

Hacienda La Puente Adult Education



Career and Technical Education Student Handbook Manual of School/Student Policies School Year 2020 - 2021

ACCREDITATION

Hacienda La Puente Adult Education is accredited by the Council on Occupational Education (COE) for post-secondary training and to provide Title IV Financial Aid to qualified students as well as the Western Association of Schools and Colleges (WASC) for secondary academic programs.



Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325,
Atlanta, Georgia 30350
800-917-2081

Admission Policy:

Hacienda La Puente Adult Education (HLP AE) will accept any student 18 years or older and prohibits unlawful discrimination based on race, color, nationality or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or any other characteristic protected by applicable law in the administration of all HLP AE programs and activities.

Hacienda La Puente Adult Education also prohibits unlawful harassment or bullying of any kind. Students receiving Title IV funding must also have in their possession and present to the financial aid office the following: A valid high school diploma or sealed transcript from a Regional Accredited Institution ([Http://ope.ed.gov/accreditation/](http://ope.ed.gov/accreditation/)) or a State issued high school equivalency certificate (i.e., GED, HiSET, or TASC)

(All foreign High School Diplomas or transcripts will need to be evaluated. The nearest approved agency is the American Education Research Corporation (AERC) see (www.aerc-eval.com)

Attendance Policy:

Student attendance is collected daily by the program instructor and entered into HLP AE's student information system (ASAP).

1. Minimum Attendance

Students need to maintain a regular attendance rate of 85% to complete their training program. Acceptable absences and minimum attendance requirements vary from program to program (see class syllabus) and may require an overall attendance rate higher than 85%. Students receiving Title IV funding will maintain the following designated **Student-Status** and are required to complete all required clock-hours for their chosen program:

- Full-time status (minimum of 30 hours per week)
- Three-quarter time status (minimum of 25 hours per week. Applicable only for Business Ed. Program)
- Half-time status (minimum of 20 hours per week. Applicable only for the Business Ed. Program)
- Less Than-Half-Time status (minimum of 12+ hours per week. Applicable only for Pharmacy Technician and Evening Esthetician programs)

Students must report all excused and unexcused absences to their instructor. If a student is receiving Title IV funds, they also need to report in writing/ email, all absences to the financial aid office on their return to class. If absences are not reported, financial aid payments may be delayed. Absences will affect the total amount of hours paid and may affect a student's total Pell Grant award.

Absences:

If a student misses more than three or more consecutive days due to illness, they MUST provide a written doctor's verification.

Students must contact their instructor to report all absences. If a student misses more than four consecutive days without contacting their instructor, they will be withdrawn from the program. Please also refer to the program course syllabus for additional information specific to each program.

Grades and Completion:

For specific program policies such as grading and completion requirements, please refer to your program's syllabus. You can also visit www.hlpae.com for additional information not contained in this brochure on:

1. The complete academic school calendar
2. Further information regarding additional programs and courses
3. Complete tuition, fees and other program costs and supplies
4. List of faculty and educational backgrounds
5. Other institutional facilities readily available
6. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment

Refund Policy:

Hacienda La Puente Adult Education follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education. Refunds are given automatically if the program is canceled for the term. No refunds will be given for the following items:

- Missed classes
- Insurance fee
- Books purchased
- Materials fee
- Equipment purchased
- Cosmetology kit
- Esthetician kit
- Barbering kit

To receive a refund, students must request and complete a *Refund Request Form* from the Willow Center main office. If the student requests a refund, it must be before the second-class meeting, whether attended or not. Student-initiated refunds will be reduced by a 15 percent service charge (not to exceed \$100). Once the request is completed by the student and an explanation

is provided, it must be approved by the Director, Adult Career and Technical Education. Once approved, the *Refund Request Form* is sent to the Hacienda La Puente Unified School District (HLPUSD) business office where the refund is processed, and a refund check is mailed to the student. The refund process may take up to six weeks.

School Safety:

Hacienda La Puente Adult Education has an obligation to provide a safe environment free from violence and threats of violence and where civility is valued. To that end, it is the intent of HLPAE to make reasonable efforts to provide for the safety and security of its students, faculty, staff and property.

