

Hacienda La Puente Adult Education



Student Handbook
Manual of School/Student Policies

Revised August 2013

Hacienda La Puente Unified School District

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

REVIEW OF INSTITUTION'S POLICIES/FINANCIAL AID

Admissions Policy

To be eligible to receive Title IV funds, the regulations require that institutions admit, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent.

Satisfactory Academic Progress (SAP) Policy and Attendance

Students must maintain satisfactory academic progress (SAP) to participate in the Federal Title IV programs (TIV). The PELL Grant Award is proportional to the student's attendance and satisfactory progress in their course of study (pursuant to the institutions standards and practices). Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing adequately toward completion of his or her course of study. It is determined in terms of grade point average and course completions.

Progress is defined as passing all course objectives as defined in the course outline for each particular course and progressing towards the completion and certification of any eligible course in a satisfactory time period. Students will demonstrate a basic competency of instructional units through successful completion of assignments as determined by assessment and objective evaluation. Satisfactory progress will be assessed at the end of each session, semester, and/or academic year. At each point, students must meet the following minimum standards:

- **Qualitative Standard:** The minimum passing score for students is 70%. Scores below 70% 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 counselor approved.

Grades for CTE courses may vary, but are completed on a percentage basis and can be no less than:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C

Less than 70% 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 instructor's permission and may lose credit.

Failed course work may be repeated to the satisfaction of the instructor on an individual basis. Students failing to meet standards may be dismissed from program.

Repetition of failed courses will be permitted only on a space available basis and approval by the Director of Adult Education.

- **Quantitative Standard:** Students must have successfully completed the total number of hours required for each course of study as indicated on each course outline. For example Practical Nurse – LVN requires 1576 hours of instruction over the course of one year.

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- **Satisfactory attendance is defined as:**
 - Fulltime status (attending 30 hours per week)
 - ¾ time status (attending 25 hours per week)
 - ½ time status (attending 20 hours per week)
 - Less than ½ time status (attending a minimum of 12 hours per week but no more than 19 hours per week)

Student attendance will be collected for each student for every pay period earned. All absences will be reported to the Financial Aid Office in writing. If absences are not reported, financial aid payments will be delayed. Absences will affect the total amount of hours paid and may affect the Pell Grant award.

Academic Warning and Probation:

Warning: Students who are failing to make satisfactory academic progress, as defined above, will be placed on warning status. This designation indicates that the student's financial aid will continue into the next payment period, but the student needs to meet the SAP requirement for aid to continue. If a student does not meet SAP financial aid will be suspended.

Resolve Warning Status

To get out of warning status and get back into "Good Standing", students need to

- Complete the Warning term successfully, which is defined as meeting satisfactory academic progress as defined above.

Students who do not complete the necessary requirements to meet SAP while on warning will be placed on financial aid suspension and are ineligible for federal student aid for the next term or payment period.

Appeals

Students who are found to be out of compliance with the standards for satisfactory progress at the end of the probationary period and have lost eligibility for federal aid, may appeal such a decision. A written appeal must be submitted to the Director of Adult Education outlining the basis of the appeal along with supporting documents for the appeal. The appeal must be submitted within 10 days of the probationary period. The Director will rule on the student's appeal within 5 days of its receipt and will inform the student in writing of the decision.

Probation:

If your Appeal is approved, students will be placed on probation and/or put on student contract for the academic year following the period during which they do not meet the minimum Satisfactory Academic Progress. Student eligibility for Federal Aid will be restored for the next term/payment period/evaluation period. Students who do not meet the Qualitative and Quantitative Standards at the end of the evaluation period are no longer eligible for Title IV aid unless they successfully appeal the decision.

Maximum Time Frame (MTF)

To maintain eligibility for Title IV aid, students must complete their program within a maximum time frame not to exceed 1.5 times the normal length of time required to complete the program. The normal length of time is defined in terms of the number of clock hours attempted by the student.

Weeks are approximate excluding any holidays and dark weeks throughout the year as calculated

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starting from 8/14/12.

