



~~Hernando County School District Adult Education Programs~~

~~All visitors must check in at the Administration Office~~

**~~801 North Broad Street
Brooksville, Florida 34601
352-797-7018
Fax: 352-797-7118~~**

~~Sophia Watson, Supervisor of Adult & Technical Education~~

GENERAL INFORMATION

Accidents and Injuries

In the event of an accident or injury on campus, you should immediately notify the instructor or other Adult Education personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have first aid kits. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the Adult Education administration office.

Campus Safety and Security

Hernando Adult Education may utilize Deputies from the Hernando County Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

Canceled Classes Due to Inclement Weather

In the event weather conditions are such that travel to and from classes would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

Emergencies

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon registration.

Equity Statement

The Hernando County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, GINA, or disability in any of its programs, services or activities. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the Career & Technical Education programs.

Contact information for 504 Coordinator/Equity:

Jill Kolasa, Supervisor of Student Services
1036 Varsity Dr. Brooksville, Florida 34601
352-797-7008
kolasa_j@hesb.k12.fl.us

Cathy Dofka, Director of Exceptional Student Support Services

1036 Varsity Dr. Brooksville, Florida 34601
352-797-7022
dofka_c@hesb.k12.fl.us

Contact information for Equity Coordinator:

Matthew Goldrick, Supervisor of Professional Standards

919 N. Broad Street Brooksville, Florida 34601
352-797-7019
goldrick_m@hcsb.k12.fl.us

Name, Phone Number or Address Change

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

Statement of Nondiscrimination

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

If you are disabled and require reasonable accommodation to participate in an adult education class you should request such accommodation prior to enrollment.

TUITION AND FEES

Adult Education students are assessed \$30.00 per term for instruction in GED®, ESOL, Adult High School or Adult Basic Education classes. For short term, fee-based classes, the full cost of instruction determines the cost of the class. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Community Education course fees will vary. Please consult the fall or spring brochure for the most up to date information.

No fees shall be charged for co-enrolled classes.

CODE OF CONDUCT

It is the goal of our program to provide an educational opportunity for all. In order for this to occur, it is necessary that the education center environment be free from disruptions that interfere with each person's right to learn and the teacher's responsibility to teach. Instructors will provide individual program rules.

If you consistently violate the education center's policies you may be administratively withdrawn from the program without entitlement to reimbursement.

Hernando Adult Education students are expected to adhere with the legal and ethical standards of the institution. Hernando Adult Education reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

~~We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at Hernando Adult Education will reach their goals.~~

~~This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.~~

~~Therefore:~~

~~Hernando Adult Education staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.~~

- ~~• Hernando Adult Education staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.~~
- ~~• Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.~~

Cell/Digital Phones and Pagers

~~In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.~~

Check Writing Policy

~~If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a processing fee of \$25.00 or the maximum amount allowed by law. We use Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.~~

Class Hours:

~~Some programs have a minimum attendance requirement for satisfactory academic progress. Failure to meet minimum progress can result in delay in completing the program. For our Adult Basic Education Courses and ESOL courses, 6 consecutive absences will result in removal from class without entitlement to reimbursement.~~

Dress Code

~~Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process.~~

Driving/Parking Privileges

~~Parking is provided in designated areas for Adult Education. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.~~

~~All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.~~

~~Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on~~

School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

Drug Free Campus Policy

~~No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on any Adult Education campus, or while on Adult Education sponsored trips involving students. Students not in compliance with the campus policy will be immediately dismissed.~~

~~When administrative officials have reasonable suspicion that any student at the Hernando Adult Education program is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees. The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow up testing that may be required by the administration.~~

~~The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student. All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately. Any person who has been given notice by an administrator and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. While on Adult Education sponsored trips, the following action may become necessary:~~

- ~~• Alcoholic beverages in possession of minors will be seized.~~
- ~~• Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.~~

~~STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212~~

Identification Badges

~~You will be required to scan your driver's license prior to entering campus. Once your license is scanned you will be given a badge that must be visible the entire time you are on campus.~~

Internet & Technology Policy

~~The Adult Education program adheres to the Hernando County School Board Policy regarding internet usage. District provided computers shall not be used for personal or financial gain or for the benefit of private, "for profit" or "not for profit" organizations, or for any commercial or illegal activity. The student will not place any software on the district provided computer without permission from the designated district technology specialist at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g.: no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.~~

Search of Person

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the Adult Education campus.

Tobacco/Smoke Free Campus Policy

In accordance with Hernando County School Board Policy, Hernando Adult Education is a tobacco and smoke free campus at all of our locations. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus. Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

Weapons

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on Adult Ed's campus will be withdrawn from Adult Education and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

Access to Your Records

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office. GED® transcripts are can be obtained by logging into the student dashboard located at GED.com.

Awards Ceremony

We conduct an awards and graduation ceremony each spring. Anyone who achieves their GED® will be invited to participate in our graduation ceremony. Friends and family are invited to attend, but the number of available tickets may be limited.

Complaint/Grievance Procedure

You are encouraged to resolve an informal complaint/issue at the classroom level. If you have a complaint that cannot be resolved at the classroom level, the student should present the complaint to the Adult Literacy Specialist. If the complaint cannot be resolved you should present the complaint to the Supervisor of Adult & Technical Education.

Advisor

An Advisor is available if you need to discuss class and/or personal issues and concerns. Appointments can be made in the administration office.

Payment of Tuition and Fees

Fees must be paid prior to the first day of classes. The fee for Community Education courses vary. General Education Programs require a fee of \$30 per term. Payment can be made by cash, or check.

Refunds

Refunds due to course cancellation will be at one hundred percent (100%).

~~Refunds, when due, are made within thirty (30) days of the last day of attendance. The refund will be mailed to the person who made the payment.~~