

Southeast
Arkansas College
Adult Education
Program



Student Handbook



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Southeast Arkansas

Adult Education Program

MISSION STATEMENT

To provide, in cooperation with other agencies, educational opportunities for adults that would enable them to complete in the 21st Century, including literacy and basic skills, career training, and self-improvement skills which enhance life-long learning.

Equal Opportunity Statement

The Southeast Arkansas Adult Education Department is committed to the policy that all persons shall have equal access to its programs, facilities, and services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation.

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Statement of Purpose

The Southeast Arkansas Adult Education Department serves Jefferson County by planning, promoting, and implementing educational activities commensurate with the needs of adults. These services include, but are not limited to, GED ® Preparation and Career Preparation.

Organizational Structure

The Southeast Arkansas Adult Education Department is a subsidiary of the Arkansas Department of Career Education. The Center is locally administered by the Southeast Arkansas's School of Education Division.

The adult education administrative offices are located at 1900 Hazel St. in Pine Bluff. Additional locations are located at Rison and Stuggart, AR. All services provided by the center are state and federally funded. Therefore, there are no costs for instructional services provided. However, there is a fee associated with the administration of the GED Ready™ Test and high school equivalency test. All programs provided for persons 18 years old and above, who are not court- ordered, are open-entry open exit programs.

Career Preparation Programs

The Southeast Arkansas Adult Education Department offers a variety of instructional programs to enhance an individual's employability skills. These programs include career counseling, resume preparation, and internet job searching through the Workforce Alliance for Growth in the Economy(WAGE) program.

SNAP E&T

Educational services are provided, at all locations, to satisfy the requirements of the Department of Human Services.

Testing Services

The Test of Adult Basic Education (TABE), designed to measure the proficiency levels in reading, mathematics, language and arts, is administered Monday -Thursday mornings and afternoon persons desiring to enroll in an adult education program. The assessment is a means to determine the current educational proficiency level of each student. In addition, on-site testing service is provided for local business and industry as needed.

Student Intake

Adults wanting to enroll in the Southeast Arkansas Adult Education program may register at 1900 Hazel Street, General Studies South Building. Registration times are 8:00 am and 1:00 pm, Monday thru Thursday. Students will complete an intake form and be assigned a date for assessment. A Social Security card and picture ID must be provided at registration.

ADULT EDUCATION CLASS OFFERINGS

Enrollment Procedures

Enrollment in the adult education program is an open-entry, open-exit. Persons 18 years of age and over may enroll any time at the administrative office located at 1900 Hazel Street, between the hours 8:00am and 1:00pm, Monday through Thursday. Registration involves completing an application for admission and an assignment of a test date. Sixteen and Seventeen-year-old may only enroll upon completion of all Adult Education requirements (please see policies for 16 & 17-year-old students).

Adult Basic Education (ABE) Adult Basic Education is designed for the adult learner who wishes to strengthen reading, writing, and math. The program offers basic instruction for adults in reading, math, and or language. Individuals are pre-tested to determine reading, math, and language entry levels.

GED/Adult Secondary Education (ASE) Adult Secondary Education or General Education

Development classes offer instruction to adults who are preparing to pass the GED ® Test or who desire to enhance essential skills. Five areas of instruction are provided: Language Arts Reading, Language Arts Writing, Social Studies, Science, and Mathematics. Individual instruction is based on the student's entry level and needs. Class enrollment/attendance is open-entry. Program completion is attained with passing the GED ® Test and receiving an Arkansas High School Diploma or by reaching an individual's goal.

Workforce Alliance for Growth in the Economy™ (WAGE)

The program combines basic academic skills, computer technology, and workplace curriculum to meet the needs of local employers. Six types of certificate programs are provided: Industrial, Clerical, Employability, Bank Teller, Customer Service I and Customer Service II. Successful completion of the program results in a state-issued certificate, enhanced employability skill, and improved opportunity for job seekers through the alliance of community partnerships.

English as a Second Language ESL classes are provided for adults whose native language is not English.

College and Career Readiness Classes provide preparatory support to adults who have a high school diploma but are not academically prepared to enroll into college courses. Instructions, counseling, mentoring and other support services are provided to enable these students to successfully enroll in college.