Course Name Estimated time to complete at the following hours per week: FT, 3/4T, 1/2T.	Course Total Hours	Full-Time 30 Hours/ per week*	3/4 Time 25 Hours/ per week*	1/2 Time 20 Hours/ per week*
Automobile Technician	1080			44 weeks
Business Ed. Certificated	850	20 weeks	24 weeks	30 weeks
Child Develop./Child Care:570+internship	600 +	20 weeks		
Computer Repair/Networking	720	24 weeks		
CNA/Home Health/Acute Care 480+40+80 =	600	20 weeks		
Cosmetology	1600	54 weeks		
Dental Assistant	1170	38 weeks		
Esthetician	600			
Major Appliance Servicer (day)	870	29 weeks		
Medical Asst. Front/Back	1008	10 months		
Optical Tech. Lab/Dispensing	700			35 weeks
Psychiatric Technician	1530	12 months		
Vocational Nurse (LVN)	1530	12 months		
Welding (night)	870			64 weeks*

The total maximum hours available per year for Full-time, 3/4 Time, and 1/2 Time are as follows:

1030 hours 850 hours 700 hours

(excluding Psych. Tech)

Welding hours are calculated for 13.5 hours a week.

Reinstatement

Students reinstated upon appeal will be placed on probation or put on student contract for the academic year following. Students must meet the terms set out in the Director's letter granting the appeal. The student's academic progress will be monitored monthly.

Student Withdrawal, Incompletes, Course Repetitions

A student must notify the financial aid office (30 days) ahead in writing of any withdrawal from school in order to maintain financial aid eligibility if the student hopes to return within the enrollment pay period. It is understood that a student who withdraws during a payment period may be responsible for the portion of Overpayment of any Federal Pell Grant or FSEOG that exceeds the amount for which the student was not eligible and may also be responsible for the portion of an Over Award of any amount of campus-based aid (FWS) that exceeds a students need.

The date of withdrawal could be the date when the student provides official notification to the school of his or her intent to begin the withdrawal process, or the date of the student's notification, whichever is later. If a student does not provide notification in writing, the date of the institution's determination

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that the student withdrew would be the date the student ceased attendance.

If a student receives an incomplete grade or fails to meet the course objectives, he/she is ineligible to receive Title IV funds. If a student is suspended from a program, he/she will not be entitled to receive financial aid until they have been re-instated and have demonstrated satisfactory progress. All course objectives must be completed in order to receive certification of course completion.

Leave of Absence

A student who is participating in Title IV who is unable to meet the attendance requirement must request a leave of absence in writing from the Director, Adult Education. Students who fail to resume classes on the date designated for return will lose eligibility for Title IV aid.

Transfer Credits

Transfer credits will be considered for the MTF for the purposes of determining satisfactory academic progress by the Director of the Adult School.

Refund Policy

Refunds are given if the class is cancelled. If the student requests a refund, it must be prior to the second class meeting, whether attended or not. Student initiated refunds will be reduced by 15 percent service charge. No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology kit.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from Hacienda La Puente Adult Education, a determination of the earned and unearned portion of Title IV aid will be determined.

The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system (ASAP).

The total amount of the Title IV aid disbursed for the period must first be calculated in order to determine the percentage of Title IV aid earned by the student, the total clock hours scheduled to have been completed as of the determined withdrawal date in the period will be divided by the total clock hours that should have been completed for the same period. (If a student has completed more than 60% of the payment period the student is considered to have earned 100% of Title IV aid for that period).

If the calculation is less than 60% the school will determine Title IV aid to be returned by subtracting the amount of Title IV aid earned by the student from the total Title IV aid disbursed for the period. If a student received more assistance than he or she earned, the excess funds must be returned by the school and/or student.

The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.

When a student receives less assistance than they earned the student may be eligible for those additional funds. A student who is eligible will receive a Post-Withdrawal Disbursement if the amount earned is greater than the total Title IV aid disbursed for the period.

The school must offer any amount of the Post-Withdrawal Disbursement that is not credited to a student's account within 30 days of the determination.

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Treatment of Overpayment

Students who owe overpayments are ineligible for additional Federal Pell Grant assistance. Students who owe an overpayment for Federal Pell Grant Funds/FSEOG Funds and who have not paid in full the overpayment or have failed to make satisfactory repayment arrangements with the school will be reported to the Department of Education and will not be eligible for any further Title IV funds. Certificates will not be issued until repayment of an overpayment has been made.