School Rules:

- Students must leave HLPAE campuses at closing time unless written permission has been received from an authorized official.
- Children must not be left unattended and should not be on campus for extended periods.
- Food consumption is limited to the cafeteria and outside eating areas. Exceptions must be approved by an administrator. Selling of food by students or by outside vendors is prohibited.
- Gambling is prohibited on all HLPAE campuses.
- Changes of names and addresses should be reported to the HLPAE main office.
- Hacienda La Puente Adult Education also prohibits unlawful harassment or bullying of any kind.

Smoke-Free School:

All HLPUSD campuses are entirely smoke free. Neither smoking nor vaping is permitted inside any school district building or outside on any school district property including sidewalks and parking lots on school property. Adult students must leave the school to smoke. Smoking in cars in the parking lot is not permitted.

Visitors on Campus:

Only enrolled students may attend classes. Any visitors to the school and in the classrooms must have permission from HLPAE management personnel. ALL visitors MUST check in with the main office to obtain a visitors pass.

Standards of Behavior:

Students are expected to behave in a manner appropriate to a place of study and learning. Students will show respect for classmates and instructors by:

- Arriving on time for class.
- Bringing textbooks and assigned handouts/materials to class.
- Being prepared for class by doing required reading and homework prior to class.
- Keeping attention focused on classroom learning activities while class is in session.
- Not eating, drinking or sleeping in class.
- Not walking in or out of the classroom while learning activities are in progress.
- Not participating in side conversations during lectures.
- Using break times to meet personal needs. (Restroom, phone calls, etc.)
- Not bringing music or games to class.
- Keeping watch alarms, cell phones and pagers on silent mode during class.
- Adhering to all HLP AE and HLP USD rules and policies
- Maintaining a positive attitude toward peers, staff, and the learning process.
- Using positive interpersonal and communication skills.

Social Networking and Video Sharing Website Uses:

Students will respect the dignity of his/her professional goal and abstain from conduct that would be unbecoming to the profession and that the student will hold in confidence all information written, verbal, or electronic entrusted to him/her and will refrain from any discussion held outside of the limitations of the appropriate setting. Students will refrain from taking pictures or videos in any facility and will refrain from posting pictures or videos on any social networking site (i.e. Facebook, Instagram, Snapchat, YouTube, etc) without prior approval from students or instructors while in the program. No student may be photographed or recorded without their knowledge and written permission. Students preparing a presentation for graduation or classroom use must have approval from a school administrator before public display.

School Dress Code and Grooming Standards:

School dress standards are consistent for all students and exist for the purpose of maintaining a professional climate on campus. The instructor shall inform a student who violates the dress standards or lacks personal hygiene. If a garment in violation outside of the dress code can be removed, without affecting modesty, the instructor shall direct the student to remove it. The student has the option to leave, if necessary, to change the garment and may return to class the

same day. If a hygiene problem can be corrected at school or at home, the student should do so and return to class. Any student who refuses to obey an instructor's direction regarding a dress code violation will be requested to leave the class. Failure to comply with dress and grooming standards can result in suspension and/or dismissal.

Unacceptable Attire:

The following shall not be worn or displayed while a student is participating in classes, school related activities, or while conducting business on any HLP AE campus:

- Clothing which depicts illegal, obscene or vulgar images or wording.
- Clothing which is sexually suggestive or extremely brief such as low cut garments, strapless or off the shoulder tops, tank tops, bare midriffs (with or without jacket) muscle shirts, fishnet tops or short shorts (shorts must be mid-thigh in length).
- Open sandals or bare feet.
- Any outfit, garment or accessory commonly recognized as connected with a group or gang that may provoke others to act violently or be intimidated by fear of violence. This includes but is not limited to:
 - a. Oversized pants, gathered around the waist with a belt and cut, slit, fraying or dragging trouser cuffs
 - b. Knee-high pants with socks pulled up above the calf o Bandannas worn around the head or hanging out of clothing o Hair nets on men "In memory of ..." shirts and initialed belt buckles
 - c. Heavy chains holding keys or wallets and spike collars, wrist bands or metal toe shoes.
 - d. Other articles of clothing, jewelry or accessories, or lack of personal hygiene, which in the judgment of the instructor, counselor or administrator pose a clear and immediate threat to the physical well-being or safety of other students and staff, and/or create a distraction or disruption to the learning environment for students and staff.
 - e. Clothing, jewelry, logos, or words that show, advocate or advertise alcohol, drugs, and acts.

Students may also be subject to program-specific dress requirements. Failure to comply may result in dismissal from HLP AE.

