

**Beaufort County School District Adult
Student Handbook
Code of Conduct**

Adult Education
In South Carolina

Educating • Empowering • Employing

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Dear Adult Education Student:

Welcome to the Beaufort County School District Adult Education Program. The information contained in this handbook has been provided for you in order to promote a safe and orderly learning environment for every student.

It is important that you to read this publication thoroughly. If you have any questions about the required policies, procedures, conduct and/or consequences for misconduct, we encourage you to ask for an explanation from your instructor or Director.

Thank you.

Beaufort County School District Adult Education Program

Student Handbook

Table of Contents

Vision/Mission Statement.....	1
Attendance and Tardiness.....	1
Cellular Phones.....	1
Children.....	1
Class Limits.....	1
Computer Use Policy.....	2
Computer Use Policy Violations.....	2
Distance Learning.....	2
General Classroom Information: ESL/ABE/ASE.....	2
Approved GED Testing Sites.....	3
General Standards of Conduct and Expectations.....	3
Types of Misconduct.....	4
Definition of Sexual Harassment.....	4
Disciplinary Actions.....	4
Loitering.....	5
Maintenance of Grounds and Buildings.....	5
No-Shows.....	5
Personal Electronic Devices.....	5
Progress Testing.....	5
Smoking.....	5
Student Transfers.....	5
Vandalism & Stealing.....	5

Vision Statement

The vision of The Beaufort County Adult Community Education Program is to empower learners to achieve success in a diverse global society.

Mission Statement

The mission of The Beaufort County Adult Community Education Program is to develop career pathways by providing support and resources for learners to achieve their educational and employment goals.

Attendance and Tardiness

Student attendance will be monitored by the Teachers. Students who do not meet the minimum required instructional hours by pre-determined assessment dates or who have excessive absences may be dropped from the program. Any exceptions will be made at the supervisors' discretion. Absences will not be categorized into excused or unexcused.

Tardiness, being late to class, affects students' education and increases chances for failure. Tardiness interrupts lessons, class activities and interferes with the learning environment for all students. Consistently being late to class will not be excused, and if continuous, may result in the student being dropped from the program.

An Adult Education College and Career Navigator will provide assistance to problem solve issues related to attendance and progress towards academic goals.

Cellular Phones

Cellular phone use in the classroom is not permitted. While in class, cellular phones should be placed on silent or vibrate mode. Students should exit the classroom and go to a designated area to place calls or answer incoming calls. Cellular phone use should be limited to emergencies only during class time.

Children

Children are not allowed in classrooms or on the premises while classes are in session. Parents are not free to attend classes if they have child care issues to resolve. Beaufort Adult Education, and/or school districts cannot assume responsibility for the safety and welfare of non-students.

Class Limits

Students enrolling in the Beaufort Adult Education Program may not enroll and/or remain in the same class/level for **more than three (3) semesters**. In determining class/level placement, Adult Education Staff will review current and previous assessment data and instructor recommendations. In the event students have already enrolled in all ESL classes offered, he/she will be given the TABE Assessment and placed in the ABE/ ASE program. Any exceptions will be at the teacher discretion.

Computer Use Policy

Access to and use of BCAE computers is limited to BCAE staff and students. Acceptable use of computer systems and networks include study, research, teaching, and related activities (including administrative work). Using the computer to access mail and/or information for personal use is strictly prohibited. Those using BCAE computers or networks may not attempt to gain access (log in) to another person's account, nor may they attempt to read someone else's mail or files. System managers may disable accounts without prior notice if there is evidence of account sharing or of an attempt to violate the system, mail, or network security. Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited. BCAE computers and networks may not be used for illegal activities, nor may they be used to threaten or harass others. Those responsible for BCAE computers and networks may inspect and remove personal files saved on computers. BCAE does not guarantee that its computers and networks will always be available when needed, or that any work stored will be safe from system failures or operator errors. Suspected violations of the *Acceptable Computer Use Policy* may result in immediate temporary or permanent loss of access privileges at the discretion of the Adult Education Director.

Computer Use Policy Violations

Anyone who engages in prohibited conduct and/or violates the computer use policy as outlined in this handbook, or by federal, state or local laws and regulations, whether such conduct takes place on or off campus, shall be held accountable and subject to disciplinary actions up to and including expulsion. In addition, civil or criminal penalties may be imposed for such prohibited conduct.

Distance Learning

Distance learning is an educational model where the student and teacher are in locations different from one another while instruction is taking place. The use of technology is an essential part of the distance learning process. Technology such as computers and the Internet are used to bridge the gap between teacher and student. If distance learning is required for the class a student is enrolled in, specific requirements will be outlined and explained by the instructor during orientation.

General Class Information: ESL/ABE/ASE

The Beaufort County Adult Education Program provides English as a Second Language (ESL) classes, Adult Basic Education (ABE) and/or Adult Secondary Education (ASE) classes. ESL classes are designed for acquisition of communication skills and cultural competencies which enhance the ability to speak, listen, read and write in English. ABE/ASE classes will help students improve their basic educational skills and prepare them to take the General Educational Development (GED) Exam. Students enrolled in the ABE/ASE component of Beaufort Adult Education program will be able to read with understanding, convey ideas in writing and use math to solve problems and communicate. College and career awareness and college readiness skills will be integrated into all levels of the adult education program. An Integrated Education and Training Model will be implemented to combine occupational skills training with adult education services to increase the educational and career advancement of students.

Approved GED Testing Site

Beaufort Adult Education

1300 King Street

Beaufort, SC 29901

843-322-0780

General Standards of Conduct and Expectations

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated.

Students must abide by all program policies, rules, expectations and regulations as outlined below.

