



## CSD Deaf ABE Policies and Procedures Student Contract

It is your responsibility to follow these policies and procedures while enrolled in the CSD Deaf ABE Program. Failure to comply with any of these policies will result in a meeting with the Program Coordinator and possible dismissal from the program. Please address any questions that you may have about these policies with your teacher or the Program Coordinator.

### Attendance:

Attendance is needed in order to make progress. Classes are funded based on attendance. If students do not come to class regularly, CSD Deaf Adult Education cannot offer free classes. Students who do not meet the attendance requirements may be dropped from the class and will need to re-register the following semester.

- I will not miss class more than \_\_\_\_\_ times in one month
- I will call or e-mail my teacher \_\_\_\_\_ if I will be absent from class.
  - Teacher's Video Phone number: \_\_\_\_\_
  - Teacher's email: \_\_\_\_\_
- I will tell my teacher if my schedule changes.
- I will schedule appointments in the morning before class or on Fridays.
- I will begin class on: \_\_\_\_\_ and I will attend class each week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Afternoon							
Evening							

Class Site:     Minneapolis AE South Campus                       Metro South                       CSD Main Office  
                      Hillside ABE     Faribault ABE

*Regular attendance is expected and is your responsibility. Excusable absences include: unexpected work commitments, family emergencies, and illnesses. If you consistently arrive late to class, leave class early, have several consecutive absences without contacting your teacher, or attending less than the agreed upon schedule, you will need to meet with the Program Coordinator to reevaluate your continued enrollment in the program.*

### Tobacco- Alcohol- Drugs- Weapons

- You must respect the smoking policy of the property where your class meets.
- There is zero tolerance for alcohol, drugs, and weapons in CSD classes.
- Any student suspected of being under the influence of alcohol or drugs in any of the CSD building sites may be asked to leave the program.
- The possession of a firearm or other weapons that could cause bodily harm or death will be grounds for dismissal and will be reported to the police.

## **Rights of Others**

- The personal rights of other learners and staff will be respected regardless of their race, gender, religious beliefs, cultural customs, experiences, and/or sexual orientation.
- Offensive and demeaning comments, gestures, clothing, or tattoos; threats, physical altercations, or any sexual harassment are unacceptable and will result in a meeting with the classroom teacher and/or the Program Coordinator
- Be considerate of others with allergies, asthma, or other scent sensitivities when using perfume, aftershave or colognes.

## **Classroom Behavior**

- Inappropriate behavior such as disturbing others, demanding immediate attention or using offensive language in class will not be tolerated.
- Cell phone and pager use is not allowed during class time.
- Children are not allowed to accompany you to CSD classes.

## **Internet Use**

- Accessing, displaying or circulating sexually explicit or demeaning materials will not be tolerated.
- Use the Internet in a manner, which does not violate any laws, regulations, or copyrights. Internet use will be monitored by CSD.
- Use the computer equipment and supplies respectfully.
- Do not attempt to modify files and data (i.e. downloading software programs, changing backgrounds or screensavers) on any computers.

## **Learner Progress Policy**

- The learner must show improvement in test scores (CASAS or TABE) during 24 months of instructions. If the student does not advance at least one level during this time period, he/she must meet with their teacher and/or the Program Coordinator to establish a six-month action plan.
- If no progress is shown during the six-month action plan, the student may be dismissed from the program for a pre-determined period of time.

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I understand the policies and procedures for the CSD Deaf ABE Program. If I do not meet the requirements or follow the policies, I know I may lose my space in class.

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_