



## Adult Academic Disability Program

# Student Agreement

### 1. Attendance

- Coming to class every day for the hours that you are scheduled is very important. Students with poor attendance will be dismissed from the program.
- If you cannot come to class you must call or email ahead of time using the contact information below. If you are planning to be absent for an extended period of time, please let your teacher know. Do your best to schedule other activities such as doctor appointments on non-class days.
- Students are responsible for following the class calendar. During the year, teachers will remind students ahead of time about holidays and breaks in the schedule when there are no classes.

### 2. Punctuality

- Your teacher will tell you the day and hours your class will be. Students should arrive a few minutes before class and stay until the end of the day. If you must arrive late or leave early, please let your teacher know.
- Teachers or the Educational Assistant will be in the classroom 30 minutes before class begins and 30 minutes after class ends. If you are dropped off in the morning or picked up in the afternoon, plan your rides so that you aren't arriving or leaving outside of these times. If you have a special need to arrive earlier or leave later than that, you can ask about special arrangements ahead of that day with your teacher.

*(continued on page 2)*

### 3. Classroom and Building Policies

- For your safety and security, students must remain in the building unless they let their teacher know they are leaving.
- Students who are waiting to be picked up must remain in the classroom with a staff person. You will be able to see your ride from our classroom windows. You must arrange for your ride to pick you up during the hours indicated above.
- No smoking on school grounds. This includes the parking lot.
- Cell phones must be turned off or set to vibrate when in the classroom. If you must make or take a call, you should do it in the hallway away from classroom doors.
- Please do not come to class wearing heavily scented cologne, perfume or lotion; some students may be allergic to them.
- Students must be respectful towards their teachers and each other. Failure to do so will result in dismissal from the program.
- Weapons of any kind are strictly prohibited on school grounds.
- Students will strive to learn through continued effort and by following the classroom and building policies.
- If you ever have questions about any of these policies, please don't hesitate to ask your teacher about them.

### 4. Teacher Contact Information

- Paul Amundson    paul\_amundson@radale.org    763-504-4097
- Katie Kruger     katie\_Kruger@radale.org    763-504-4097

---

### 5. Signature

I have read the above rules and expectations for students in the Adult Academic Disability Program and agree to follow them. If I don't, I realize that I may be dismissed from the program.

---

Signature

---

Date