Goal Setting

Goal Setting is an integral part of the educational process. Establishing goals not only helps define the specific areas in which instruction and learning are to be focused but also provides a benchmark by which students and staff can assess their progress. Goals should be set with the aid of a counselor or teacher and should be attainable within a one year program.

Student Assessment

After the registration process students are assessed using the Test for Adult Basic Education (TABE). After 40 hours of classroom instruction and upon the recommendation of the instructor, a student will be reassessed to determine academic

Policies for 16 and 17 Year Old Students

Enrollment Procedures for 16/17 Year Old Students

Under Special circumstances persons 16 or 17 years of age may be enrolled in adult education programs in accordance with Arkansas Act 1659 of 2001 and Act 204 of 2003. The following requirements shall be satisfied before persons 16 or 17 years of age may be enrolled in an adult education program:

1. The student and the student's parents, guardians, or person in loco parentis meet with the high school counselor to discuss academic options open to the student;
2. The school district determines that the student is a proper candidate for enrollment in adult education, contingent upon approval by the appropriate adult education program;
3. The student must obtain approval from the school district they last attended for permission to be administered the TABE (Test for Adult Basic Education) ;
4. After approval form has been signed by parent/guardian and the school district the student shall be administered the TABE (Level A, 10 Complete Battery);
5. The student shall score a proficiency level on each section of Reading, Total Math and Language to qualify for enrollment;
6. The adult education program reviews the student's school records and TABE scores to see if he/she qualifies for enrollment in the Adult Education program.
7. If the student qualifies for enrollment into the adult education program, he/she must obtain a waiver of attendance from the school district in which they last attended and present it to the Adult Education Department;
8. The student, the student's parents, guardians, or persons in loco parentis, and the administrative head of the SEARK adult education program agree in writing during the orientation process that the student will attend the requisite number of hours per week, as outlined in the local adult education program student handbook;
9. After enrollment the SEARK Adult Education program shall report attendance of all 16 and 17 year old enrollees to the sending school district on at least a monthly basis;
10. The SEARK Adult Education program shall require for continued enrollment a minimum of 20 hours per week of class attendance and instruction. A minimum of 10 hours of attendance per week shall be required for any student who is employed for 30 hours or more each week;
11. If the student does not attend class as mandated in this policy or make reasonable progress toward the completion of the adult education curriculum, the student shall re-enroll in the public schools within five days from the date the student is released from the SEARK Adult Education program.

Exception

If a student fails to qualify for enrollment in adult education program by failing to score proficient in Reading, Math, and Language Arts he/she may retake the assessment in that area only at the next available test date. If he/she does not qualify the second time, he/she must wait six (6) months or until his/her eighteenth birthday to retake the assessment.

Orientation

Orientation is a special service provided by the Adult Education Department to inform students and parents/guardians of the special provisions and policies relating to 16 and 17 year old students. All 16 and 17 year old students and a parent/guardian shall attend an orientation session prior to the student attending classes.

Parental Involvement

Parents/guardians of 16 and 17 students are encouraged to be actively involved in the student's academic development. Information concerning academic progression, attendance, etc. may be obtained by a parent or legal guardian at any time during the student's academic process.

Attendance

In accordance with Arkansas Code Section 6-18-201, Compulsory attendance - Exceptions, all 16 and 17 year persons must be enrolled in public, private, parochial, home school, and Adult Education program until their 18th birthday or until they receive their diploma. Students enrolled in an adult education program are required to attend classes 20 hours per week. However, a minimum of (10) hour per week shall be required for any student who can provide documentation from an employer that they are employed for thirty (30) or more hours each week.

To meet the 20 hours per week attendance requirements, 16 and 17 year olds shall attend classes Monday through Thursday between the hours of 8:00 am and 5:00 pm. *All day on Monday*. Tuesday through Thursday classes will be held 8am-12pm.

If a student does not attend classes as mandated in this policy and does not make reasonable academic progress, the student shall be removed from the adult education program. A letter will be written to the public school that the student last attended, parent/guardian and court system stating that the student is no longer enrolled in the Adult Education Program.

It is the responsibility of the parent/guardian to notify school personnel at the adult education center if a student moves from the Southeast Arkansas Adult Education service area, re-enrolls in a public school or ceases attendance for any other reason.

