

## Rights & Responsibilities

### My Rights at VAL

- **Respect:** Be treated with respect by everyone.
- **Goals:** Have my goals understood and respected by others.
- **Know Services:** Know about all the services that Vermont Adult Learning provides.
- **Equal Services:** Receive services no matter my age, race, religion, disability, sexual orientation, gender identity, or ethnic background.
- **Student Handbook:** Have access to the [VAL Student Handbook](#)

### Working on My Education Goals

- **Make a plan:** Think about what I want to learn. Work with my advisor to create a personalized learning plan (PLP) to reach my goals.
- **Talk to Teachers:** Talk to my teacher or advisor if something gets in the way of working on my plan.
- **Check Progress:** Do assessments to see how I'm improving academically.
- **Get Feedback:** Receive regular and clear information about how I'm progressing with my plan.
- **Discuss Changes:** Meet with my teacher or advisor to discuss any changes to my goals or plans.
- **Confidential Records:** My records are kept private. I can see my records if I request them.
- **Review Student Handbook:** Review the [VAL Student Handbook](#) and communicate if I need help understanding it.

### Following My Plan

- **Meetings and Classes:** Meet with my teacher/s or advisor regularly.
- **Be on Time:** Come to class and meetings on time with the materials I need. Be ready to do my best.
- **Do Homework:** Do my homework regularly.
- **Keep Appointments:** Attend all appointments. Tell my teacher as soon as possible if I can't come. We will use the agreed way to communicate.
- **Know Schedule Changes:** Be told right away if my class time changes.
- **Stay Healthy:** Talk to my teacher before coming to class if I have a contagious illness.
- **Phone on Vibrate:** Set my phone to vibrate and not use it in class.
- **Online Class Etiquette:** Follow good online class behavior. Stay focused, and interact respectfully and professionally with my teacher and classmates.

### Use Technology Safely

- **Use Technology Right:** Only visit websites that are for school.
- **Log Out:** Make sure to log out of personal accounts before leaving the learning center.
- **Be Kind:** Only send respectful and professional messages to others.
- **Don't Download:** Avoid downloading any software.

### Take Care of the Space

- **Clean Up:** Always clean up after myself.
- **Take Care:** Be careful with VAL's equipment and materials.

### Keep the Space Safe

- **Be Kind and Safe:** Do not bully, intimidate, use mean words, or be violent.
- **Tell a VAL Staff Member:** Let a staff member know if you see any of these behaviors.
- **No Weapons:** Keep all weapons off campus.
- **No Smoking:** Smoking and vaping are not allowed at the learning center.
- **No Alcohol:** Using alcohol at the learning center is not allowed.
- **No Drugs:** Using drugs at the learning center that aren't prescribed by a doctor is not allowed.

**I understand and agree to these rights and responsibilities and acknowledge that I understand how to access my Student Handbook.**

Student signature \_\_\_\_\_ VAL Employee signature \_\_\_\_\_ Date \_\_\_\_\_