Cost of Attendance:

Components for determining student cost of attendance will be Tuition and Fees, Room & Board, Instructional Materials & Books, Miscellaneous Expense, Transportation Expense. Cost of Attendance is calculated for Dependent and Independent students. Your total Cost of Attendance will be used to calculate your Federal Student Aid.

Payment Periods:

Your Pell Grant is calculated based on hours you have completed or will complete in the payment period. A payment period is defined as 300 hours. There are 3 payment periods in any award year or 900 hours total. Thus payments are scheduled as follows:

- 1st. payment = 300 hours
- 2nd. payment = 600 hours
- 3rd. payment = 900 hours

Awards are made after a student has been in attendance, based on the above, for at least thirty (30) days. All awards are divided into increments of 300 hours of completion. All payments are issued at the last day of the month when all paperwork is complete and verified.

The current Academic period covered by award: July 1, 2012 through June 30, 2013

Check Dispersal Periods

All Checks are dispersed at the end of each month in which the appropriate number of hours have been completed, verified, and a student's progress report is satisfactory. All checks must be signed for and issued in person (with identification) at the Willow Campus address: 14101 E. Nelson Avenue, La Puente, CA 91746.

Crossover Pay Periods:

Students who have crossover payments from one award year to the next will receive payment as stated above. Students must complete the total hours for the certificate program in which they are enrolled.

Procedures for Receiving Financial Aid

Funds received under the Federal Pell Grant, Federal Work Study or Federal Supplemental Educational Opportunity Grant will be used solely for expenses related to attendance or conditioned attendance at Hacienda La Puente Adult Education.

To be able to receive assistance from any of the programs mentioned you must meet the minimum requirements:

1. Be a U.S. Citizen or eligible non-citizen

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2. You must have in your possession a High School Diploma, or GED, or a passing score on an approved Ability to Benefit (ATB) examinations.
3. Plan to enroll or be enrolled in an approved vocational program of 600 hours or more and leading towards a certificate at the end of your training.
4. Demonstrate you have a need.

Fee Based or Older Adult Courses or remedial courses are not approved programs for financial assistance.

Students are required to provide the minimum following documentation:

- Valid California Identification or Driver License
- Social Security Card
- High School Diploma or High School Transcripts or GED/ Foreign High School Diploma must have transcript evaluation and be notarized.

If you are selected in a process called "Income Verification" you must provide signed copies of the following:

- Signed copy of your 2012 Federal Income tax returns and all W-2's attached for you (and your spouse). If you are a Dependent Student as defined on your FAFSA you will need a signed copy of your Parents current 2011 Federal Income Tax Returns and all W-2's attached.
- Any other financial documents to verify untaxed income or benefits.

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Hacienda La Puente Adult Education Manual of School/Student Policies

Adult School Safety and Security

Hacienda La Puente Adult Education has an obligation to provide a safe environment free from violence and threats of violence and where civility is valued. To that end, it is the intent of the Adult School to make reasonable efforts to provide for the safety and security of its students, faculty, staff and property.

School Rules

- Students must leave Adult School premises at closing time unless written permission has been received from an authorized official.
- Children must not be left unattended and should not be on campus for extended periods.
- Food consumption is limited to the cafeteria and outside eating areas. Exceptions must be approved by an administrator. Selling of food by students or by outside vendors is prohibited.
- Gambling is prohibited on School premises.
- Changes of names and addresses should be reported to the Adult School Main Office.

Smoke-Free School

All Hacienda La Puente Unified School District campuses are entirely smoke free. Smoking is not permitted inside any school district building or outside on any school district property including sidewalks and parking lots on school property. Adult students must leave the school to smoke. Smoking in cars in the parking lot is not permitted.

Visitors on Campus

Only enrolled students may attend classes. Any visitors to the school and in the classrooms must have permission from Adult School management personnel.