Requirements for Obtaining an Arkansas' Driver's License

In order to obtain or keep an Arkansas driver's license, 16 and 17 year old students must maintain regular classroom attendance (20 hours per week) and demonstrate continuous academic progress. Those students who wish to obtain their license may obtain a Department of Finance and Administration Notification Form from the administrative office after: completing 60 hours of classroom instruction, reasonable academic progress has been documented by a TABE assessment, and the attendance requirement has been fulfilled. Students maintaining academic progress and attendance requirements are

requirements recommended by the Adult Education Department to keep their license. Those who fail to maintain the requirements of academic progress and attendance may receive a notice from the Adult Education Department that their license may be suspended.

Parent Notification of Suspension

School personnel will attempt to immediately contact a student's parent/guardian when the student has been suspended.

Student Arrival and Departure (1900 Hazel Street-General Studies South Building)

Students who leave campus during class time must receive permission from the administrative office. If students are to be picked up by a parent or guardian, they must remain in class until the parent or guardian has arrived at the office and signed them out. Students who leave without following this procedure will not be allowed to return to school until a conference is held with a parent/guardian.

Policies for All Students

Discipline Policy

All students are expected to adhere to the regulations and policies of the Southeast Arkansas Adult Education Department. Students failing to comply with any rule or policy are subject to corrective action. A range of options are available for corrective action and shall be determined by the seriousness of the offense. Options include, but are not limited to, warnings, conferences, parent/student conferences (for 16 and 17 year old students only), probationary periods, suspensions, and expulsions. The administrator, teachers or other schools may prevent, control, and correct students misbehavior.

Parents, legal guardians, or institutional representatives of 16 and 17 year old students are notified concerning suspensions or expulsions and when a conference is required. Students are given due process and fair and equitable treatment.

Bullying Policy

Southeast Arkansas Adult Education have zero tolerates for bullying and bullying shall not be permitted at any time. Acts of persecution, intimidation, threat, harassment or any other behavior that is oppressive in nature will result in immediate disciplinary action.

Grievance Policy

All students are encouraged to report alleged conduct incidences so that timely and constructive action can be taken to ensure a safe environment for everyone. Incidents or perceived incidents including gender-based, and sexual misconduct, harassment and discrimination is encouraged regardless of the offenders' identity or position. Any student involved is expected to inform any employee that assumes the supervisory role at the SEARK Adult Education.

Confidentiality Policy

Student sharing information should not be revealed to any other entity without the express written consent of the individual unless required by law. If a student reports an incident, SEARK College will take all reasonable steps to investigate and respond to the complaint while keeping the confidentiality of the student and all parties involved, but it may limit the response by the College. If the student decided not to pursue the allegations, the College will determine if the alleged incident impairs the ability of the College to provide a safe environment for students and employees

Rules of Mature Conduct

All students shall conduct themselves in a manner that is conducive to the best interest of the academic process.

Rules of Conduct and Regulations

The following actions are considered detrimental to the academic process and are prohibited. Appropriate corrective action shall be administered for any infractions.

1. Disruptive behavior of any kind
2. Damage, destruction, or theft of public or private property
3. Littering
4. Possession of alcohol or non-prescription drugs - attending class under the influence of alcohol or drugs
5. Possession, sale, offering for sale, of any controlled substance as defined by law
6. Possession of weapons of any kind
7. Intimidating behavior toward any faculty member or student
8. Inappropriate use of cell phones
9. The use of office phones unless special permission is given. Students receiving emergency calls
will be notified immediately. A message will be taken for all other calls

Police Involvement

The Southeast Arkansas Adult Education Department is an integral part of the community and maintains a continuous commitment to public safety. School officials are required to notify law enforcement officers under certain circumstances. Therefore, law enforcement officers may come into contact with students. Students may be reported to, interviewed by, or taken into custody by law enforcement personnel. When such situations arise for 16 and 17 year olds, school personnel shall make a reasonable effort to notify parents. However, the schools cannot guarantee that parents will be contacted, for minors.

Dress Code

Students shall be neat, clean, and appropriately dressed in a fashion so that personal appearance and attire shall not initiate disruptive behaviors.

Dress shall be in good taste and in keeping with socially acceptable standards. Pants and slacks shall be worn at the waist. Skirt length shall approximate that of typical school uniforms. Shirts and blouses shall be buttoned or zipped appropriately.

