

STUDENT HANDBOOK



Miami Palmetto Adult and Community Education Center
Miami-Dade County Public Schools

7460 Southwest 118th Street
Pinecrest, Florida 33156
Phone: (305) 235-1360 Ext. 2211
Fax: (305) 253-3898

www.palmettoadulthoodedu.dadeschools.net

PRINCIPAL'S MESSAGE

As the Principal of Miami Palmetto **Adult and Community Education Center**, I am honored to lead a school with such a rich tradition, which is nestled in the beautiful city of Pinecrest.

We strive to provide tailored course offerings to ensure your individualized needs are met. We specialize in English for Speakers Other Languages (E.S.O.L.), Adult High School Completion, GED, GED in Spanish and High School Recovery.

As you read our Student Handbook, you will notice that it was designed to provide specific information about our programs. Our faculty and staff are here to help you,

ACHIEVE ALL of your Educational GOALS

Octavia H. Williams, Principal

MISSION STATEMENT

To provide real-world experiences that combine innovative academic strategies to ensure learners are prosperous.

OUR VISION

Our commitment is to prepare student for global success.

ADMINISTRATIVE STAFF

Octavia Williams.....	Principal
Leanne Garcia	Assistant Principal
Ricardo Blanco.....	Assistant Principal
Courtney Collier.....	Assistant Principal
Alejandro Morales.....	Assistant Principal
Madeleine Yero.....	Site Coordinator
Kimberly Anderson.....	Site Coordinator

OTHER SELECTED STAFF

Anthony Nicot.....	Registrar
Diana Palacio	Treasurer
Jacques Baudelaire.....	Testing/Clerical
Terrisha Small.....	Clerical
Patricia Lee	Testing
Lisa Mallard	Counselor

Core Values

We pursue high academic achievement for our students and high performance standards from our employees. We cultivate an environment that serves the whole student population and concentrates on closing the achievement gap.

Academic Year

The adult academic year is divided into three trimesters of approximately 16 weeks. The first trimester usually begins in August and ends in December. The second trimester usually begins in January and ends in April. The third trimester usually begins the last week of April and ends in July.

Admissions

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in the programs offered.

Students with disabilities may request testing accommodations, if they provide written documentation verifying their disability.

Student Services/Counseling

Counselors are available Monday through Thursday from 3:00 PM to 6:00PM, Rm 300.

Disability Services

The student services program offers special services for students with special needs. Students must see a guidance counselor for more information about programs and services offered in Room 300.

Student Identification

A valid Palmetto Adult Identification Badge (ID) must be worn visibly at all time by all students. Student ID badges are obtained by paying \$5.00 fee at the time of registration. A replacement ID badge is \$5.00 and may be obtained in the registration office.

Attendance Policy

All students are expected to attend class regularly. Attendance is maintained by the teacher on a daily basis through the electronic grade book. Students who fail to report to class during their first three (6) days of their initial registration will be withdrawn as a *no-show*. All students who accumulate six (6) consecutive absences are dropped automatically from the class. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

Withdrawal

Withdrawal of students occurs upon the sixth consecutive absence for adult general education classes or at any other time the student officially withdraws.

Fees and Charges

Each trimester, tuition and fees are collected at the time of registration for classes. All fees are collected each

trimester. The State of Florida determines the range of tuition.

Current fees are listed in the Class Schedule each trimester, and are subject to change without notice.

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.

Refund Policy

In the event a student elects to withdraw, the following refund policies apply:

- AGE fees, ID fees and lab fees are non-refundable. Cash payments are refunded by internal funds checks.
- Credit Card refunds will only be applied to the credit card used for payment.
- Students will be eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.
- An Application for Refund by Check/Credit (Form 2057, Rev. 08-14) must be completed.
- Visit our web page for the full refund policy, www.palmettoadultedu.com

Bookstore

A currently enrolled student may purchase books bookstore. A valid student identification (ID) badge is required to make purchases. The bookstore is located in Room 300. Hours of operation are Monday through Thursday 1:30 PM to 7:00 PM.

