

Central Alabama Community College Adult Education Program Policy

Classroom Management Policy

The Adult Education teacher is responsible for developing and enforcing standards of acceptable classroom behavior so that a classroom environment conducive to study and learning is maintained at all times.

The AE teacher is responsible for ensuring that each adult learner reads or has read to them, understands, and signs the Adult Education Attendance and Conduct Agreement.

The AE teacher, at their discretion, may withdraw the attendance privileges of any adult learner who violates the terms of the attendance and conduct agreement or of any other additional agreements that they may have entered into with the AE teacher.

An adult learner whose attendance privileges for a particular class have been withdrawn may request re-admittance to that class through an appeal to the AE teacher or they may enroll in a different AE class.

In the event that the behavior of an adult learner poses a danger to themselves or others, the AE teacher must immediately notify the proper law enforcement authorities and make all reasonable efforts to remove themselves and others from danger.

Documentation of all instances of inappropriate behavior must be maintained in the adult learner's file.

Classroom Management Rules

1. Students may not gather outside the entrance to the classroom before class begins.
2. Students who arrive at the class site before the scheduled time for the class to begin must either wait in the classroom or a designated facility waiting area or remain in their vehicle until the teacher arrives and opens the class. Students who are being dropped off by others must ask their transportation provider to wait with them until the teacher arrives, if no designated waiting area is available, or make other arrangements for a location to wait.
3. Students may not gather outside the entrance to the classroom after class ends.
4. Students who are waiting for transportation home must wait inside the classroom, in a designated waiting area, or make other arrangements for a location to wait.
5. No group break period may be allowed during a class of four (4) hours or less. Students may be allowed to take brief (5-10 minute) individual restroom breaks, as needed.
6. Smoking breaks may be allowed with the approval of the facility manager. If such breaks are allowed, they must be taken individually and they must be brief (5-10 minutes). If the facility manager approves, a smoking area must be designated and a fireproof receptacle must be available for the disposal of unconsumed smoking materials. Under no circumstances may any AE student dispose of smoking materials in any manner other than by placing them in an approved fireproof receptacle. To do so should mean the immediate suspension of his or her attendance privilege.
7. Eating and drinking during class time may be allowed at the teacher's discretion, so long as all litter is disposed of properly.
8. All students must abide by the rules and regulations of the class and its host facility at all times. Any student who fails to abide by the rules and regulations of the class or its host facility or who behaves in a disrespectful manner toward the host facility or its other clients should have their attendance privileges suspended immediately.