Standards of Behavior

Students are expected to behave in a manner appropriate to a place of study and learning. Students will show respect for classmates and instructors by:

- Arriving on time for class.
- Bringing textbooks and assigned handouts/materials to class.
- Being prepared for class by doing required reading and homework prior to class.
- Keeping attention focused on classroom learning activities while class is in session.
- Not eating, drinking or sleeping in class.
- Not walking in or out of the classroom while learning activities are in progress.
- Not participating in side conversations during lectures.
- Using break times to meet personal needs. (Restroom, phone calls, etc.)
- Not bringing music or games to class.
- Keeping watch alarms, cell phones and pagers on silent mode during class.
- Adhering to rules and policies of the Adult School, learning program and School District

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- Maintaining a positive attitude toward peers, staff and the learning process.
- Using positive interpersonal and communication skills.

Social Networking and Video Sharing Website Uses

The Code of Ethics for Nurses states that the student 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 such as Facebook or YouTube without prior approval from students or instructors while in the program. No student may ever 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.

School Dress Code and Grooming Standards

- School dress standards are the same for all students.
- The teacher shall inform a student who violates the dress standards or lacks personal hygiene. If an object or garment can be removed, without affecting modesty, the teacher shall direct the student to remove it. The student has the option to leave, if necessary, to change the garment and may return to class the same day. If a hygiene problem can be corrected at school or at home, the student should do so and return to class.
- A student who refuses to obey a teacher's direction regarding a dress code violation will be requested to leave the class and/or be referred to a Counselor. Failure to comply with dress & grooming standards will result in dismissal.

Unacceptable Attire

Because area street-gang attire may change from year to year, as well as from campus to campus, the administration and staff need to be sensitive to new gang attire used for recognition. Following an incident in which attire by the participant can be established as a contributing disruptive factor, the specific clothing or object identified with the group can be added to the list of unacceptable school attire.

The following shall not be worn or displayed while a student is participating in classes, school related activities or while conducting business on adult education campuses.

- Clothing, jewelry, logos or words that show, advocate or advertise alcohol, drugs, and acts which are illegal, obscene or vulgar.
- Clothing which is sexually suggestive or extremely brief such as low cut garments, strapless or off the shoulder tops, tank tops, bare midriffs (with or without jacket) muscle shirts, fishnet tops or short shorts (shorts must be mid thigh in length).
- Open thongs or bare feet.
- Any outfit, garment or accessory commonly recognized as connected with a group or gang that may provoke others to act violently or be intimidated by fear of violence. This includes but is not limited to:
- Oversized pants, which are obviously two or more sizes too big, gathered around the waist with a belt and cut, slit, fraying or dragging trouser cuffs
- Knee-high pants with socks pulled up above the calf
- Bandannas worn around the head or hanging out of clothing
- Hair nets on men

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- "In memory of ..." shirts and initialed belt buckles
- Heavy chains holding keys or wallets and spike collars, wrist bands or metal toe shoes.
- Other articles of clothing, jewelry or accessories, or lack of personal hygiene, which in the judgment of the teacher, counselor or administrator pose a clear and immediate threat to the physical well-being or safety of other students and staff, and/or create a major distraction or disruption to the learning environment for students and staff.

Students may also be subject to program-specific dress requirements.

Failure to comply will result in dismissal from the Adult School.

Drug and Alcohol Free School

Possession and/or consumption of alcoholic beverages and possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law are contrary to those expectations and will be cause for disciplinary action.

Students may also be subject to program-specific drug testing requirements.

Computer and Information Technology

The Hacienda La Puente Unified School District 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 the School District makes technology resources available to all. Students have a responsibility to help the Adult School maintain a secure technology network that can be shared by everyone.

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. Technology resources are not to be used 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 — write as if you expect the whole world to read every message. There is no guarantee of privacy in the use of computer and technology resources.
- Refrain from use of School resources for non educational purposes including, but not limited to, 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 breach of system security that they may find.

The Hacienda La Puente Unified School District forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using Adult School equipment to make illegal copies of software is prohibited.

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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 Adult School resources for commercial purposes, personal gain or any other purpose inconsistent with the mission of Hacienda La Puente Adult Education is prohibited.

Adult School 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 dismissal.

