Career and Technical Education Student Handbook

Manual of School/Student Policies

School Year 2026 – 2027

Mission Statement:

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

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Admission Policy:

Hacienda La Puente Adult Education (HLPAE) 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 HLPAE programs and activities.

Enrollment Commitment and Notification Policy

Students who agree to enroll in a Career Technical Education (CTE) class are expected to honor their enrollment commitment. Once a student has accepted a seat in a class, they must notify the school counselor **at least two (2) weeks prior to the scheduled class start date** if they intend to withdraw or no longer participate.
Failure to provide this required notice will result in the student being **ineligible to request or investigate enrollment in the same CTE program for a period of one (1) year** from the original class start date.
This policy is in place to ensure effective course planning, equitable access for other students, and responsible use of instructional resources.

Attendance Policy:

Purpose
This policy establishes the minimum attendance requirement for Career and Technical Education (CTE) programs at Hacienda La Puente Adult Education (HLPAE). Consistent attendance is essential for student success, skill mastery, and compliance with state and accreditation standards.

Minimum Attendance Requirement
All students enrolled in HLPAE CTE programs must maintain a minimum attendance rate of **85%** of scheduled hours. Attendance is measured by actual clock hours attended versus scheduled hours. “Scheduled hours” refer to the total hours a student is officially enrolled in, as defined by the published program calendar and daily class schedule. Classes cancelled by HLPAE will not count against a student’s attendance rate.

Absences

All absences are recorded as missed time. HLPAE does not differentiate between excused and unexcused absences.

HLPAE does not permit makeup hours. Missed time cannot be recovered and will count against the student's attendance rate.

Attendance Monitoring and Consequences
Individual student attendance rates will be calculated at the beginning of each month.

- Students who fall below the 85% threshold will be required to meet with a counselor and will be placed on academic probation. *Attendance percentages are not rounded.*
- If a student's attendance rate does not rise above 85% during the following month, the student will be dismissed from the program.
- Students who fall below 85% for two or more monthly terms, whether consecutive or not, may be dismissed without further probation.

Program-Specific Adjustments
Individual programs may establish stricter attendance requirements. These adjustments are clearly outlined in the program syllabus and communicated to students upon enrollment.

Appeals Process
Students who believe their placement on academic probation or dismissal is due to a miscalculation or administrative error may submit a written appeal to the Director of Adult Career CTE Programs within five (5) business days of notification.
Appeals are limited to miscalculations or administrative errors and will not be granted for personal, medical, or other non-administrative reasons.

School Year Classes or Services
The Adult Education school year runs from August through May, providing students with a structured academic schedule aligned to program goals and course completion timelines. While limited classes or services may be offered during the summer months, June and July are not guaranteed instructional terms and may vary based on enrollment, staffing, and program availability.

CTE Program Start and End Dates
HLPAE CTE programs are clock hour based and the administration strives to provide consistent CTE Program schedules. However, CTE Program Start, End, Graduation dates are subject to change, due to unforeseen circumstances, during the school year. In addition, daily class schedules may occasionally change due to instructional staff meetings or other school meetings.

Continuing Student Class Tuition Fees
Once a student enrolls in a CTE program at Hacienda La Puente Adult Education, they lock in the tuition rate for the duration of their time in the program. Other fees are subject to change.

Grades and Completion:

For specific program policies such as grading and completion requirements, please refer to your program's syllabus.

Refund Policy:

Hacienda La Puente Adult Education (HLPAE) maintains a fair and equitable refund policy that complies with the standards established by the Council on Occupational Education (COE). All refunds are initiated and processed by HLPAE and do not require a request from the student.

Refunds are issued automatically if a class is canceled by HLPAE, or when a student officially withdraws in writing prior to the fourth class meeting, regardless of whether any class sessions were attended. Additionally, if HLPAE determines that a student has withdrawn or is no longer in attendance, the appropriate refund will be calculated and processed without any action required by the student.

When a refund is due, HLPAE processes it within 45 calendar days of either the student's last day of attendance—if written notification of withdrawal was provided—or the date on which the institution determines that the student has withdrawn. Students should allow up to six weeks for the full refund process to be completed.

In cases where a student enrolls but does not begin class, HLPAE retains no more than one hundred dollars of any tuition and fees paid in advance, in accordance with COE regulations.

