

SUMTER COUNTY

ADULT AND COMMUNITY EDUCATION

“Changing Lives”
Let us Help You
Explore, Plan, Prepare,
SUCCEED!

Student Handbook

2016-17



Dear Student:

We look forward to serving you as you work to meet your goals.

You are our CUSTOMER. Identifying and meeting your needs towards the pursuit of your goals is our primary function.

This handbook will provide you with policy, operating procedures, and guidelines that will help you be successful at Sumter Adult ED. Please do not hesitate to call or e-mail me to discuss information in the handbook and ways to improve our processes and programs.

Adult Education is...

- ✓ *A second chance: Willing Workers for Florida Business*
- ✓ *A Stepping Stone to Success*
- ✓ *Helping Adult Students Take the Next Step*
- ✓ *Job Attainment, Job Retention, Higher Earnings – More Productive Workforce*
- ✓ *Today's Students, Tomorrow's Workforce*

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<http://aec.sumter.k12.fl.us>

Coordinator, Career and Adult Education

Follow us on **Twitter** @SumterAdultEd.

Follow us on Facebook at www.facebook.com/sumteradulthood.

2016-17 Adult General Education Calendar

(Please note that schedules are subject to change based on enrollment.)

Fall/Winter – August 15 – December 22, 2016

Spring – January 11 – May 26, 2017

Summer – June 1 – 29, 2017

Sumter AEC observes all student holidays set by the school district. See below.

August 15 - First Day for Students (Fall Term)

September 5 – Holiday

September 23 - Holiday

November 11- Holiday

November 19-27 - Thanksgiving Holidays

December 22 – Last Day of Classes for Students (Fall Term)

January 11 – First Day for Students (Spring Term)

January 16 - Holiday

February 20 - Holiday

March 4-12 - Spring Holiday

April 14 - Holiday

May 26 – Last Day of Classes for Students (Spring Term)

May 29 - Holiday

June 1 – First Day of Classes for Students (Summer Term)

June 29 – Last Day of Classes for Students (Summer Term)

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MISSION

The mission of Sumter Adult Education is to provide educational programs specifically designed to transition adult learners from minimal education preparedness into specific fields of study that permit lifelong employment and advancement.

ROLE AND RESPONSIBILITY OF FACULTY AND STAFF

Education is a continuous process which enables learners to experience ideas and to express themselves freely, creatively, and responsibly in a healthy and caring environment that offers a variety of options and opportunities for active learning.

To this end, the AEC teaching faculty demonstrates respect for students and acceptance of their uniqueness, responsiveness to student needs, the empowering of individuals with responsibility for lifelong self-direction, and the establishment of high standards for the demonstration of learning in pursuit of goals.

GENERAL ADMINISTRATIVE INFORMATION

Absence/Late

Regular attendance and arriving on time for class are so important to a successful experience. Please notify the Adult Education teacher if you will be arriving late to class or know of an absence ahead of time. You should work with the teacher to get any work missed during absence from class.

Attendance/Date of Enrollment

Attendance is critical to meeting goals. **You will be automatically withdrawn from the program after 6 consecutive absences with no refund.** An **Adult General Education or ESOL student may re-enroll** one time during the same term. A **career and technical education student may not** reenroll during that term. A 16/17 year-old student must refer to the specific attendance rules which can have an impact on the driver's license.

Cell Phones

The use of cell phones during instruction and/or in the classroom is prohibited unless the instructor has assigned a task with specific instructions to use it for the task. This means no texting, no phone calls, and no earbuds. Cell phone calls and messages should be handled during scheduled breaks.

Computers/Printers

Computers and printers are the property of the school and are to be used for school-related work only. All computers and computer-based activity are subject to inspection and review. Personal use of computers and printers by students is prohibited. Printing is limited to instructional materials only. Students will be required to sign an Acceptable Use Policy.

Copying

Students may not use the copy machine.

Email

Each student is required to have an e-mail account for the various instructional applications used in Adult Education. A free account can be created using products such as Yahoo or Gmail.

Smoking

Smoking is permitted in designated areas only at the Sumterville campus. Smoking is NOT permitted on the Wildwood campuses. Underage students are NOT permitted to smoke at any time.

