ACALANES ADULT CENTER

APPLICATION FOR HIGH SCHOOL STUDENTS
CONCURRENTLY ENROLLING IN ADULT EDUCATION CLASSES

School Year:_____ Fall_____ Winter_____ Spring_____

NAME_____ _____ BIRTHDATE_____ PHONE_____
Last First

HIGH SCHOOL_____ GRADE_____ EMAIL_____

HOME ADDRESS_____ CITY_____ ZIP_____

CLASS DESIRED_____ DAY_____ TIME_____

UNITS NEEDED_____ **(One form required per subject)**

REASON FOR TAKING CLASS_____ Failed? _____yes _____no

INSTRUCTIONS TO STUDENT

Four signatures are required before admittance to class: (1) Student, (2) Parent, (3) Counselor, (4) High School Principal. Please bring completed form to the Acalanes Adult Center, 1963 Tice Valley Boulevard, Walnut Creek, to register for class.

ATTENDANCE/CREDIT CONTRACT

1. My concurrent enrollment in Adult Secondary Education classes is voluntary to meet graduation requirements.
2. I understand that I will be dropped from class if my attitude or behavior is disruptive to other members of the class or the teacher.
3. I understand that I am responsible for doing my class hours, course work and 20 learning laboratory hours. I will discuss any difficulties with my teacher and/or high school counselor.
4. I have read and understand the absence and tardy policy outlined on the reverse side of this form; and I understand that 2 absences will result in being dropped from the class.
5. I understand that more than half of the class must be composed of adults and that enrollment may be limited by this requirement.

Date Student's Signature Parent/Guardian's Signature

HIGH SCHOOL APPROVAL

We certify that this student attends a full schedule of classes.

_____ _____ _____
Date Counselor Principal

Contact information for counselor: Phone _____ **Email** _____

Please note: If student is in your learning skills program, please provide name and phone number of learning skills teacher: _____ _____

TO BE COMPLETED BY THE ADULT EDUCATION OFFICE

I accept this student in the program named above and will transmit grade information to the school on completion of the course.

_____ _____
Date of Del Valle appointment Del Valle Center Director Signature

Acalanes Adult Education

Attendance and Behavior Policy

For Students Concurrently Enrolled in High School Diploma Classes

Please Note:

- There is no fee for any of the courses.
- There is no registration by telephone or fax.
- You will not receive a confirmation from the Adult Education office.

Expectations:

1. Concurrent enrollment in Adult Secondary Education classes is voluntary to meet graduation requirements.
2. Inappropriate behavior will not be tolerated, as outlined in signed agreement.
3. Students are responsible for completing class hours, course work and 20 learning laboratory hours. Student will discuss any difficulties with teacher and/or high school counselor.
4. Students adhere to absence and tardy policy, which requires 85% attendance.
5. Students and parents understand that more than half of the class is to be composed of adults and that enrollment may be limited by this requirement.
6. In order to receive credit, students must attend laboratory sessions.

Discipline:

Any student not meeting behavior expectations will be referred to the night administrator when available. Otherwise the referral will be dealt with the next day and the student's home school will be notified. The parent/guardian will be notified of the referral and disciplinary action taken (i.e. possible removal from Adult School). The Education Code section 48900 relating to suspension and expulsion will be enforced.

Absence and Tardy Policy:

Tardy = 0 to 10 minutes of missed classroom time

3 tardies = 1 absence; 6 tardies = 2 absences

Students will be dropped for any of the following:

- ✔ 2 absences
- ✔ 6 tardies
- ✔ 1 absence and 3 tardies