

**South Bend Community School Corporation
BENDIX BUILDING and HSEA-TASC™ POLICIES**

Please read carefully, initial each item and sign below:

Adult Education welcomes all of our adult students and examinees to the Bendix Building. The security, maintenance and success of this facility require that all of our students understand and follow the policies below. Your cooperation is appreciated. Violations will result in dismissal from the building and/or program.

Initial each line below:

_____ **TESTING:** According to SBCSC and Indiana HSEA-TASC™ regulations, candidates are not permitted to have food/drinks, purses, backpacks, books, notebooks, jackets, coats, hats, scarves, cell phones, pagers, digital cameras, handheld scanners, games or any other personal electronic device in their possession during testing. **Any disruption of the testing environment by a cell phone or other device may result in immediate termination from testing and confiscation of the offending device.** Any such items brought into the testing session will be stored in a drawer by the TASC Examiner – at the owner’s risk. A student phone is available at the reception area on this floor.

_____ **BUILDING GROUNDS & ACCESS:** All students and examinees must enter at the front of the building. The back door is secured for safety. The back door may be used for exit at any time. Please do not congregate around building doors or around cars in parking lot. No loud noise/stereos permitted on SBCSC property.

_____ **PARKING:** Use either of the two parking lots located in back on the south side of the building. Access to the second lot (next to the busses) is from Bendix Drive. Parking in the front lot is restricted to handicapped and delivery/drop off only. No parking in the drive or adjoining business lots.

_____ **NO SMOKING:** Smoking in the Bendix Building or outside on SBCSC grounds, parking lots or in cars is against SBCSC School Board policy. This policy applies to all students, testers and other visitors, regardless of age. A violation of this policy can result in termination from Adult Education services.

_____ **CONDUCT/APPEARANCE:** Students are expected to dress and conduct themselves in a manner appropriate to the SBCSC Adult Education Program. Hats/hoods/scarves are not to be worn in the building; disruptive behavior, offensive language and suggestive or too casual attire are not permitted. If you are extremely ill on your test date (coughing, wheezing, etc.) and it will disrupt or interfere with your ability or any other student’s ability to test, we have the right to reschedule you for a new test session.

_____ **ALCOHOL/DRUGS/WEAPONS** in any form are absolutely prohibited in this and all SBCSC facilities.

My initials above and signature below indicate that I have read, understood and agree to comply with all of the above policies. Any violations may result in my dismissal from testing.

Signature

Date

Release of Information/Permission to Publish

I give permission for the South Bend Community School Corporation Adult Education Program to publish my name as a High School Equivalency Diploma recipient after successfully completing the test.

I DO NOT give permission for the South Bend Community School Corporation Adult Education Program to publish my name as a High School Equivalency Diploma recipient after successfully completing the test.

Signature

Printed Name

Date