Gang related symbols are prohibited from view on a student's body, attire or any item a student may have in his/ her possession. There shall be no graffiti references to gang membership nor there any written or verbal implications relative to gang affiliation.

Southeast Arkansas Adult Education Department

Student's Rights and Responsibilities

The Adult Education Department is a part of the Southeast Arkansas. Therefore, Adult Education students are governed by the same Student Rights and Responsibilities as stated in the official Southeast Arkansas Adult Education Student Handbook.

Adult Education Student's Rights:

1. You have the right to an education that will enable you to accomplish your goals (c.g., improved basic skills in reading, math, language arts.
2. You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.

Adult Education Student's Responsibilities:

1. You share the responsibility with the teachers for your own learning. You should spend time studying on your own when you are not being taught directly by the teacher. There are excellent computer programs, video tapes, and books at the Adult Education Department for you to use. The teachers will show you how to use them.
2. You are responsible for helping others to learn by being respectful. During class you should ask questions if you don't understand, participate in the activities, and help others to understand. You should not have casual conversations during class. Your talking may disturb others who are trying to hear what the teacher is saying, and you will not be listening to the lesson.
3. You are responsible to taking care of the equipment, the materials, and yourself in the classroom. Please do not eat or drink at the computer. If you have a problem with a computer, tell a teacher. If you spill something or make a mess, clean it up. Please do not write on the dictionaries or other materials.
4. You should maintain proper hygiene when attending class. Do not attend class when you are sick. You could have a communicable disease that may spread to students and teachers.
5. Students attending Adult Education should leave campus when studies are completed for the day. Loitering is not allowed on the premises. Suspension of students from campus or a site will occur if this rule is not followed.
6. If you are dismissed from the program for any reason you will not be allowed to enroll at any other Southeast Arkansas Adult Education site. You will be dismissed from the program- not just from that particular site.
7. If you damage, destroy, lose, sell, or otherwise dispose of any college property entrusted to you, you will be subjected to prosecution under State laws and disciplinary action by the college.
8. Engaging in such acts as stealing, disrupting class or disturbing normal college operations, gambling, profanity, verbal or physical abuse, and possession of firearms or

other dangerous weapons will make you liable to disciplinary action, probation, or expulsion.

9. Plagiarizing, cheating, and violation of copyright laws are serious offenses. Proper credit must be given to the original writer or creator of copyrighted materials.
10. There is to be NO USE OF TOBACCO IN ANY FORM indoors or out- of- doors on Southeast Arkansas Adult Education Program property. Offenders will be subject to dismissal from the class and campus.
11. Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on university premises. Involvement in the unlawful possession, use, or distribution of drugs and /or alcohol will result in immediate suspension. Southeast Arkansas Adult Education Program administration and instructional staff will cooperate to the best of its ability with law enforce officials in the apprehension of students engaged in these activities. You will be subject to all national, state, and local laws and ordinances. Southeast Arkansas Adult Education staff will assist authorities in enforcing all applicable legal sanctions for unlawful possession, use, or distribution of drugs and alcohol.

Students Arrival and Departure (1900 Hazel Street-General Studies South Building)

Student shall park in front of the General Studies South Building.

Students shall not loiter in the hallways, secretarial, or administrative offices.

GED Curriculum

The Southeast Arkansas Adult Education Department offers an academic curriculum consistent with the subject matter content on the GED® Test. This includes: Reasoning through Language Arts, Social Studies, Science, and Mathematical Reasoning. Individual instruction is based on the student's entry level and needs. Class enrollment/attendance is open-entry, open exit. Program completion is attained by successfully passing the GED ® Test and receiving an Arkansas High School Diploma or by reaching an individual's goal.

Workforce Alliance for Growth in the Economy™ (WAGE)

The program combines basic academic skills, computer technology, and workplace curriculum to meet the needs of local employers. Six types of certificate programs are provided: Industrial, Clerical, Employability, Bank Teller, Customer Service I and Customer Service II. Successful completion of the program results in a state-issued certificate, enhanced employability skill, and improved opportunity for job seekers through the alliance of community partnerships.

GED Ready™ Test (Official Practice Test)

The GED Ready™ Test MUST be taken and passed in an approved Department of Career Education Adult Education Program or approved High School Equivalency Testing Center before taking the official high school equivalency test.