Students are expected to:

- abide by all program policies and standards of conduct as outlined in this document and to participate actively in the learning process as expected by their instructors;
- report to class on time;
- remain in the classroom during scheduled class hours;
- submit to all scheduled TABE, BEST Plus and/or BEST Literacy progress testing according to state law;
- participate in the Distance Learning portion of the program as determined;
- demonstrate respect towards others at all times;
- refrain from condemning, criticizing or complaining about others;
- abide by all computer usage rules without exception.

Students must comply with the following dress/grooming standards:

- Shirts and blouses should be appropriate for school settings;
- Excessively short shorts, dresses, skirts, or blouses are not permitted;
- Muscle shirts, sleeveless shirts/blouses, transparent attire, tank-tops, spaghetti straps, low cut attire, and other inappropriate attire are not permitted;
- Oversized clothing, ripped/torn pants, shorts, skirts, etc. that show under garments are not permitted;
- Attire with gang, drug, alcohol, or sexual paraphernalia, and/or other offensive designs or logos are not permitted;
- Caps, hats, sunglasses, and hoods are not to be worn in the classroom. Sunglasses may be used with medical documentation. Copies of medical documentation should be provided to the appropriate adult education staff member;
- Dress/grooming violations will be at the discretion of the Director. Director and instructors will use their best judgment to determine appropriate/inappropriate attire and violations of dress code. Dress code policy will be strictly enforced;
- Corrective actions will be taken if the adult education Director determines that a student is in violation of dress/grooming standards.

Types of Misconduct:

- Physical or verbal abuse of anyone or threatening anyone while on BCAE Campus, and/or school district/community center property;
- Use, distribution or possession of alcoholic beverages, dangerous drugs or controlled substances while on BCAE Campus and/or school district/community center property or at any authorized activity;
- Disorderly conduct which inhibits or interferes with the educational process of the BCAE or which disrupts program administrative functions;
- Irresponsible behavior including vandalism or destruction of BCAE Campus and/or school district/community center property;
- Gambling at BCAE Campus and/or school district/community center property;
- Possession of any weapon at BCAE and/or school district/community center property;
- Behavior choices which cause any disruption of the teaching, learning and/or administrative process;
- Sexual harassment of anyone at an BCAE and/or school district/community center or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

Definition of Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: such conduct unreasonably interferes with an individual's work or education performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students, employees, applicants or other persons may include, but is not limited to, offensive or unwelcomed sexual behavior such as engaging in sexually oriented conversations for the purpose of personal sexual gratification, telephoning students or employees at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students or employees to engage in sexual behavior in exchange for grades, job advancement or other school-related or work-related benefit. Other conduct, physical or verbal, which contributes to an offensive work or educational environment, may also constitute sexual harassment. Such conduct includes but is not limited to: repeated offensive or unwelcomed sexual flirtations, advances, or propositions; offensive verbal abuse of a sexual nature; graphic, verbal commentaries about a person's body; use of sexually degrading words to describe an individual; and the display of sexually offensive objects or pictures not appropriate in the specific context of the workplace or educational setting.

Disciplinary Actions

Failure to meet any expectations described and/or outlined in this handbook will be interpreted as a desire on the student's part not to participate in the Beaufort Adult Education Program as expected. This choice will be respected; however, because this is incompatible with the program's purpose and goals, students will be subject to disciplinary actions which may include verbal and/or written warnings, the student being sent home until able to comply, suspension for a pre-determined length of time and/or expulsion from the program. Disciplinary expulsions are permanent, meaning the student may not re-enroll in any BCAE Program. Violation of a student suspension or expulsion may result in an issuance of a criminal trespass warning. Whenever an adverse action is contemplated, students have the right to present their side of the story to the Director, and they

may appeal imposed sanctions within five days of the notice to suspend or expel per procedures that will be explained at the time of adverse action.

Loitering

Remaining on campus after classes are dismissed is not allowed unless it is part of a planned activity by the teacher. Students must be in class during class meeting times.

Maintenance of Grounds and Buildings

Students are expected to clean up after themselves. All trash including chewing gum should be deposited into trash cans. Do not stick gum underneath furniture or throw it on the ground.

No-shows

Students who are enrolled in the program and who subsequently do not show up for class (without formally withdrawing from the program) may be dropped from the program on the 3rd class meeting day. If the same student re-enrolls within six-months of the first occurrence and again does not show up for class (without formally withdrawing from the program), the student will not be allowed to re-enroll for 12 months.

Personal Electronic Devices

The use of any electronic or battery-operated device (for example: cell phones, iPods, MP3 players, Blackberries, CD players, game players, miniature televisions, etc.) while classes are in session is not allowed unless approved by the instructor.

Progress Testing

In order to monitor student progress and attainment and to be in compliance with state and federal regulations, the Beaufort Adult Education Program periodically administers progress assessments. All students are expected to submit to all scheduled progress testing.

Smoking

Smoking and/or use of any tobacco products is strictly prohibited on the premises of any adult education facility.

Student Transfers

Students wishing to transfer to another class within their site or to a different site, must notify their current instructor. The instructor will notify his/her immediate supervisor. If space is available in the appropriate class/site, the Director will initiate the transfer process. Students will be notified if the transfer has been approved and the effective transfer date as soon as possible. Students will not be allowed to enroll in the new class or site until all transfer documents have been received and processed by the receiving site.

Vandalism & Stealing

It is considered vandalism if you choose to deface BCAE Campus, and/or school district/community center property. Defacing furniture or walls by writing or carving on items is destruction of property as is writing in books. Taking books out of the classroom without teacher authorization is considered stealing. We have zero tolerance for this type of behavior. Violation of this expectation may lead to disciplinary actions including suspension and/or expulsion.

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