Drug and Alcohol Free School:

Possession and/or consumption of alcoholic beverages and possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law are contrary to those expectations and will be cause for disciplinary action.

Students may also be subject to program-specific drug testing requirements.

Marijuana is still illegal federally and therefore is not allowed on school grounds.

Computer and Information Technology:

The HLPUSD computer and technology resources are provided for educational and administrative purposes and are to be used in a manner that is consistent with those purposes. All students are to conduct themselves in a responsible, ethical, and legal manner when utilizing these resources. Students must respect the rights of others and abide by the licenses and other contractual and legal obligations by which HLPUSD makes technology resources available to all. Students are asked to:

- Be sensitive to the needs of others; use only your fair share of computing resources.
- Refrain from displaying material on screens in shared facilities or forwarding material (e.g., violent or sexually explicit materials) that may cause discomfort or embarrassment to others.
- Refrain from using technology resources to retrieve or send pornographic, obscene, harassing, or illegal materials or messages.
- Use computing resources in ways that are ethical and honest. It is unethical to represent someone else's work as your own, or to allow someone to represent your work as theirs. Plagiarism and cheating will not be tolerated.
- Be civil when communicating with others.
- Write as if you expect the whole world to read every message. There is no guarantee of privacy in the use of computer and technology resources.
- Refrain from use of school resources for non-educational purposes (i.e. game playing, chain letters, or other mass mailings) or activities that could damage, unduly burden, or disrupt the normal operations of district systems are prohibited.
- Identify yourself clearly and accurately in electronic communications. Individuals or school organizations that obtain access to a telephone, computer, or e-mail may only use their own passwords, are responsible for protecting those passwords from use by others and are responsible for reporting any unauthorized use of the system as well as any breach of system security that they may find.

Hacienda La Puente Unified School District forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using HLP AE equipment to make illegal copies of software is prohibited.

No student shall attempt to open files or documents or gain access to areas or systems for which they have not been granted authorization.

Unauthorized use of HLP AE resources for commercial purposes, personal gain, or any other purpose inconsistent with the mission of HLP AE is prohibited.

Any HLP AE students who violate these policies are subject to appropriate disciplinary action including, but not limited to, the suspension of their computer privileges. Serious violations of this policy may result in suspension or dismissal.

Civility Policy Adopted by the Board of Education, Hacienda La Puente Unified School District
Disruptions:

- Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property; will be directed to leave school or school district property promptly by the appropriate administrator or designee.
- If any individual uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the appropriate administrator or designee shall inform the person that he/she may be guilty of a misdemeanor in accordance with California Education Code section 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the appropriate administrator or designee may notify law enforcement officials. An Incident Report (copy attached) should be completed for the situations as set forth in paragraphs 1 and 2.

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete the

Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.

- When it is determined that a member of the public is in the process of violating the provision of this policy, an effort should be made to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

References: Ed. Code Sections 32210,440141 44810, 44811; Penal Code Sections 243.5,415.5, 626.8, 627.7

- CIVILITY – Board Policy (BP) 1311 The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address parents and other members of the public with respect and expect the same in return. This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right of freedom of expression but only to maintain, to the extent possible and reasonable, a safe harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the students of this district, as well as the community, the district encourages positive communication, and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.
- DISRUPTIONS BP 3515.2 The Governing Board is committed to keeping the schools free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent or designee shall provide for the prompt removal from school premises of any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage. Administrative regulations may be developed in collaboration with local law enforcement personnel.

Dismissal from Hacienda La Puente Adult Education:

A student may be dismissed for the following:

- Below standard academic performance as stated in a program’s grading policy.
- Failure to meet objectives due to excessive tardiness or absenteeism.
- Failure to demonstrate reasonable progress in the enrolled course of study.
- Unprofessional or unethical communication or conduct (written or verbal) which includes inaccurate or falsified official records.

- Disruptive behavior
- Behavior which jeopardizes the physical or emotional well-being of students, instructors or others.
- Harassment, threats, intimidation or repeated disrespect toward peers, and/or school/facility staff.

Student Guide to Accommodations Policy and Procedures:

Hacienda La Puente Adult Education has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability.

Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers. The purpose of an accommodation is to allow equal access to the curriculum for all students.

- Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel and should make an intake appointment with HLP AE administration prior to enrollment.
- Policies for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitations of the disability in order to permit HLP AE to make a determination as to whether the requested accommodations are appropriate. The HLP AE administration will be responsible to determine based upon the evaluative data, what those accommodations should be on a case-by-case basis.
- Accommodations will be determined based upon the documentation of the disability. It is important to have the documentation state how the disability affects academic performance.
- After accommodations have been established by HLP AE administration a letter will be presented to the student describing the accommodations for which he/she qualifies to receive for each class the student is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies in that class.
- Students who are experiencing unresolved problems receiving appropriate accommodations should contact HLP AE Administration as soon as possible.
- Students must request new letters of accommodations at the beginning of every semester.

Transfer of Credit: Transferring within HLP AE Programs:

At the time of registration, students must meet the requirements of the program in which they are enrolling (to include testing, pre-requisites, physical requirements etc.).

Student transfers within HLP AE must be approved by the instructor of the program to which they are transferring and by administration. If the student is receiving financial assistance from an agency the student may need to get permission from that agency. Once approved, counseling staff completes a new registration form to be processed by the attendance office. The student must provide a copy of the completed form to the new instructor prior to entering the program. Eligible students are permitted one program per year.

Transfer of Credit: Transfer of Credit Earned at another Institution:

Students who transfer from other institutions are evaluated to meet the requirements of the program and receive approval from the Executive Director of HLP AE or the Director, Adult Career and Technical Education. Any new student enrolling in a HLP AE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

- The course was taken at an accredited school
- The student received a “C” grade or higher
- The course is approved or meets state licensure requirements if applicable
- Total credits given are not to exceed 500 hours or 70% of the total hours required for graduation.
- Individual HLP AE CTE programs may add additional requirements before granting the credit.

Student Records/Transcripts:

A **transcript** is the official record of a student's work in a program of study, courses or units with corresponding grades and/or periods of enrollment.

Student Records may include transcripts, health verification forms, and other documentation pertaining to the student’s coursework and enrollment at HLP AE.

Confidentiality

In order to ensure confidentiality, student records are stored in a digital format on HLP AE’s student information system (ASAP) to which only authorized administration and staff have access.

Preservation and Security of Student Records

All records are stored in HLPAE's student information system (ASAP) to ensure the preservation and security of the records from fire, theft, vandalism, and other adverse actions.

Student records, including the academic transcript, are protected by the Family Educational Rights and Privacy Act (FERPA). Only the student may request a copy of their transcript/record and only HLPAE transcripts may be released. All transcript requests must be picked up at the HLPAE Willow Center front office (14101 E. Nelson Ave., La Puente, CA 91746).

Steps to request a transcript:

- Fill out a *Transcript Request Form* completely and legibly and submit to the Willow Center front office
- Pay \$5.00 for administration fee
- Identify where transcript should be mailed OR pick up in person
- Show picture ID upon pickup
- Please allow 5-7 business days for records fulfillment

Student Grievance Procedure:

The purpose of this grievance procedure is to provide, at the lowest administrative level, a means by which a student concern may be resolved in an equitable manner in an atmosphere of courtesy and cooperation.

The formal complaint process will begin after the concern has been discussed with the current instructor or other person involved and an attempt at resolution has been made. Official Grievances will be processed in accordance with the following steps:

- Step 1: If any student feels he or she has not been given fair consideration regarding a dispute in scheduling, academic interests, disciplinary action, interpersonal relationships, or has any grievance toward the school, the student shall submit it in writing to the current instructor. The student should provide a description of the concern stating the facts clearly and concisely.
- Step 2: If the student feels the problem is not resolved, he/she may schedule a meeting with the Administrator of Counseling Service at the Willow Center. The concern will be reviewed at this time. The grievance, written by the student with comments by the staff from this meeting, will be placed in student's file as a record of the proceedings.
- Step 3: If the issue remains unresolved, the student may request a review by the Program Administrator.
- Step 4: If still unresolved, the student may request a review by the Director, Adult Career and Technical Education.
- Step 5: If still unresolved, the student may request a review by the Executive Director of Adult Education

STUDENT FINANCIAL AID POLICIES AND PROCEDURES

Admissions Policy:

Hacienda La Puente Adult Education will accept any student 18 years or older and prohibits unlawful discrimination based on race, color, nationality or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or any other characteristic protected by applicable law in the administration of all HLP AE programs and activities.