Civility Policy Adopted by the Board of Education, Hacienda La Puente Unified School District Disruptions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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

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Dismissal from the Adult School

A student may be dismissed for the following:

1. Below standard academic performance as stated in Program grading policy.
2. Failure to meet objectives due to excessive tardiness or absenteeism.
3. Failure to demonstrate reasonable progress in the enrolled course of study.
4. Unprofessional or unethical communication or conduct (written or verbal) which includes inaccurate or falsified official records.
5. Disruptive behavior
6. Behavior which jeopardizes the physical or emotional well being of students, instructors or others.
7. Harassment, threats, intimidation or repeated disrespect toward peers, and/or school/facility staff.

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 on the basis of disability.

Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers. The purpose of an accommodation is to all equal access to the curriculum.

1. Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel and should make an intake appointment with the Hacienda La Puente Adult Education Administration prior to enrollment.
2. 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 Hacienda La Puente Adult Education to make a determination as to whether the requested accommodations are appropriate. Hacienda La Puente Adult Education Administration will be responsible to determine based upon the evaluative data, what those accommodations should be on a case by case basis.
3. 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.
4. After accommodations have been established by the 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.
5. Students who are experiencing unresolved problems receiving appropriate accommodations should contact the Hacienda La Puente Adult Education Administration as soon as possible.
6. Students must request new letters of accommodations at the beginning of every semester.

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TRANSFER OF CREDIT POLICY

HLP AE clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. The HLP AE Transfer Policy is published in the school brochure, Student Handbook and on the website.

TRANSFERRING WITHIN HLP AE PROGRAMS

The Hacienda La Puente Adult Education's policy on the transfer of students between programs within the institution is that 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 HLP AE must be approved by the instructor of the program to which they are transferring and by administration. If the student is receiving assistance from an agency, the student may need to get permission from that agency. Once approved, counseling staff completes a new registration form to be processed by the attendance office. The student must provide a copy of the completed form to the new instructor prior to entering the program. Eligible students are permitted one program transfer per quarter.

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 the Adult School or the Career and Technical Education Director.

Any new student enrolling in a HLP AE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

1. The course was taken at an accredited school
2. The student received a "C" grade or higher
3. The course is approved or meets state licensure requirements if applicable
4. Total credits given are not to exceed 500 hours or 70% of the total hours required for graduation.
5. Individual HLP AE CTE programs may add additional requirements before granting the credit.

Student Grievance Procedure

The purpose of this grievance procedure is to provide, at the lowest administrative level, a means by which a student 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 at the lowest level and an attempt at resolution has been made.

Resolution: Grievances 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 current instructor. 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 Counselor. The concern will be reviewed at this time. The grievance, written by the student with comments by the staff from this meeting, will be placed in 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.

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- Step 4. If still unresolved, the student may make an appointment with the Director of Adult Education.

ACCREDITATION

Hacienda La Puente Adult Education is currently in Candidacy status of accreditation 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 Rosewell Road
Building 300, Suite 325,
Atlanta, Georgia 30350
800-917-2081

For specific program policies such as grading and completion requirements, please refer to the program of interest handbook. You can also visit www.hlpae.com for additional information not contained in this brochure on:

1. The complete academic school calendar
2. Further information regarding additional programs and courses
3. Complete tuition, fees and other program costs and supplies
4. List of faculty and educational backgrounds
5. Other institutional facilities readily available
6. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment

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Statement of Acceptance of School Policies

I certify that I have received a copy of the Hacienda La Puente Adult Education Policies and I will abide by the rules and regulations of the Adult School and the Hacienda La Puente Unified School District.

Contained in the Student Handbook but not limited to:

- Admission Requirements
- Attendance Policy
- Civility Policy
- Computer and Information Technology
- Discipline Policy and Procedures
- Dismissal Policy
- Dress Code and Grooming Standards
- Drug and Alcohol Free School
- Refund Policy
- Return of Title IV Funds
- Satisfactory Academic Progress Policy
- Security and Safety
- Smoke Free Policy
- Social Networking Policy
- Standards of Behavior
- Student Grievance Procedures
- Transfer of Credit Policy
- Visitors on Campus Policy

Printed Name: _____

Signature: _____ Date: _____

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