CODE OF STUDENT CONDUCT

In order to maintain an educational setting in which all students are able to maximize their educational potential, it is expected that all students and visitors adhere to a code of conduct and civility guidelines. The Code of Student Conduct applies to all students enrolled in Sumter Adult ED and is in effect on Sumter School Board property and whenever students are under the official supervision of Sumter Adult ED employees, such as during clinical experiences.

The Code of Student Conduct sets forth expectations for the good of the group. Individual preferences may not be acceptable as they may interfere with the learning environment for the group as a whole. Students attending Sumter Adult and Community Education Center are treated as mature individuals. As an adult education center preparing students for employment and/or postsecondary, the environment is business-like.

Failure to abide by the Student Code of Conduct guidelines may lead to program dismissal without refund and not in "good standing." A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at Sumter Adult ED without any special considerations. Students dismissed "not in good standing" will need to request special consideration from the Coordinator.

EVERY student at Sumter Adult and Community Education has the responsibility to:

1. Come to class appropriately dressed for an educational environment,
2. attend school regularly and be punctual for the start of class (including breaks),
3. come to class with all necessary materials and be prepared to learn,
4. actively participate in one's own learning,
5. use all resources for educational and personal improvement,
6. treat other people and property with respect,
7. report hazardous or dangerous situations to a school administrator or staff member,
8. follow classroom and lab rules and complete all classroom assignments,
9. use appropriate language and tone of voice in all communications,
10. conduct oneself in a safe and responsible manner,
11. and take responsibility for his/her own work and actions.

Unacceptable Behaviors

The following behaviors and **all illegal actions** are prohibited on school grounds may be cause for dismissal without refund:

1. Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others (possession of weapons or explosives; refusal to comply with school rules; disrespect to school personnel; intentional destruction or public or private property)
2. Using, possessing, being under the influence of any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
3. The use of abusive, threatening, profane, obscene language/materials, either oral or written language (including racial and/or sexual comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable
4. Inappropriate dress (offensive language or symbols on clothing; revealing clothing; bed clothing; beachwear)
5. Cheating or plagiarism in any form, providing false information and/or records
6. The use of tobacco products on campus
7. The use of electronic devices during class time for anything besides educational activities assigned by the teacher

Bullying and Harassment

The Sumter County School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in Board Rule (5.321), is prohibited. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use technology, or the conditions that might invite or encourage violence **MUST** be reported to a school official. This may also include, but no limited to, teasing, name calling, intimidation or spreading rumors. More information can be found at <http://www.stopbullying.gov>. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

ADULT GENERAL EDUCATION PROGRAMS OF INSTRUCTION

1. ADULT BASIC EDUCATION (ABE) /ADULT GENERAL EDUCATION (AGE) (ALSO REFERRED TO AS GED® PREPARATION)

The ABE program is designed to provide skill levels in reading, writing (language arts) and mathematics equivalent to those required through the 8th grade. Students with grade equivalent scores on the Test of Adult Basic Education (TABE) of 8.9 or below are enrolled in the ABE program. The AGE program is designed to provide skill levels in reading, writing and mathematics equivalent to those required of high school graduates. Students with grade equivalent scores on the Test of Adult Basic Education (TABE) of 9.0 or higher are enrolled in the AGE program.

2. GED® PREPARATION ONLINE COURSE

Sumter AEC partners with ED2Go for online course offerings. GED® preparation courses are offered through the partnership. Go to the school website and choose Online Courses to register.

3. ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

This program teaches students whose native language is not English to speak, understand, read and write basic English. Speaking skills are enhanced through a variety of oral language activities and experiences. Students also receive instruction in U.S. history, government, civics and citizenship. In addition, family literacy activities offer parents the opportunity to interact with school aged children to improve the ability to assist in their child's education. Students will be required to take the CASAS test to determine placement. A posttest is required using the CASAS instrument.

4. CAREER PATHWAYS TO SUCCESS

The Career Pathways to Success program is designed to help adult education students' transition from AGE and ESOL into postsecondary learning opportunities and employment. The Career Pathways to Success program is an academic, workplace readiness, and mentoring program supported by the Career Specialist. GED® should not be the end goal. Florida Statute requires that students complete Actions Steps to Employment by the end of the first term of enrollment. Florida Choices is the major tool for completing the actions steps listed below. The Career Pathways Counselor has the primary responsibility for ensuring that students have completed the actions steps.