Hacienda La Puente Adult Education also prohibits unlawful harassment or bullying of any kind. Students receiving Title IV funding must also have in their possession and present to the financial aid office the following: A valid high school diploma or sealed transcript from a Regional Accredited Institution ([Http://ope.ed.gov/accreditation/](http://ope.ed.gov/accreditation/)) or a state-issued high school equivalency certificate (i.e., GED, HiSET, or TASC.)

(All foreign High School Diplomas or transcripts will need to be evaluated. The nearest approved agency is the American Education Research Corporation (AERC) (www.aerc-eval.com)

Attendance Policy:

Student attendance is collected daily by the class instructor and entered into school's attendance system for each student enrolled at HLP AE.

1) Minimum Attendance:

Students need to maintain a regular attendance rate of 85% to complete their training program. Acceptable absences and minimum attendance requirements vary from program to program (see class syllabus) and may require an overall attendance rate higher than 85%. Students receiving Title IV funding will maintain the following designated Student-Status and are required to complete all required clock hours for their chosen class:

- Full-time status (minimum of 30 hours per week)
- Three-quarter time status (minimum of 25 hours per week. Applicable only for Business Ed. Program)
- Half-time status (minimum of 20 hours per week. Applicable only for the Business Ed. Program)
- Less Than-Half-Time status (minimum of 12+ hours per week. Applicable only for Pharmacy Technician and Evening Esthetician programs)

2) Absences:

If a student misses more than three (3) or more consecutive days due to illness, they MUST provide a written doctor's verification.

Students must contact their instructor to report all absences. If a student misses more than four consecutive days without contacting their instructor, they will be Administratively Withdrawn (dismissed) from their program. Please refer to your course syllabus for additional information specific to your program.

Students receiving Title IV funds, must report in writing/ email, all absences to the financial aid office on their return to class. If absences are not reported, financial aid payments may be

delayed. Absences will affect the total amount of hours paid and may affect a student's total Pell Grant award.

3) Leave of Absence (LOA):

An LOA may be granted when a student is going to miss (5) or more consecutive days but no more than (14) days for any program.

A student requesting an LOA must submit in writing the reason(s) for the request. This information will be used to determine whether there is a reasonable expectation a student can return by the date promised. All request must be submitted in writing five (5) days before the LOA unless the LOA is due to some unforeseen emergency. All LOA request will go through the counseling office and the financial aid office if a student is receiving Title IV funding. Students who fail to resume classes on the date designated for returning to school, will be Administratively Withdrawn from HLP AE.

4) Withdraw from Program:

(See also R2T4 Policy)

A student will be officially withdrawn from HLP AE for any of the following conditions:

- The student notifies the school they are withdrawing
- Administrative Withdrawal for failing to meet SAP after being placed on Probation. (See also "Dismissal from Adult School" above.)
- The student exceeds minimum allowed absence.
- The student never starts the program once registered.

Student's receiving Title IV funds, before withdrawing, should contact the Office of Financial Aid to determine the amount of Federal Aid that must be returned. Federal Student Aid may not cover all unpaid charges due to HLP AE upon the student's withdrawal.

5) Re-enrollment:

A student who previously attended HLP AE, may re-enroll, based on class availability. Any student who was previously Administratively Withdrawn (dismissed) from HLP AE may not re-enroll in any of the CTE programs without prior approval from the CTE Director

Satisfactory Academic Progress (SAP) Policy:

Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing adequately toward completion of his or her course of study and determined in terms of grade point average and/ or course completions. Students must maintain satisfactory academic progress (SAP) to receive Title IV funds. The Federal Pell Grant Award is proportional to a student's attendance and required satisfactory progress under the institution's standards and practices.

Progress is defined as passing all course objectives as defined in the course-outline for each course and progressing towards the completion and certification of any eligible course in a satisfactory period. Students will demonstrate a basic competency of instructional units through successful completion of assignments as determined by assessment and objective evaluation. Student progress will be assessed monthly, or at the end of a course session, or semester, or the end of a payment period or period of enrollment. At each point, students must meet the following standards:

- **Qualitative Standard:** The minimum passing score for students is 75%. Scores below 75% require additional study and retesting. Tests may not be repeated on the same day. Students will have an opportunity to complete all units of instruction within a one year period. Any additional time required must be approved by the class instructor. Grades for CTE courses may vary, but are completed on a percentage basis and can be no less than 75% (see grading percentage below):

- 90% - 100% = A
- 80% - 89% = B
- 75% - 79% = C

Less than 75% is failing

Homework and examinations are mandatory and must be complete and on time for full credit. Late work, including work returned as incomplete will lose credit. Late exams will be permitted only with instructor's permission and may lose credit.

