



## Document 2.E

### LEARNER CODE OF CONDUCT

Each student enrolled in the Minneapolis Public Schools Adult Education (MPS-AE) Program is responsible for abiding by the rules and guidelines of our program. Failure to do so will result in warning, referral, suspension or even dismissal from this program. The following are the guidelines and etiquette I agree to follow while enrolled at MPS-AE.

#### I. Building and Safety Guidelines

Students enrolled at MPS-AE are expected to actively promote a healthy and safe environment that supports **all** students in achieving their goals. As such, it is expected that students will help to maintain the cleanliness of the building and property. This means disposing of waste in the appropriate bins (gum, cigarettes, trash, etc.), keeping all areas as safe as possible including restrooms, hallways, entry ways, and classrooms (water on the floors in restrooms). If you find an area that is not clean or safe, it is your responsibility to notify the staff.

#### II. Guidelines

1. Students may not smoke in the building or on school grounds
2. Students are not allowed on school property while under the influence of alcohol, drugs, or any illegal substance.
3. Students must not have alcohol, drugs or weapons on school property.
4. Students must not engage in physical, verbal or sexual harassment of any kind.
5. Students must not use offensive behavior including offensive language, aggressive behavior or inappropriate gestures of any kind.
6. Students must respect school property including classroom materials, computers, furniture, etc.
7. Students must behave appropriately in school and in the classroom (see below).
8. Washing of feet in sinks and toilets is not allowed because it creates wet, slippery floors and has resulted in serious injury to students.

#### III. Classroom Etiquette Guidelines

All of the above rules must be followed while in school. The following rules describe appropriate classroom behavior which contributes to a positive learning environment.

1. Students are expected to arrive on time and to remain for their entire scheduled class time.
2. Students are expected to silence any phone, pager, computer or other device before entering the classroom.
3. Children are not allowed to attend any Adult Education classes.
4. Students are expected to attend at least 75% of the scheduled class times (see Attendance Statement)
5. Students are expected to make adequate progress in their classes (see Progress Statement).
6. Students are expected to be respectful to school staff and each other while in class and on premises.
7. Students are expected to maintain academic honesty.

**Continue reading and sign the other side of the paper indicating you agree to abide by the guidelines above.**

## Academic Progress

- To remain an active learner in our program, a student must make the progress required by our state and federal funders. If such progress is not being made, the student along with his or her teachers will develop a special learning plan. If the student does not make progress within two years or after six months on the special learning plan, he or she will be directed to another program.
- Progress is measured using the Tests of Adult Education which will be administered to students on a regular basis.

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### Data Privacy Statement

Demographic information and assessment scores (including future educational tests) are entered into our Adult Education (AE) database. This information is gathered for every learner enrolling in classes taught by the Minneapolis Adult Education.

We use the information to provide appropriate instruction, assist you in reaching your educational goals, monitor the effectiveness of our program, and demonstrate to our funding sources that we are providing quality services to adult learners in our community. Information is collected to determine whether you have attended AE classes in our program previously, to avoid duplication of records and update existing records.

- Your name, address, and phone number are all used as unique identifiers.
- Social Security Number is **optional** according to Federal and State Data Privacy statutes. We strongly encourage you to provide us with this number so the MN Department of Education can verify your education and employment goals. They provide the funding to allow you to receive free classes through our program.
- Your age/birth date, gender, racial/ethnic data, employment status, household status, and other demographic data are required for local, state, and federal Adult Education funding reports.

The consequences for not providing all information varies from delaying the appropriate placement of you in class, to the AE program not being able to provide services due to incomplete data necessary to request funding.

All information collected on these forms is classified as **private** information. The information is available to the Minneapolis AE Consortium staff, and other officials as required by law. We will provide this information to other entities only with your written consent.

**By signing this document you are stating you have read and understand the information regarding academic progress, agree to abide by the classroom etiquette and guidelines (page 1), and understand that any personal information provided to us will be used in the manner described above.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Printed Name: \_\_\_\_\_

**Parents/Guardians of learners 17 years of age must sign this document in addition to the learner.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

MPS Staff Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_