

SECTION IV
STUDENT
SERVICES

THE COMPREHENSIVE STUDENT SERVICES PROGRAM

The Comprehensive Student Services Program for Adult Education is established around student development. The program structure provides qualified services to address the student's and family's needs. The program structure supports educational reform initiatives and takes into consideration current social climate and unique issues faced by the multicultural/multi-linguistic population enrolled in the Miami-Dade County Public Schools.

The program is structured to address the personal/social, educational, and career development of all students in a sequential process. Students are encouraged and challenged to identify individual uniqueness, understand multicultural diversity, attain maximum academic potential, and acquire linguistic skills to complete in a global economy. The ultimate goal of the program is for students to graduate with decisions and to be successful contributors to society.

The Student Services Program involves collaborative and interdisciplinary planning in the development of a comprehensive, developmental school-based plan. The cooperative planning team consists of student services personnel, administrators, teachers, parents, students, and community members. The systematic coordination of services avoids: duplication of services, ensures access to services for all students, utilizes trained professionals in the most appropriate manner, identifies student outcomes in all areas of development such as educational, social, personal, career and vocational.

Some specific examples of the services provided by a comprehensive student services program include, but are not limited to: Academic Advisement, Agency/Community Information, Behavior Assessments, Career and Post-secondary Planning, College Admissions Information, Consultation, Crisis Intervention, Individual and Group Counseling, Scholarship/Financial Aid Information, Substance Abuse Prevention/Intervention/Referral, Support Group Referrals.

A. MEDIA CENTER

The function of the media center is to reinforce and enrich the school's curriculum by providing books and materials, printed and audio-visual, to meet the educational and cultural needs of students and teachers. Specific guidelines governing the use of video materials have been established by the Superintendent's office. Please consult the appropriate memorandum available from the principal's secretary.

HOURS

The media center's hours are Monday through Thursday from 6:00 - 9:00 p.m.

LIBRARY BOOKS

All library books are available for your use. Teachers must check out all books.

AUDIO-VISUAL MATERIALS AND EQUIPMENT

Teachers should request audio-visual materials and/or equipment at least one day in advance of planned use. Audio-visual materials and equipment are available Monday through Thursday as of 6:30 p.m. Contact the principal's secretary for this purpose.

Consult with one of the media specialists regarding procedures to obtain films/videos through the M-DCPS Audiovisual Materials Catalog.

B. HIGH SCHOOL DIPLOMA

The adult high school students receive a high school diploma upon completion of Florida Department of Education requirements.

CERTIFICATE OF COMPLETION

Upon successful completion of a vocational program and/or course, a certificate of completion is issued to the student.

Attendance and achievement certificates are also issued as incentive measures to ESOL, HIGH SCHOOL, GED/ABE students who meet the stated criteria.

C. CODE OF STUDENT CONDUCT AND STUDENT HANDBOOK FOR ADULT STUDENTS

The educational purposes of the schools are accomplished best in a climate of student behavior which is acceptable and conducive to the learning and teaching process. A major consideration in the application of the CODE OF STUDENT CONDUCT FOR ADULT STUDENTS is to identify the most appropriate disciplinary action necessary to bring about positive student behavior. The principal, assistant principals, and/or designee have the authority to take administrative action against a student or students whose conduct causes disruption of the educational process. Teachers will also need to review with their students the "Code of Conduct for Adult Students."

Please refer to your copy of the "Adult Student Handbook" which provides comprehensive information for our student population. On-campus instructors are advised to review this document with their classes.

D. STUDENT IDENTIFICATION CARD

All students are required to wear identification cards at all times while on campus. In order to finalize the registration process and obtain an official class registration form, ID cards must be purchased. No student will be permitted on campus without a valid ID card.

E. ACADEMIC GRADING SYSTEM AND CRITERIA

By School Board directive, academic grades are to reflect the student's academic progress. Instructors must maintain and update grade books for each academic class for record keeping of tests, mid-term grades and final grades. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period. The following are the academic grades used:

GRADE	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	90-100%	Outstanding Progress	4
B	80-89%	Above Average Progress	3
C	70-79%	Average Progress	2
D	60-69%	Lowest Acceptable Progress	1
F	0-59%	Failure	0
I	0	Incomplete (secondary only)	0

An "F" grade is not normally issued to adult students. Students receiving an "I" are encouraged to re-register, complete the course, and receive a passing/earned grade.

F. GUIDELINES FOR GRANTING HIGH SCHOOL CREDITS

The latest district policy (as of May, 2001) for high school credit courses delineates that Δ hours per LCP/credit must be within 75% of the suggested hours as per high school guideline.@ Students must complete classes in one trimester. Only those students who

have acquired at least 50 hours in one trimester for a one credit class or 25 hours for a ½ credit class will be permitted to transfer those hours to finish the course within the second trimester. All other students must re-take the classes and start over again.

Regardless of the number of hours a student has accumulated in a class, it is essential that, before a credit is issued, the course's objectives and curriculum frameworks are completed.

It is common for the total number of class hours to vary from one trimester to the next. This is due to scheduled holiday and planning days. The assistant principal in charge of the high school program and/or the registrar can look up the number of contact hours for your class for a specific term. The following chart, nevertheless, provides information regarding the number of hours now needed to complete a course if it meets the maximum number of hours:

CREDIT	MAX/HOURS	75%/HOURS
1	90	68
1/2	45	34

DUPLICATING (XEROXING)

Mr. Laureano Donado is the person who will be responsible for the duplication of materials. Twenty-four hour notice is necessary to process small duplication orders. Three days notice will be needed to process larger orders such as multi-paged tests or worksheets. The attached Duplication Request Form must be used to indicate the requirements of the order. The completed request form must be placed in the box on the file cabinet behind the secretaries' desks. The completed order will be placed in the

out box at the same location.

MIAMI SPRINGS ADULT & COMMUNITY EDUCATION CENTER

DUPLICATION REQUEST FORM

NAME _____ DATE _____

NUMBER OF COPIES _____ NEEDED BY _____

STAPLED _____ COLLATED _____ UNCOLLATED _____

DUPLICATION INSTRUCTIONS _____

ALL COPIES ARE PRINTED FRONT AND BACK ONLY!!!

COPIES COMPLETED BY _____ DATE _____

LAMINATING

Laminating of materials for you class can be handled by our Media Specialists and their assistants. Please give your items to be laminated to one of the principal's secretaries. You should allow at least forty-eight hours for this process, and your laminated items can be picked up in the Media Center.