Certain fees and materials are non-refundable. These include missed classes, insurance fees, textbooks, materials and equipment fees, and uniforms. These items are considered the student's property once issued and cannot be returned for credit.

As a public institution, HLPAE adheres strictly to the refund policy adopted by the Council on Occupational Education.

Student Code of Conduct:

As a student at Hacienda La Puente Adult Education (HLPAE), you are part of a professional learning community. To create a safe, respectful, and productive environment, all students are expected to follow this Code of Conduct at all times while on campus, attending off-site training, or participating in any HLPAE-related activity.

Professional Behavior

· Treat all students, staff, and visitors with respect and courtesy.

· Maintain a positive learning environment—avoid disruptive or distracting behavior.

· Follow all safety rules and use equipment, tools, and technology properly.

· Behave in a way that reflects workplace professionalism, especially in career training programs.

Academic Integrity

· Complete your own work; maintain standard academic performance as stated in the class syllabus—cheating, plagiarism, or falsifying records is not allowed.

· Respect program requirements for testing, assignments, and certifications.

· Do not share or misuse testing materials or resources.

Respect for Property

· Keep classrooms, labs, and common areas clean and organized.

· Use school equipment and materials responsibly.

· Do not remove or damage school property.

Dress Code & Safety

· Follow any dress code or safety gear requirements specific to your program (e.g., uniforms, closed-toe shoes, protective equipment).

· Wear appropriate, modest, and workplace-ready clothing at all times while on campus.

Technology & Personal Devices

· Use phones and electronic devices only during breaks or with instructor approval.

· Do not record or photograph others without their permission and instructors' permission in class.

· Use school technology and Wi-Fi for educational purposes only.

No Tolerance for Harassment or Discrimination

· HLPAE maintains a zero-tolerance policy for harassment, bullying, discrimination, or threats.

· Report any unsafe, inappropriate, or threatening behavior to staff immediately.

Substance-Free Campus

· The use or possession of alcohol, drugs, or illegal substances on school property or during school activities is strictly prohibited.

· Students under the influence of drugs or alcohol will be removed from class and will be dismissed from the program.

· Smoking, vaping, and the use of any tobacco or nicotine products are not allowed anywhere on campus, including parking lots and outdoor areas.

Compliance with Laws & Policies

· Follow all local, state, and federal laws while on campus or at off-site training.

· Comply with any additional program-specific policies provided by your instructor.

Consequences for Violating the Code of Conduct

Failure to follow this Code of Conduct may result in:

1. Verbal or written warning

2. Suspension from class or campus

3. Dismissal from the program

4. If a student returns to school after a suspension or 6 month dismissal, and violates the Code of Conduct a second time, the student will be dropped and will not be able to return to the school permanently.

Serious violations—such as violence, theft, harassment, or substance use—may result in immediate dismissal and referral to law enforcement if necessary.

For questions about this Code of Conduct, speak with your instructor or campus administration.

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 visitor's pass.

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, Meta, Instagram, Snapchat, YouTube, TikTok, 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.

Media Approval/Release

Hacienda La Puente Unified School District, Adult Education is proud of the many accomplishments of our students and staff. Often such accomplishments draw the attention of Newspapers, television stations, or other media who visit our schools to photograph, videotape, and/or interview students and staff during various activities. Photos may be used online, shared, and reshared and/or used with approval by our educational partners. In addition, we often use

pictures of our students in Hacienda La Puente schools' publications and on the District Internet website. We honor everyone's protection and privacy, if you do not want to be photographed, videotaped or interviewed by the news media or for Hacienda La Puente schools' publications. Please request a Media Refusal form from a counselor, during the enrollment process.

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.
- 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 breech 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 HLPAE 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 HLPAE resources for commercial purposes, personal gain, or any other purpose inconsistent with the mission of HLPAE is prohibited.

Any HLPAE 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.

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 based on student disability.
Accommodations are adjustments made for students with disabilities in order to allow them to access the same educational experiences as their peers. The purpose of 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 HLPAE 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 HLPAE to make a determination as to whether the requested accommodation is appropriate. The HLPAE administration will be responsible for determining, 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 HLPAE 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 HLPAE Administration as soon as possible.
- Students must request new letters of accommodations at the beginning of every semester.