In order to accelerate the employment of adult education students, students entering adult general education programs after July 1, 2012, must complete the following "Action Steps to Employment" activities prior to the completion of the first term:

(a) Identify employment opportunities using market-driven tools.

(b) Create a personalized employment goal.

(c) Conduct a personalized skill and knowledge inventory.

(d) Compare the results of the personalized skill and knowledge inventory with the knowledge and skills needed to attain the personalized employment goal.

(e) Upgrade skills and knowledge needed through adult general education programs and additional educational pursuits based on the personalized employment goal.

ADULT EDUCATION PROGRAM STRUCTURE

CURRICULUM

The curriculum follows the Florida Department of Education Curriculum Standards and Frameworks. The courses are listed below and frameworks can be found at http://www.fldoe.org/workforce/dwdframe/ad_frame.asp.

ABE – Math – 99000001

ABE – Reading -99000002

ABE – Language Arts - 99000003

Adult ESOL - 9900040

GED® 2014 – GED® Comprehensive – 9900135

CURRICULUM MATERIALS

- ABE/GED®/ESOL- Web-based resources and print materials are used throughout the courses. Instructional resources are chosen for their evidence and/or research-based effectiveness.
- CTE– Curriculum materials are chosen for industry relevance, alignment to curriculum standards, and availability of resources to maximize student success.

INSTRUCTIONAL STRATEGIES

Adult Learners . . .

- Are autonomous and self-directed.
- Have a foundation of life experiences and knowledge.
- Are goal-oriented.
- Are relevancy-oriented.
- Are practical.
- Need to be shown respect.

Adult Learners need you to...

- Actively involve them in the learning.
- Serve as their facilitator, rather than teacher.
- Find out what they want to learn as well as need to learn.
- Recognize the value of experiences and knowledge participants bring to the class.
- Encourage participants to draw on their experiences and knowledge related to the topic.
- Be organized.
- Have clearly defined goals, objectives, and agenda for the training.
- Early in the training, show participants how it will help them achieve their goals.
- Make sure participants see the relevance of the learning and instructional activities.
- Show relevance of training to job or life.

INSTRUCTIONAL STATIONS

AEC provides multiple fully equipped instructional stations in each classroom. The stations include computers with sound, Internet access, USB ports for flash drives, earphone, and LCD projector. Some rooms are also equipped with document cameras. Computer labs are available for instruction, practice, career planning, and testing.

TESTING

All adult general education (AGE) students who receive 12 hours or more of instruction and are supported by federal funds are required to be pre- and post-tested with the Test of Adult Basic Education skills (TABE). Students must be tested within the first 12 hours of instruction. The exception is students who are not required to be post-tested for the final Literacy Completion Point (LCP) because the student earns the GED®.

Students enrolled in a postsecondary career/technical (PSAV) certificate program of 450 hours or more are required to take a basic skills examination (TABE) within the first six weeks after admission into the program. The TABE 9/10 has been designated as the instrument to assess student mastery of basic skills for career and technical education programs. Students must achieve the minimum required basic skill score on the TABE 9/10 to be awarded a certificate of completion in a career/technical program. *Sumter AEC uses the TABE Level D to assess basic skills requirements of 9.0 and TABE Level A for basic skills requirements of 10.0.*

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01(3) (a), F.S., may also be exempted from meeting the Basic Skills requirement.

Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination (a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services); or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement. Exemptions from state, national or industry licensure are limited to the certifications listed on the Basic Skills and Licensure Exemption List which may be accessed from the FLDOE CTE Resources webpage.

Students deemed to lack the required minimal level of basic skills as measured by one of the designated examinations should will be provided with resources and assistance specifically designed to correct the deficiencies.

After a student completes the remediation prescribed for basic-skills deficiencies, the student will be retested using an alternate form of the same examination that was used in the initial

testing. No student shall be awarded a career and technical certificate until the student achieves the minimum level of basic skills defined in the curriculum framework.

Students whose first language is not English (ELL) are not exempt from mastery of basic skills because of language deficiencies. The CASAS will be used for initial testing. Limited English Proficient (LEP) students will be recommended for English language instruction and remediation in basic skills as needed to correct deficiencies. Students must be post tested in reading and listening.

