 5 days in a row** will result in the student being dropped from his/her class. Students who are dropped more than one time will not be allowed to re-enroll until the following semester, unless there is a medical reason.
10. _____ Please **do not block stairways** by sitting or standing in those areas.
11. _____ Students are asked to **wait for the bus at the designated bus stop** if weather permits. If it is too cold or raining, students may wait inside the Moss Avenue entrance.
12. _____ Attendance and classroom performance will be reported for all students who are involved with probation/parole, teen parenting, or public aid.
13. _____ Cell phones and pagers may **not be used in the building.** If you need to have a cell phone for medical reason, inform the program administrators.
14. _____ **Hats, stocking caps, or doo rags are not to be worn in the building.** Gang activity of any kind is prohibited.

- 15. _____ **Smoking is not allowed on school property**, by law. Smoking is only permitted on the other side of the fence by the concrete shed where vehicles enter the parking lot. Cigarette butts should be placed in the concrete urns.
- 16. _____ The pay phone in the hall is for student use. Office phones are to be used for emergencies only.
- 17. _____ Appropriate dress is expected. Visible underwear, bare mid-sections, bare chests, or totally bare shoulders are not permitted. Clothing cannot display obscene or profane expressions or symbols. Pants must be pulled up or student will be sent home to change.
- 18. _____ The use of profanity is unacceptable. **Respect the rights of others and be respectful at all times.**
- 19. _____ Drugs and alcohol are not allowed on school premises. The use or possession of alcoholic beverages or being under the influence of alcohol or drugs is gross misconduct under School Board policy. ***Violators will be prosecuted.***
- 20. _____ We are committed to helping you reach your goal(s).

We do not give grades. Upon completion of classes, certificates are awarded. Individual folders are kept in each class for each student. The student will establish goals and be encouraged to keep his/her focus on achieving these goals. Student progress reports are kept in the individual folders. Individual learning styles are noted.

If a student isn't making progress, Ms. Dries or Mr. Moton will review files with the student to decide what appropriate measures need to be taken.

All students passing the GED test will be asked to participate in a graduation ceremony in May.

Staff will nominate students for the National Honor Society in April and selected students will be inducted into the National Honor Society in May.

If you have a concern, please see Ms. Dries, the school principal or Mr. Moton, the assistant principal. See Mrs. Buchanan if you have a scheduling problem or if you have questions about services or jobs. Get approval from your classroom teacher before leaving your assigned class.

I have read the rules & regulations and agree to follow each of them.

Signature _____ Date _____

Printed Name _____