

HEMPSTEAD PUBLIC SCHOOLS
ADULT & COMMUNITY EDUCATION PROGRAM

Student Information

1. Welcome to our program. We wish you success in your efforts.
2. School is in session Monday-Thursday, 6:30-9:30p.m. Classes and materials are free. A \$30 registration fee is the only fee required to enter the program. It is very important for your success to keep good attendance and punctuality.
3. If you cannot be here on time, come anyway. It is better to be late than to be absent.
4. If you plan on being absent for more than a few days, or leaving the program permanently, please notify your teacher or the office staff by calling (516) 434-4047.
5. There is a 15 minute break time each night. Food must stay in the cafeteria, even if you bring it from home.
6. Security people are here to ensure our safety. You must follow the directions and instructions of the security people in the parking areas and in the building.
7. When going through the halls, do not knock on classroom windows or doors. If you need to speak with another student, ask a security person to take you to the proper classroom.
8. At dismissal, you must leave the building by the doors at the top of the ramp. You must meet friends or relatives outside the building.
9. We will have fire drills. You are to leave the building quickly and quietly. You will go to the assigned areas on Greenwich Street away from the building. You must remain with your teacher and classmates.
10. Do not touch the red fire alarm boxes. Report any smoke or fire to a teacher or security person at once.
11. You must follow the instructions of the parking lot security guard and **all parking regulations**. Do not park directly behind the main doors.
12. If you have any problems, you should go to Room 129 for assistance.
- 13. Cellular phones need to be off. They are for emergency use only.**
14. Please follow the dress code for public buildings. For example, no hats, du-rags or overexposure of your body.
15. Neither the school district nor the program are responsible for any damages to your vehicle or personal losses that occur within the school grounds.
16. In order to obtain a certificate of completion, you must attend until the month of June.
I HAVE READ THESE RULES. I UNDERSTAND THAT IF I DO NOT FOLLOW THESE RULES I WILL BE ASKED TO LEAVE THIS PROGRAM.

Print Student's Name

Student's Signature

Date