GED® Ready© – the official practice test

Only ABE/GED® students who have scored 9.0 (Level D or A) or above on all three sections of the TABE test should take the official practice test. *GED® Ready* is taken in modules by computer. Students register and purchase modules online within their own *My GED®* accounts. Vouchers may be provided to students during promotional periods. *My GED®* provides a review/remediation plan to each student after the official practice test.

GED® Test

The GED® tests allow adults, 18 years and older, to earn a high school diploma. Upon successful completion of the GED® test, a candidate shall be awarded a State of Florida High School Diploma and shall be considered a high school graduate. The District will not award an additional diploma to the successful candidate.

The test is comprised of four subtests in the following areas: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. The range on each test is 100 – 200 points. A minimum score of 145 on each subtest is required to earn the State of Florida High School Equivalency Diploma.

The test is delivered by computer only. Students must create an account at www.ged.com in *My GED®* to register, find preparation resources, schedule the exams, locate scores, and order diploma and transcripts. The site will also provide college and career planning resources for the candidate.

Adult education students under the age of 18 may not take the GED® exam without receiving an age waiver request from the Superintendent. Procedures are detailed in the *Student Progression Plan*. See the section on 16-17 year-old students for further information.

Adults may choose to take the GED® at any time; however, this is only encouraged when multiple indicators including TABE and GED Ready® scores show readiness. Research has shown a strong correlation between the success rate on the TABE, the official practice test, and the GED®.

Candidates who fail to attain the required minimum scores may retake any portion twice before a waiting period is put in place. They are retested on a form different from the original.

Candidates who take an official GED® Ready practice test and score Likely to Pass will receive a discount on the retake.

CONTINUING WORKFORCE EDUCATION PROGRAM

Continuing workforce education means instruction that does not result in a technical certificate, diploma, associate in applied science degree, or associate in science degree.

Continuing workforce education is for:

- a. Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body;
- b. New or expanding businesses;
- c. Business, industry, and government agencies whose products or services are changing so that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity; or
- d. Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

LIFELONG LEARNING

Lifelong Learning programming consists of intellectually enriching educational experiences to adults of all ages. These non-credit courses are offered with no age threshold and provide a diverse and creative curriculum.

EMPLOYMENT SERVICES

CareerSource Central Florida provides employment-related services once a week at the Sumterville Campus. Services are free to all Sumter AEC students. Students may walk in or make appointments to receive services.

SECURITY AND PRIVACY GUIDELINES

Only enrolled students are allowed in the classrooms or allowed to walk around the campus unescorted.

Faculty and staff are not permitted to give out specific information on any student. No information about students over the age of 18 is provided to anyone other than the student unless the student has provided written permission.

NEW ENROLLMENT/RE-ENROLLMENT

Intake Process: Students will not begin class until registration, payment, testing, and orientation are accomplished. Registration must be accomplished at the Sumterville campus. **All students will be required to attend an Orientation Session prior to attending the first class.**

1. Complete all required forms. Social security card may be required for some career training because of state licensing requirements.
 2. Two acceptable forms are required for FL proof of residency (PSAV ONLY).
 3. You will be scheduled for TABE or CASAS testing and an orientation. Orientation (including testing) appointments are scheduled as three-hour blocks.
 4. Pay the appropriate fee. (\$30 for AGE classes; CTE classes are based on FL residency and course tuition.)
 5. Report to the first class with a copy of payment receipt as admission.
- **REMINDER – Teachers are not to accept any money, nor admit a student without the above documents. If a potential student wishes to visit a class to determine interest, this may happen only ONE time. Please make note of date and name of individual in the class roll book.**

ESTABLISHING RESIDENCY – FOR CAREER COURSES ONLY

Students seeking to enroll in PSAV (postsecondary adult vocational) courses where tuition fees are assessed must show proof of Florida residency to be eligible for in-state tuition fees. Students who cannot show proof of residency will be charged out-of-state fees. Florida residency for tuition purposes is defined as documented proof that a student has lived or resided in the state of Florida for twelve (12) consecutive months. It in no way refers to other definitions of residency established by other entities, including the Immigration and Naturalization Service.