Approved Dress Code

The primary purpose of the school is to prepare students for employment, students are required to be neat and clean in appearance. Items of dress that pose a risk to health and safety, cause classroom disturbances or create objectionable noise are forbidden. Students must adhere to the following specific regulations concerning dress:

- No metal cleats on shoes, no clogs, thongs, sandals, bedroom slippers or other shoes without back straps.
- No written messages or pictures or symbols on clothing which portray ideas which may be harmful to the health, safety and welfare of students such as messages related to drugs, smoking, alcohol, sex and profanity.
- No mini-shorts, micro-mini-skirts, cut-offs or oversized pants, tank tops, tube tops, see-through blouses without a camisole or whole slip, bare backs, bare midribs or plunging neck lines;
- No hats or bandanas, except for religious purposes;

Conduct and Discipline

The primary objective of Palmetto Adult and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships; thus, it is necessary that the school environment be free from disruptions that interfere with teaching and learning activities. A *Post-Secondary and Secondary Student Code of Conduct* has been developed by the school district to ensure that students have an environment conducive to learning. Additional information regarding the Student Code of Conduct can be found under the student tab at: http://palmettoad.dadeschools.net/PDF_Files/Post_Secondary_Student_Code_of_Conduct.pdf

Accessibility

Physical accessibility to Adult Education Facility has been facilitated by the provision of ramps, curb cuts, lower water fountains, wide restroom stalls and elevators.

Lost and Found

Articles that are found are taken to the Main Office. Students are required to provide some form of identification when making any claim.

Parking

Parking procedures will be individually established by attending location. See administration for further information. The school shall not be responsible for vandalism or damage to vehicles parked on school property.

Students Right To Know Act

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. In order to comply with the provisions of the law, security reports are available on the school's web site and in the building operations office.

Discrimination, Bullying, Harassment

A student who has a reasonable and good-faith belief of being the subject of discrimination, bullying or harassment because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability shall communicate in writing the allegation(s) to the school principal. If the student does not feel comfortable discussing the complaint at the school or region office, the student may file the complaint directly with the School Board's Civil Rights Compliance (CRC) office. 155 N.E. 15th Street, Suite P104E
Miami, Florida 33132 Telephone: 305.995.1580

Use of Tobacco Products and Smoking Devices

The use and possession of tobacco and smoking devices is prohibited:

- Within any indoor facility owned or leased or contracted for by the School Board is prohibited
- Anywhere on the campus of an facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, all open areas, and within 1000 feet of a school.

"Use of tobacco and smoking devices" shall mean uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, nicotine dispensing devices, electronic cigarettes, smoking devices, or any other matter or substances that containing tobacco or nicotine, including any product designed or manufactured to imitate any of these products regardless of whether it contains tobacco or nicotine, and the possession of papers used to roll cigarettes.

Weapons

Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

Weapons and firearms are defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Weapon also means any object which, in the manner in which it is used, is intended or represented to be used, is capable of inflicting serious bodily harm or property damage, or endangering health and safety. This policy also prohibits look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

Students are required to immediately report knowledge of weapons and threats of violence by students and staff to the principal, School Police, or other appropriate staff member.

Drug Prevention

The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect or the misuse of any "over-the-counter" medications or substances are prohibited on school grounds, on school vehicles, and at

any school-sponsored event. A drug-free zone is established within 1000 feet of any facility used by the District for educational purposes.

Dating Violence or Abuse

Student dating violence or abuse is prohibited in all Adult Education Centers on school property, during any school-related or school-sponsored program or activity.

Sexting

Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. The act of sexting is prohibited. The policy addressing sexting will be enforced through the Code of Student Conduct.

Family Educational Rights & Privacy Act (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attends a postsecondary institution, including Palmetto Adult and Satellite Schools, that receive funding under any program administered by the U.S. Department of Education the rights to have access and control over the disclosure of personally identifiable information from their educational records. The entire document is available on the school website.

Grievance Procedures

A student should discuss any issue regarded as a grievance with the instructor. If the resolution is not reached at this level, the student will schedule a conference with the appropriate administrator, and then the principal. If the student is still not satisfied, the student has the right to appeal to the next administrator at the district level.

MIAMI-DADE COUNTY SCHOOL BOARD NON-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

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THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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