Transfer of Credit: Transferring within HLPAE 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 HLPAE must be approved by the instructor and by the counselor. If the student is receiving financial assistance from an agency the student may need to get permission from that agency. Once approved, the student completes a new registration form to be processed by the attendance office. Eligible students are permitted one transfer program per year.

***Health Careers does not give prior credit.**

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 HLPAE or the Director, Adult Career and Technical Education. Any new student enrolling in a HLPAE CTE program and wishing to transfer credits for courses completed at a different school must provide evidence of the following:

- 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 HLPAE 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 HLPAE.

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 Records:

- Fill out a *Transcript Request Form* completely and legibly and submit to the Willow Center front office or students may download the transcript request form from the school website: www.hlpae.com
- Pay $5.00 for administration fee
- Identify where transcript should be mailed OR pick up in person
- Show picture ID upon pickup
- Please allow 5-10 business days for records fulfillment

Student Grievance/Complaint Procedure:

The purpose of this Grievance/Complaint procedure is to provide, at the lowest administrative level, a means by which a student's 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. Complaints 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 Administrator of Counseling Services. 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 grievance, written by the student with comments by the staff from this meeting, will be placed in the 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 Technical Education.

- Step 5: If still unresolved, the student may request a review by the Executive Director of Adult Education
- Step 6: Contact the Council on Occupational Education(COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, Phone (770)396-3790, Website https://council.org/

The Hacienda La Puente Unified School District Governing Board is committed to equal opportunity for all individuals in education.

No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, or any basis that is contained in....Section 422.6 of the California Penal Code (includes sexual orientation and gender identity as protected categories)

California Education Code Section 220
Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX law prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to males and females in any educational institution receiving federal financial assistance.

California Education Code Sections 200 through 282 and Hacienda La Puente Unified School District Board Policy prohibit discrimination on the basis of sex, sexual orientation or gender. Title IX requires that every school district or institution have a Title IX Coordinator (Compliance Officer) to whom concerns or complaints regarding sexual discrimination can be made."

Uniform Complaint Procedures may be reviewed on our school website listed below:

https://www.hlpschools.org/parents/complaint-procedures

STUDENT FINANCIAL AID POLICIES AND PROCEDURES

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/) or a state-issued high school equivalency certificate (i.e., GED or HiSET).

(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).

Students receiving Title IV funding will maintain the following the HLPAE Attendance Policy and are required to complete all required clock hours for their chosen class:

- Full-time status is defined as 30 hours for most programs (see catalog).
- Less Than-Half-Time; 14 hours per week (see catalog)

Approved Leave of Absence (LOA):

All requests for a Leave of Absence (LOA) must be submitted in writing, state the reason for the request for LOA, be signed, and dated by completing the following form located in the counseling office:

- Petition for Leave of Absence Form

Students are required to apply in advance and be actively enrolled for an LOA unless unforeseen circumstances prevent the student from doing so. Unforeseen circumstances may include, but are not limited to medical and family emergencies, military active-duty training, school course cancellations and/ or facility closures, and natural disasters. In the event an unforeseen circumstance has occurred, a student shall designate a representative to submit required documentation within (7) days of the unforeseen circumstance to the counseling office.

An LOA may be granted when a student is going to miss (7) or more consecutive days or if the student expects to be out for more than their respective CTE programs allowable number of absences. (Please refer to the class syllabus).

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. **Request must be submitted in writing (10) days in advance.** If an unforeseen circumstance prevents the student from adherence to the (10) days advance notice, said student shall designate a representative to submit required documentation within (7) days of the unforeseen circumstance to the counseling office.

A student on an approved LOA will not be charged any additional charges and no additional Title IV assistance will be granted while the student is on an approved LOA.

All LOA requests will go through the counseling office and the financial aid office if a student is receiving Title IV assistance. Students who fail to resume classes on the date designated for returning to school will be administratively withdrawn from HLPAE. The student's withdrawal date will be the student's last day of attendance.

4) Withdraw from Program:

(See also R2T4 Policy)

A student will be officially withdrawn from HLPAE 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 the minimum allowed absence.
- The student never starts the program once registered.

Students 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 HLPAE upon the student's withdrawal.

5) Re-Enrollment

A student who was previously Administratively Withdrawn (dismissed) from HLPAE may not re-enroll in any of the CTE programs without prior approval from the Director.