Out-of-state fees are waived for honorably discharged veterans or who are entitled to and use educational assistance as identified in s 702 Federal Choice Act. Out of state fees are waived for an honorably discharged veteran of the United States Armed Forces, the United States Reserves Forces, or the National Guard who physically resides in this state while enrolled in the institution. Out of state fees are waived for a person who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled in the institution. A military separation document or documentation from the U.S. Department of Veterans Affairs that the student is eligible for educational assistance is required at the time of registration. The out of state fee is waived for active duty members of the Armed Forces of the United States who are residing in or stationed outside the state.

Students may be exempt or waived from fees for other circumstances. (See the Adult Fee Status DOE automated student data elements file #101325.)

What is Proof of Residency?

Two documents are required. At least one (1) must be from the First Tier: the second document may also be from First Tier or may be from Second Tier. Documents must have been issued one (1) year prior to the start of the class and must still be valid the first day of class.

First Tier:

1. A Florida driver's license
2. A Florida voter's registration card.
3. A State of Florida identification card.
4. A Florida vehicle registration.
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida.
7. Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED® was earned within the last 12 months.
8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

Second Tier:

1. A declaration of domicile in Florida.
2. A Florida professional or occupational license.
3. Florida incorporation.
4. A document evidencing family ties in Florida.
5. Proof of membership in a Florida-based charitable or professional organization.
6. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Examples of documents that may not be used

Hunting/fishing licenses
Library cards
Shopping club/rental cards
Birth certificate
Passport
Insurance Card
Social Security Card

16/17 YEAR-OLD RULES

Students will be enrolled in the ABE/GED® program under the following conditions:
GED® Testing - Any candidate shall be at least 18 years of age on the date of the examination. Exceptions may be granted by the Superintendent or designee in extraordinary circumstances.

Before being considered for an age waiver, 16/17 year-old enrollees must:

- meet (with parents) with the Coordinator prior to attending the first class,
- take initial TABE test
- arrive on time and stay for entire class unless parents notify the Coordinator,
- maintain regular attendance*,
- actively participate in class and demonstrate respectful behavior toward instructor and other students,
- follow the Student Code of Conduct,
- stay in break area during all breaks,
- attend a minimum of one term of instruction,
- take TABE posttest,
- when ALL TABE posttest scores are 9.0 or above, take *GED® Ready©* and score a 145 on each section,
- possess a valid and current government-issued ID with a picture, birthdate, address and signature to be permitted to test,
- continue attending class until the *GED®* is earned.

Students who are unable to comply are subject to dismissal without refund.

***Driver's License Rules**

- **16/17 year old students who have 6 consecutive absences (without a doctor/hospital written letter) or 15 absences in a 90-day period will be submitted to the Florida Highway Safety and Motor Vehicle Department for license suspension.**
- **To request reinstatement of the driver's license, the student must attend classes for a minimum of 60 hours and submit a request to the Coordinator for reinstatement. It is the responsibility of the student to make the request.**

WITHDRAWAL AND RE-ENTRY

Students MUST be withdrawn after 6 consecutive absences. Students will be permitted to re-enroll in ABE/GED®/ESOL courses ONE additional time during the semester. The Coordinator will monitor re-enrollment for attendance patterns that reduce likelihood of student success. Students will not be permitted to re-enroll in Career and Technical courses until the beginning of a new course.

FEES

ABE/GED®/ESOL Program

- \$30 per term
- Program Price includes all TABE testing, Kaplan GED® practice book after 50 hours, career counseling, access to all online resources

Testing Program – Computer-Based Testing Registration is online at www.ged.com.

- GED® – Complete battery \$128
- GED® – Individual modules \$32 per section
- TABE - \$20

Career and Technical Programs

- Tuition – \$2.44 per hour
- Non-refundable registration/application fee - \$35 (first course); \$15 (subsequent courses)
- Lab Fees – based on program
- Book and Supply Fees – based on program
- Industry Certification Fees – based on testing agency
- TABE testing – included in initial registration/application fee
- Academic support (Adult Basic Education, Applied Academics, or ESOL) are charged at the \$30 per term rate

No teacher is to accept monies from a student. Students must pay fees at the Sumterville office or by phone (credit card 3% fee). Teachers are NOT to admit students without proof of payment.

Credit Cards are an acceptable form of payment; however, a 3% service charge will be applied to the fee. Other acceptable forms of payment include cash, money order, or certified check. No personal checks are accepted.