After taking and passing the GED Ready™ Test at an Arkansas Department of Career Education approved adult education site or approved GED testing Center, the individual will register to take the official High School Equivalency Test through the GED.com web site.

All registered candidates will go into an “exception queue” through the GED.com web site. The Arkansas GED® Office will release the candidate for testing after receiving notification from the adult education center that the candidate has passed the GED Ready™ test. The email should be sent to GED@arkansas.gov and must include the candidate’s name, social security number, adult education center name, and a statement that the candidate has passed the official GED Ready® test.

GED® Test

In 2014, GED® Testing Service unveiled a new assessment that ensures the GED® Testing program is no longer an endpoint for adults but rather a springboard for further education, training, and better paying jobs. Four content-area assessments – Reasoning through Language Arts (RLA), Mathematical Reasoning, Science, and Social Studies-will measure a foundational core of knowledge and skills, and an additional performance level will certify that adults are ready for college and careers.

Any person who has not graduated from an accredited high school nor received a high school equivalency diploma can prepare for and take the GED® Test. Applicant must be at least sixteen years of age and not enrolled in a secondary school. Student must present proof of positive identification and be a legal resident of Arkansas.

OR

A person that has previously earned scores sufficient to qualify for a high school equivalency certificate/diploma, but need to have a higher score to qualify for advanced education, scholarship, or employment.

Commonly Asked Questions about the GED® Test

Where is the GED® Test given?

The GED Ready™ Test MUST be taken and passed in an approved Department of Career Education adult education program or approved GED® Test Center before taking the official high school equivalency test.

How do I register for the GED ® Test?

After taking and passing the GED Ready™ Test a Department of Career Education approved adult education or approved GED® Testing Center, the individual will register to take the official GED® Test through the GED.com web site.

All registered candidates will go into an “exception queue” through the GED.com web site. The Arkansas GED® Office will release the candidate for testing after receiving notification from the adult education center that the candidate has passed the GED Ready™ test. The email should be sent to GED@arkansas.gov and must include the candidate’s name, social security number, adult education center name, and a statement that the candidate has passed the official GED Ready™ test.

What is the cost associated with the GED Ready™ Test and GED ®Test?

Refer to the GED website.

How long will it take for me to prepare for the High School Equivalency Test?

The amount of time needed is based on many factors including the level of reading and math the student possessed at the time of entry into the program, the attitude, and the maturity level of the student. Each person is unique; the time required is dependent upon past achievement and motivation.

What if I took the old version of the GED® Test?

Anyone who took the Official GED® Test before January, 2014, must start again with the new 2014 Series GED® Test. Scores from the old series test can’t be combined with the new series of tests and are null and void.

Are there accommodations for learning disabilities?

Accommodations are provided for adults with physical, emotional or learning disabilities that may interfere with their ability to take the test under standard testing conditions. Individuals with disabilities must be able to provide adequate documentation and must request accommodations through the GED® Center. All accommodations must be approved by the state chief examiner.

Retest Policy

What happens if I fail the GED ®Test?

Test takers scoring at least 149 points on each area of the first Official GED® test may retest at the next scheduled test date without retaking the Official GED Ready Test.

If the score is 130-148 on any area of the test or the test-taker has been retested one or more times, the test taker must wait three months OR complete 30 hours of instruction through an approved Adult

Education Program AND pass the Official GED Ready™ Test with a score of 155 in each area to be retested.

If the score is 129 or below on any area of the test the test-taker must wait six months OR complete 60 hours of instruction through an approved Adult Education program AND pass each part of the Official GED™ Ready Test with a score of 155 in each area to be retested.

The Arkansas High School Diploma

Those who pass the GED® Test will receive the Arkansas High School Diploma. Diplomas are mailed to the student approximately 21 business days after testing.

Graduation Exercises

After passing the GED® Test and receiving the Arkansas High School Diploma, the graduate is encouraged to attend Southeast Arkansas Adult Education Department Graduation Exercises. Graduates will be contacted individually and provided graduation information. At the ceremony, each graduate will receive an additional Certificate from the Southeast Arkansas Education Department.

Transcripts

Graduates needing official copies of their GED® Test scores must obtain them from the State GED® Testing Center™ in Little Rock, Arkansas. Request forms may be obtained from the Southeast Arkansas Adult Education Testing Department located at 1900 Hazel Street in Pine Bluff, Arkansas.