**Government of**

**THE VIRGIN ISLANDS OF THE UNITED STATES**

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**DEPARTMENT OF EDUCATION**

**ADULT EDUCATION**

2133 Hospital Street

Christiansted, St. Croix, V.I 00820— 4665

TEL: (340) 713-9118

**Expectations**

It is expected that each student at the Adult Education Center will:

1. **Actively participate**: Students are expected to actively participate in the setting of their academic goals and to take the major portion of the responsibility for reaching them. In order to accomplish this task you must be prepared and ready to work towards your goals.

2. **Be punctual**: Students are expected to be in class by 8:00 a.m.

3. **Attend regularly**: Classes meet 5 days per week.

(a) If you must be absent, you should call the counselor or leave a message with the secretary. Students are responsible for making up work missed.

(b) Excessive unexcused absences will result in dismissal from the program without refund of tuition.

(c) Refrain from leaving the classroom prior to the end of the class. If you must leave campus, you are required to sign out.

4. **Dress appropriately**: Proper attire allows one to work comfortably at the classroom desk without disturbing or distracting other students. Unacceptable attire includes: hot pants, biker shorts, mini-skirts, T-shirts with offensive or profane words or designs, and any clothing that is revealing. Hats and sunglasses are unacceptable indoors.

5. **Engage in meaningful study:** Students are expected to complete all assignments, to remain focused on achieving the next academic level, and to progress to the GED exam. You will be unable to study at home and get your homework done if you leave your books and other materials in the classroom.

6. **Refrain from receiving phone messages and visitors**: We would prefer that you didn’t receive phone calls or visitors at the center.

7. **Be responsible**: Students will be expected to defray the cost of any littering, defacement, or damage caused to school property or resulting from unacceptable behavior. Do not leave notebooks and other materials in the classroom until the next day.

8. **Behave respectfully**: Students are expected to display adult conduct at all times, and avoid disturbing or distracting behavior. Always offer the greeting of the day, and display good manners.

Unacceptable behavior includes:

a. disrupting other classes, hanging out under the tree or in and around the bathrooms, stealing, fighting, using obscene language, or any other form of gross misconduct.

b. eating, drinking or smoking in classroom, or bathroom.

c. the use of radios, tape recorders, Walkman, cell phones, beepers, or musical instruments or non-class related electronics devices.

d. Violation of the school Policy on Alcohol and Drug Use.

e. insubordination to faculty or staff member

The Department of Education has a No Tolerance Policy on the possession, sale, or use of alcohol, drugs, or any other controlled substance. Hence, possession or use on school campus is strictly prohibited. Violation of this rule will cause immediate expulsion and will be reported to the Department of Public Safety. Any situation arising from unacceptable behavior many result in dismissal from the program without refund of tuition.

**I understand that my continued enrollment in Day Adult Education is based upon my meeting the expectations outlined above. I understand that failure to meet the expectation can result in being terminated from the Day Adult Education Center without refund of tuition.**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_