Fee Exemption Procedures for Homeless Adult Students

Section 1009.25 (2) (e), of the Florida Statutes mandates that homeless students be exempt from the payment of tuition and fees, including laboratory fees, for instruction in postsecondary career and technical education programs. The law further defines a homeless student as one “who lacks a fixed, regular, and adequate night-time residence or whose primary night-time residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.”

The fee-exempt statute applies to Adult General Education (AGE) courses and post-secondary adult and certificate career education (formerly post-secondary adult vocational) vocational

programs which enable students to obtain/upgrade employment. The law covers all tuition fees while the student remains homeless. The law **does not cover ancillary course-related costs**, such as tools, uniforms, GED® tests, or other written materials for which there is an additional charge.

Students may be exempt or waived from fees for other circumstances. (See the Adult Fee Status DOE automated student data elements file #101325.)

REFUND POLICY

ABE/GED®/ESOL Program

The class fee is for one specifically defined session. There is no refund once the student has attended a class. If a TABE is taken and the student does not start class, the cost of the TABE testing (\$20) will not be refunded.

Continuing Workforce Education Courses

There is a full refund if the class is cancelled due to low enrollment. There is no refund once the class starts. There is no refund for any supplies or books that have been purchased for the class. There is a \$15 fee for cancellation and refund request. Refunds may take up to 60 days to receive.

Lifelong Learning Courses

There is a full refund if the class is cancelled due to low enrollment. There is no refund once the class starts. There is no refund for any supplies or books that have been purchased for the class. There is a \$15 fee for cancellation and refund request. Refunds may take up to 60 days to receive.

Career and Technical Courses (PSAV)

In the event a student elects to withdraw, under normal circumstances, the following refund procedure applies to students enrolled in adult career and technical courses:

- 1. Before start of class - full refund of course and non-resident student tuition and fees excluding non-refundable application fee and any supplies purchased and provided to student.***
- 2. Within 3 school days of start date – upon written request, full refund of course and non-resident tuition, industry certification fees and CPR card. NO REFUND of lab fees, OSHA course/certification fees, student insurance, and non-refundable application fee.***
- 3. After 3 school days – NO REFUND of any tuition/fees.***

NON-DISCRIMINATION POLICY

Sumter County Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, pregnancy, or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its

facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Jean Holstein
Director of Student Services and Testing, Equity Coordinator
Phone Number: 352-793-2315 X 50212

Lisa Whitman
Senior Director of Human Resources, Civil Rights Protection
Phone Number: 352-793-2315 X 50251

Debbie Moffitt
Senior Director of Curriculum, K-12
Phone Number: 352-793-2315 X 50260

Located at:
The Sumter County School Board
2680 W CR 476
Bushnell, FL 33513

The School District will act to investigate all complaints and to take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

I. Sexual harassment is a form of sex discrimination and is an unlawful practice under Title IX of the *Education Amendments of 1972*. It is inappropriate, offensive, and illegal, and it will not be tolerated in the school system. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when they create an intimidating, hostile, or offensive environment for students.

II. Disability harassment is a form of discrimination. In determining if a particular oral, written, graphic, or physical conduct is sufficiently severe, persistent or pervasive to create a hostile educational environment concerning a person's disabling mental or physical condition.

III. Harassment based on race or national origin is oral, written, graphic or physical conduct relating to an individual's race, color, or national origin (including an individual's ancestry, country of origin or country of origin of the student's parents, family members, or ancestors) that is sufficiently severe, pervasive, or persistent as to limit the ability of an individual to participate in or benefit in educational programs or activities.

GRIEVANCE PROCEDURES

Complaints regarding school personnel or programs may be referred to the school principal or the Superintendent and should be submitted in writing. Principals or District staff should follow the following procedures in carrying out investigative activities:

- A. Acquire statements from students or other witnesses. They may be written by the student, transcribed from verbal discussion, or taped.
- B. If the student is not satisfied with the results of the school's investigation, he/she may appeal to the Superintendent who will complete further investigations.
- D. If still not satisfied, an affected party may appeal to the School Board within ten (10) calendar days of the Superintendent's decision unless the means of resolution of the complaint is otherwise specified in statute, rule, or contract.
- E. If satisfaction is not found at any of the previous levels, the student may appeal to local law enforcement, if appropriate, for further investigation.

It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student as required by Florida Statute and School Board policy.