Failed course work may be repeated per course syllabus. Students failing to meet SAP may be Academically Withdrawn from a program.

Repetition of failed courses will be permitted only if class space is available and approval by the Director, Adult Career and Technical Education. (Refer to Incomplete or Repeating Coursework Policy)

- **Quantitative Standard:** Students must have completed the total number of hours required for each course of study as indicated on the course outline or as published in the School Catalog, or School website. (*Refer to Attendance Policy*).

Title IV funding will maintain the following designated Student-Status and MUST complete all required clock hours for their Program of Study:

- Full-time status (minimum of 30 hours per week)
- Three-quarter time status (minimum of 25 hours per week. Applicable only for Business Ed. Program)
- Half-time status (minimum of 20 hours per week. Applicable only for the Business Ed. Program)
- Less Than-Half-Time status (minimum of 12+ hours per week. Applicable only for Pharmacy Technician and Evening Esthetician programs)

1) Financial Aid (FA) Warning:

A student who is receiving Title IV Funds who begins to have difficulty meeting either the Qualitative and/or Quantitative standards set forth by the school's SAP policy will receive the statement "Financial Aid Warning" (FA Warning) on their student enrollment record for the payment period or period of enrollment in which the FA Warning is issued.

The class instructor will notify the Attendance Clerk by submitting a form indicating the reason or reasons why a student has been given an FA Warning. The Attendance Clerk will notify both the financial aid office and school counselor by providing each with a copy of the FA Warning. The school counselor or the financial aid office may initiate a meeting with the student or contact the class instructor to determine if the FA Warning has been resolved.

To resolve the FA Warning a student must do the following:

- Meet with their class instructor to review or resolve whatever concerns caused the student to be given an FA Warning.
- Complete the payment period or enrollment period successfully, which is defined as meeting Satisfactory Academic Progress (SAP).

2) Student Probation:

Students who fail to make satisfactory academic progress (SAP) or earn a cumulative grade point average below 2.0 during or at the end of a payment period or period of enrollment will be placed on academic probation. Students placed on probation are not eligible to receive Title IV aid (Federal Pell Grant) until SAP is met. The statement "Student placed on probation" will be placed on the student's ASAP record.

A student on academic probation is required to meet with a counselor and will be required to develop a Student Academic Plan. If a student is receiving Title IV aid, the financial aid office will also be notified, and a copy of the student's academic plan will be placed in the student's financial aid file.

3) Administrative Withdrawal:

A student on probation who fails to attain satisfactory academic progress (SAP) or earn a GPA of 2.0 or higher at the end of the payment period or period of enrollment for which they were placed on probation will be administratively withdrawn from HLP AE.

A student may also be Administratively Withdrawn from HLP AE for any of the following acts:

- Cheating on exams/test or assignments
- Disruptive behavior in class or on campus
- Behavior which jeopardizes the physical or emotional well-being of students, instructors or others.
- Plagiarism or claiming that another person's work or ideas were yours without giving them proper credit
- Knowingly providing false information, verbally or on paperwork
- Using, selling, and/or possessing illegal drugs or legal drugs without a valid prescription
- Carrying and/or using a gun, knife, or other weapons on campus
- Drinking alcohol on campus
- Other Criminal offenses both on- or off-campus, including but not limited to the following:
 - public indecency
 - sexual offenses/ sexual assault
 - Stealing
 - Destruction of school property or another student's property
 - Harassment, bullying, threats, intimidation or repeated disrespect toward students, instructors, or school staff.
 - Fighting (physical altercation)

(See also Civility Policy in Student Handbook)

Students receiving Title IV funds who are Administratively Withdrawn from HLP AE will have all future financial aid payments canceled. R2T4 will be performed and a calculation of student earned Title IV funds will be determined. Any unearned Title IV funds must be returned to the Federal Student Aid programs. If Title IV funds have already been paid out to the student for the

payment period, the student was Administratively Withdrawn, the student will need to return the funds received. An Overpayment will also be reported to the National Student Loan Data System (NSLDS) until the student has returned the unearned portion of Title IV funds received. It is important to note: the total Title IV funds earned may not be enough to cover the institutional charges for the period of enrollment. When this occurs, the student is responsible for any outstanding charges not paid to the school through the student's Title IV funds.

