



## **Denton ISD-Adult Education and Literacy Program Student's Rights and Responsibilities**

The Adult Education Department is a part of the Denton ISD. Therefore, Adult Education students are governed by the same Student Rights and Responsibilities as stated in the District handbook, more specifically:

### **Adult Education Student's Rights:**

You have the right to an education that will enable you to accomplish your goals (e.g., improved basic skills in reading and /or math, GED®, English-as-a- Second Language, citizenship, computer literacy, etc.)

You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.

### **Adult Education Student's Responsibilities:**

You share responsibility with the teachers for your own learning. You should spend some time when you are not being taught directly by the teacher studying on your own. There are excellent computer programs, video tapes, audio cassette tapes, and books at each Adult Education center for you to use. The teachers will show you how to use them.

You are responsible for helping others to learn by being respectful. During class, you should ask questions if you don't understand, participate in the activities, and help others to understand. You should not be having casual conversations during the class. Your talking may disturb others who are trying to hear what the teacher is saying, and you will not be listening to the lesson.

You are responsible for taking care of the equipment, the materials, and yourself in the classroom. Please do not eat or drink at the computers. If you have a problem with a computer, tell a teacher. If you spill something or make a mess, clean it up. Please do not write on the dictionaries or other materials.

You should maintain proper hygiene when attending class. Do not attend class when you are sick. You could have a communicable disease that may spread to students and teachers.

Students attending adult education should leave campus when studies are completed for the day.

**Loitering** is not allowed on premises. Suspension of student from campus or site will occur if this rule is not followed.

If you are dismissed from the program for any reason, you will not be allowed to enroll at any other DISD Adult Education site. You will be dismissed from the program not just from that particular site.

### **Student's Responsibilities:**

If you damage, destroy, lose, sell, or otherwise dispose of college property entrusted to you, you will be charged the full extent of the damage or loss and will be subject to prosecution under State laws and disciplinary action by the college.

Engaging in such acts as stealing, disrupting classes or disturbing normal college operations, gambling, **profanity**, verbal or physical abuse, and possession of firearms and other dangerous weapons will make you liable to disciplinary action, probation, or expulsion.

There is to be **NO USE OF TOBACCO IN ANY FORM** in the classroom areas, library, halls, restrooms or the Student Center; you may smoke and/or chew in outdoor areas with the exception of school property. Offenders will be subject to dismissal from the school. Smoking is prohibited by law in any College vehicle.

Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on college premises or allowed to participate in any college or student organization activity. Involvement in the unlawful possession, use, or distribution of drugs and/or alcohol will result in immediate suspension. The College's administration and instructional staff will cooperate to the best of its ability with law enforcement officials in the apprehension of students engaged in these activities. You will be subject to all national, state, and local laws and ordinances, and AEL staff will assist authorities in enforcing all applicable legal sanctions for unlawful possession, use, or distribution of drugs and alcohol.

While the program provides a public place for discussion, dissent and demonstration, guidelines for the expression of free speech exclude the use of violence, intimidation, disruption of classes, takeover of buildings, interference with campus communication, or any other activity that interferes with the ability of students, faculty or staff to perform their work.

In order to maintain a Drug-Free Campus, information is kept available about the dangers of drug abuse, the availability of counseling, and the penalties for violations. An Information Center is located in the Library containing pamphlets that deal with these topics. Additional information is available in the form of videos and special programs that may be scheduled through- out the year.

I understand that the program may opt to use, reproduce and /or publish photographs and/or video that may include or pertain to you in various publications for information and publicity purposes in manners the program deems appropriate.

It is my responsibility to inform my instructor and/or program staff of my medical conditions, allergies and medications.

It is my responsibility to provide Emergency Contact information in the event of an emergency.

### **Student Grievance Procedures**

It is our belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at the program and its staff, please try to discuss your feelings with your Instructor and site coordinator. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

You must present your complaint in written form within five (5) working days of the alleged incident to the program director; you must include the specific grievance/complaint and specific remedies sought.

The director has five (5) working days in which to investigate and respond in written form.

If not satisfied, you may appeal within five (5) working days to the Human Resources who must respond in writing within five (5) working days.

If you are not satisfied with this result, an appeal may be made within five (5) working days to the Deputy Superintendent, who will hear the complaint and render a decision within ten (10) working days.

Accommodations for special needs are on an as- needed, individual basis. Interpreters, readers, note-takers, etc., can be made available to assist in the hearing and appeals process. Please contact the Counselor/ ADA coordinator to request accommodations.