Satisfactory Academic Progress (SAP) Policy:

Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing 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 requires 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 the 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).*
- School Catalog, or School website. *(Refer to Attendance Policy).*

Students are required adhere to the school's attendance policy below:

- Full-time status (minimum of 30 hours per week)
- Evening courses are (minimum of 14 hours per week)

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 a 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 a 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 HLPAE.
A student may also be Administratively Withdrawn from HLPAE 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)

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. (See also Civility Policy in Student Handbook)
Students receiving Title IV funds who are Administratively Withdrawn from HLPAE 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 coursework. All course objectives must be completed to receive a Gold Certificate. The 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%. (https://studentaid.gov)

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 (HLPAE), 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 HLPAE because 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.
    (d) 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.
    (e) 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.
    (f) 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/State issued High School Equivalency Transcript from a Regional Accredited Institution (http://ope.ed.gov/accreditation/) Examples are GED, HiSET. 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.

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
- Valid United States Passport with Current Photo
- Social Security Card
- Original High School Diploma or a sealed High School Transcripts or High School Equivalency (GED, HiSET). 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 the hours you have completed or will complete in the payment period. A payment period is defined as 450 hours. There are two payment periods in the award year (900 hours). Pell Grant payments are scheduled as follows:

- 1st payment will be disbursed to a student on or before completing 450 Clock Hours
- 2nd payment will be disbursed to a student on or before completing 450 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 the 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.

Program Enrollment Policy:

To support the career advancement of Hacienda La Puente Adult Education (HLPAE) students, this policy aims to encourage program completers to obtain employment while allowing for

continued education within the same career pathway. This policy ensures that subsequent student enrollments are approved under specific conditions, ensuring resources are used efficiently and students are supported in meeting their career goals/objectives.

Initial Enrollment

Students are encouraged to select a program that aligns with their career goals and are expected to complete the program to gain the intended skills and certification.

Subsequent Enrollment

Students who have completed a program and want to enroll in a subsequent program within the following 24 months of completion, will be approved if specific conditions are met:

1. The second program is aligned with the student's career pathway
2. Approval is granted by the Director of Adult Career and Technical Education (CTE) Programs
3. There is space in the requested program one week before the start of the new term

Prerequisite Programs: *This policy does not apply to students who wish to enroll in a second program where their first program was a prerequisite. Such enrollments are considered part of a structured career pathway and are automatically approved.

Enrollment Approval Process

Students wishing to enroll in a subsequent program must submit an *Enrollment Approval Form* detailing:

- How the new program aligns with their career goals/objectives
- Any supporting documentation including endorsements from current or potential employers/past instructors.

Approval Criteria

Factors that will be considered in the approval process include:

- The alignment of the new program with the student's career goals/objectives
- The student's performance in previous programs
- The availability of space in the class one week before the start of the new program

Requesting Subsequent Enrollment

After completing the initial program, students who are interested in enrolling in another program in the same career pathway within the following 24 month of completion must:

- Fill out and submit the *Enrollment Request Form.*
- Attend a meeting with an adult education counselor to discuss their career goals and the relevance of the new program.
- Provide any additional documentation if requested in a timely manner.

Effective Date

This policy is effective as of July 1, 2025 and applies to all current and future students.

Any student who was previously Administratively Withdrawn (dismissed) from HLPAE may not re-enroll in any of the CTE programs without prior approval from the Director.

Request to transfer to a different class section (e.g. from day to evening class)

Students requesting a transfer to a different section within the same program (e.g., from day to evening class) must obtain permission from the instructor of the desired section. The instructor will review the student's academic progress and records to ensure alignment with the new section's curriculum. Transfers are also subject to available space in the requested section.

Clery Act:

The *Hacienda La Puente Adult Education Career Technical Education 2021 Annual Security Report* has been produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is available in electronic format at www.hlpae.com. Hard copies are available at the Hacienda La Puente Adult Education (HLPAE) Financial Aid Office. For more information regarding the Act, please click here: https://www.gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf#page=33 ANNUAL SECURITY REPORT

This report is the collaboration of a work group comprised of Hacienda La Puente Adult Education Financial Aid Administrator, HLPAE administrative team, HLPUSD Police Department, support services personnel and the Hacienda La Puente Unified School District (HLPUSD) governing board. Each entity provides updated information on their educational efforts and programs necessary to ensure compliance with the Clery Act. Additionally, it

includes input regarding crime statistics from the local law enforcement agency (Industry Sheriff's Department).