4) Appeals:

Students who are found to be out of compliance with the standards for satisfactory academic progress (SAP) and placed on academic suspension may appeal such a decision. A written appeal must be submitted to the Director of Career Technical Education (CTE) outlining the basis of the appeal along with supporting documentation for the appeal. The appeal must be submitted within 10 business days of the academic suspension. The CTE Director will rule on the student's appeal and inform the student in writing of the decision.

- Students reinstated upon appeal will be placed on Academic Probation until SAP is met or the student meets the minimum conditions and/or requirements set forth by their Student Academic Plan.

5) Incomplete or Repeating Course Work:

If a student receives an incomplete grade or fails to complete course work for which he or she has received Title IV aid, they are not eligible to receive Title IV aid for repeating course-work. All course objectives must be completed to receive a Gold Certificate. Receipt of a Blue-certificate(s) is not evidence of having completed a training program in its entirety.

A student may receive Title IV aid for a previously "completed" course if they are eligible for Title IV aid and have not reached the maximum Pell Lifetime Eligibility Used (LEU) calculation of 600%. (www.nsls.gov)

6) Maximum Time Frame (MTF):

To maintain eligibility for Title IV aid, students must complete their program within a maximum time frame not to exceed 125% of the published time required to complete each program. The normal length of time to complete each program varies and is defined in clock hours (see COE and Title IV Approved Programs list below). Course Clock hours are approximate and exclude all holidays and dark weeks throughout the academic year. (Please reference the current school calendar for approximate holidays and school dark weeks.)

Return of Title IV Funds (R2T4) Policy:

Federal regulations require the financial aid office to apply a formula established by the U.S. Department of Education, titled R2T4, to determine the amount of federal financial aid a student has earned as of the date the student's withdrawal.

When a Student Withdraws or is Academically Withdrawn from Hacienda La Puente Adult Education (HLP AE), the amount of Title IV earned and unearned aid will be determined. The date of withdrawal or last date attended will be used according to the school records generated by the school's attendance system (ASAP). Students withdrawing from school during a payment

period before the completion of "more than 60%" of their Clock-hours may find that funds are owed to HLP AE as a result of the R2T4 calculation.

Students who stop attending without officially withdrawing from school are also subject to the R2T4 calculations. In such cases, the last date attended, will be used as the withdrawal date for the payment period.

Failure to participate in more than 60% of the payment period, and/or meet Satisfactory Academic Progress at the end of the payment period, or Probation, may also trigger an R2T4.

1. A student's total Title IV Aid received will be reviewed to determine the total amount of Title IV aid disbursed, and that could have been disbursed, for the payment period.
2. The next step will determine the percentage of Title IV earned by dividing the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours for the same period.
3. The amount of Title IV aid earned by the student will be determined by multiplying the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed for the payment period.
4. Title IV Aid to be Disbursed or Returned
 - (a) If the amount of Title IV aid earned by the student is **greater** than the total Title IV aid disbursed for the payment period; a Post-withdrawal disbursement to the student will be made within 45 days from the date the school determined the student withdrew.
 - (b) If the amount of Title IV aid earned is **less than** the amount of Title IV aid disbursed for the payment period, a calculation for Title IV aid to be returned will be made. A school must return any unearned Title IV funds it is responsible for within 45 days of the date the school determined the student withdrew.
 - (c) If the amount of Title IV aid earned and the amount of Title IV aid disbursed is **equal** to the payment period, no further action will be taken.
5. Steps 5 through 10 of the R2T4 worksheet will determine Grant funds to be returned by a student if any.

A Post-withdrawal Disbursement (PWD) will be offset by any outstanding charges scheduled to be paid.

Under this policy, the student and school each may have some responsibility to return funds to the U.S. Department of Education. If the student does not return amount owed within 45 days, the amount of overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of debt.

Overpayment:

Students who owe overpayments are no longer eligible for additional Federal Student Aid.

Overpayment of Pell Grant funds can be repaid to the school if the overpayment is settled in full by the end of the award year for which the overpayment occurred. If not, an overpayment will be reported to the U.S Department of Education via the National Student Loan Data System

(NSLDS) and the student will not be eligible for any further Title IV funds. Certificates will not be issued until repayment of an overpayment has been made.

Minimum Requirements for Receiving Title IV Aid:

To be able to receive assistance from any of the programs mentioned you must meet the minimum requirements:

- Be a U.S. Citizen or eligible non-citizen
- Possess a High School Diploma, or State issued High School Equivalency Certificate from a Regional Accredited Institution (<http://ope.ed.gov/accreditation/>) Examples are GED, HiSET, TASC. Foreign high school diplomas must be translated and are the responsibility of the student).
- Plan to enroll or be enrolled in a Title IV approved Career Technical Education program of 600 hours or more and leading towards a certificate at the end of your training.
- Demonstrate a need.
- Males (ages 18-24) must be registered for Selective Services (www.sss.gov).

Funds received under the Federal Pell Grant must be used solely for expenses related to attendance or conditioned attendance at Hacienda La Puente Adult Education.

Students are required to provide the minimum following documentation to receive Title IV Aid:

- Valid Government photo identification
- Social Security Card
- Original High School Diploma or a sealed High School Transcripts or High School Equivalency (GED, HiSet, or TASC). All foreign High School Diploma will need to be evaluated by an agency approved by the commission for foreign transcripts (www.ctc.ca.gov). The nearest approved agency is the American Education Research Corporation (AERC) (www.aerc-eval.com).

If you are selected for Income Verification:

- Income Verification is often required, and it is strongly recommended you verify your and parent's income (if required) when applying for Student Aid (www.fafsa.gov) by using the IRS Data Retrieval Tool (DRT) online. If you are not able to verify your income and/ or parent's income for the year requested using the IRS DRT, you may need to request it from the IRS at (www.irs.gov) or visit an IRS office (see address below).

Important: If you and your spouse (if married), and/or your parents (if required) are selected for Income Verification but did not file an IRS Income Tax Return for the tax year being requested, you will need to request an IRS Non-filing Status Letter. To request a Non-Filing Status letter, you may fill out IRS Form 4506-T or visit the nearest IRS office located at 9350 East Flair Drive, El Monte, CA 91731. Mailing the IRS form may take 3 weeks or longer for a response.

Note: Failure to bring in required documentation may delay your financial aid.

Cost of Attendance (COA):

Components for determining student cost of attendance will be tuition and fees, room and

board, instructional materials and books, miscellaneous expense, and transportation expense. Cost of Attendance for Dependent and Independent students will be different and vary from program to program. The Total Cost of Attendance will be used to calculate your Federal Student Aid.

Payment Periods:

Your Pell Grant is calculated based on hours you have completed or will complete in the payment period. A payment period is defined as 300 hours. There are three payment periods in any award year (900 hours). Pell Grant payments are scheduled as follows:

- 1st payment will be disbursed to a student on or before completing 300 Clock Hours
- 2nd payment will be disbursed to a student on or before completing 600 Clock Hours
- 3rd payment will be disbursed to a student on or before completing 900 Clock Hours

Pell Grant payments to students are made by check. For a student to pick up a scheduled Pell Grant Disbursement they must first obtain a Financial Aid Progress Report from financial aid office. Return the signed Progress Report to the FA office where their attendance will also be reviewed. If the student is meeting the minimum SAP and Attendance requirements, a check authorization will be given to the student to take to the Willow Front Office Desk to pick up their Pell Grant check.

Pell Grant Payments made from a student Pell Grant Award for the deferred cost of fees, books, materials, and supplies will be paid directly to the school from the students Pell Grant Award. A Pell Grant Payment may be mailed but will require a prior written request.

STATEMENT OF ACCEPTANCE OF SCHOOL POLICIES

I certify that I have received a copy of the HLP AE Handbook and I will abide by the rules and regulations therein. **Contained in the Student Handbook but not limited to:**

- Admission Requirements
- Attendance Policy
- Civility Policy
- Computer and Information Technology
- Discipline Policy and Procedures
- Dismissal Policy
- Dress Code and Grooming Standards
- Drug and Alcohol Free School

- Refund Policy
- Return of Title IV Funds
- Satisfactory Academic Progress Policy
- Security and Safety
- Smoke Free Policy
- Social Networking Policy
- Standards of Behavior
- Student Grievance Procedures
- Transfer of Credit Policy
- Visitors on Campus Policy

Printed Name: _____

Signature: _____

Date: _____