Collection of Crime Statistics:

This Clery Act requirement involves collecting crime reports from individuals and organizations associated with Hacienda La Puente Adult Education and requesting crime statistics from the local law enforcement agencies.

1. Crime is reported to Campus Security. The Campus Security notifies the crime to the Hacienda La Puente Unified School District Police Department and HLPAE Administration. Students and employees can report crime directly to HLPUSD Police.
2. The crime statistic is recorded by HLPUSD Police Department, including crime, location, and date.
3. Crime statistics are maintained electronically at the HLPUSD Police Department.
4. In preparation for the annual disclosure of crime statistics, the HLPAE CTE Director, requests an annual crime report from the HLPUSD Police Department Chief. The report date ranges from July 1 to June 30 for the prior year.
5. The HLPUSD Police Department's officer cross-checks crime statistics with local law enforcement, LA County Sheriff's Department, Industry Sheriff.
6. Using the annual crime statistics report, the HLPUSD Police Department records the statistics to the US Department of Education via the web-based data collection site.
7. After crime report statistics are approved, the HLPUSD Police Department electronically files and prints out the Campus Safety and Security Survey Completion Certificate.
8. The Campus Safety and Security Survey Completion Certificate is maintained in the HLPAE Crime Log, located in Main Office, accessible by students and employees.
9. The Hacienda La Puente Adult Education website is maintained and updated with a hyperlink to the US Department of Education Campus Safety and Security (CSS).
10. Once the current crime survey is posted on the CSS, the CTE Director will print and store survey in the HLPAE Crime Log, located in Main Office, accessible by students and employees.

The Career Technical Education (CTE) Policy and Procedure Committee reviews and updates the Collection of Crime Statistics on an annual basis. The Collection of Crime Statistics Procedure will be stored in the Council on Occupational Education (COE) Administrator Shared Folder, CAE Shared Folder, Crime Log, and displayed in the student lounge.

How to report a crime:

Contact the Main Office at 626-934-2801 or HLPUSD Police Department at 626-933-3866 (non-emergencies), dial 9-1-1 for emergencies. Please report any crimes including suspicious

activity or person seen in the parking lots, loitering around vehicles, inside buildings, or around campus to the Main Office or HLPUSD Police Department.

In addition, you may report a crime to the following:

Campus Security Authorities

1. CTE Director	626-934-2801, Main Office
2. Program Administrator-Valerie Clifford	626-934-2801, Main Office
3. Program Administrator-Adriana Rodriguez-Jovel	626-934-2910, IRS Office
4. Administrator of Counseling-Rosie Sandoval	626-934-2814, Main Office
5. Office Manager-Priscilla Estrada	626-934-2806, Office

HACIENDA LA PUENTE ADULT EDUCATION – ANNUAL SECURITY REPORT is available by visiting https://ope.ed.gov/campussafety/#/institution/search

Drug, Mental Health & Alcohol Abuse Prevention Program

For more information visit, HLPUSD website www.hlpschools.org

Hacienda La Puente Unified School District has contracted with Care Solace to provides services and help to all staff, student and families regarding Drug & Alcohol and, Mental Health. Please visit the link **https://www.caresolace.com/site/hlp**

Important Dates & Care Solace Mental Health Care Referral Access

- **September** is Suicide Prevention Awareness Week.
- Teen Line-trained teen volunteers are available to support fellow teens with any challenges they may be facing. Visit www.teenlineonline.org for more information and to share with students.
- **Care Solace 24 Hours, 7 Days, 365 Days Access to Mental Health Care Referrals**
  Call 1-888-515-0595 or click on https://www.caresolace.com/site/hlp

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

Western Association of Schools and Colleges
533 Airport Blvd.
Burlingame, CA 94010

650-696-1060

STATEMENT OF ACCEPTANCE OF SCHOOL POLICIES

I certify that I have received a copy of the HLPAE Handbook, and I will abide by the rules and regulations therein.

Printed Name:_____

CTE Program enrolled in:_____

Signature:_____ **Date:**_____