



Adult Education: Never Stop Learning



Student Handbook 2019-20

Class Locations: Helena-West Helena, Marvell & Marianna, AR

TO THE STUDENT

WELCOME to Phillips Community College of the University of Arkansas' Adult Education program. The purpose of our program is to provide academic preparation to improve your quality of life by assisting you in acquiring the skills necessary for employment and self-sufficiency, promoting life long learning, and/or assisting you in completing the General Educational Development (GED) Test. The PCCUA Adult Education Program mission is to foster and promote positive educational experiences for adults in a safe and secure environment. We believe that anyone can learn and become successful.

This program provides adults 18 years of age and older the opportunity to study for the GED exam, to review reading, language, and writing skills, to develop self-confidence, and to attain basic skills for becoming an effective worker and member of the community. This Adult Education program also provides a "Special Provision Admissions" for 16-17-year-old students who have been out of school for one full calendar year; home schooled or has been referred to the Adult Education program from the public, private, or parochial school district or the Department of Human Services. See Appendix A for the "Special Provision Admissions".

Your enrollment and continued presence in the adult education program proves that you are the kind of person who has goals and aspirations in life. With hard work and determination, these goals are possible, and we are here to assist you in obtaining them. Whatever you hope to accomplish, allow the adult education program to provide you with the tools necessary to reach your goals. Take advantage of the benefits that Adult Education has to offer which can result in you continuing your education, getting a better job, feeling better about yourself, increasing your income and/or investing in your future.

Carol K. Birth
Adult Education Director

FACULTY & STAFF

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Helena Campus

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CLASS LOCATION AND TIMES

<u>Site</u>	<u>Location</u>	<u>Day</u>	<u>Time</u>
PCCUA—Helena	Helena, AR	MTWTh MTW	8 am -1 pm 5 pm -8 pm
PCCUA—Marianna	Marianna, AR	MTW	9 am -12 pm
PCCUA—Marvell	Marvell, AR	MTTh	5 pm -7:30 pm

Adult Education Fall 2019 Calendar

August 12 (M)	Reporting day for Faculty (8:30 am)
August 12 (M)	Registration begins (8:00am – 4:30 pm). On-going
August 12 (M)	Orientation
August 15 (TH)	Day classes begin
August 19 (M)	Evening classes begin
September 2 (M)	Labor Day holiday (<i>No classes, Offices closed</i>)
November 8-9 (TH-F)	Faculty/Staff In-Service (No classes) AACAE Conference
November 27 (W)	Thanksgiving Holiday (<i>No classes, <u>Offices open</u></i>) Faculty & students do not report
November 28-29 (TH-F)	Thanksgiving Holiday (<i>No classes, Offices closed</i>)
December 2 (M)	Offices open /Classes resume (8:30 am)
December 12 (TH)	Last day for Adult Education Classes
December 20 (F)	Last day for full-time staff Offices closed from 4:30 pm until 8:00 am on January 6, 2020

Spring 2020 Calendar

January 6 (M)	Offices open
January 20 (M)	Martin Luther King Holiday (No classes/Offices Closed)
January 15 (M)	Reporting day for Faculty (8:00 am)
January 13-14 (T-W)	Registration (8 am – 4:30 pm) On-going
January 15 (W)	Day & Evening classes begin
February 21 (F)	Faculty/Staff In-Service (No day classes but extended day/evening classes meet)
March 13 (F)	Mid-term advisory grades due (4:00 pm)
March 23-27 (M-F)	Spring break (No classes)
March 30 (M)	Offices open /classes resume 8:00am)
May 7 (TH)	Last day for Adult Education classes (<i>Lab and tutors available until May 15</i>)
May 13 (M)	Final Grades due (12:00 noon) Final Day for Full-time Faculty
May 7 (TH)	Adult Education Graduation

Summer 2020 Calendar

May 25 (M)	Memorial Day Holiday (no classes)
June 1 (M)	First day of summer school classes
June 25 (TH)	Last day of Adult Education Classes

WHAT YOU NEED TO KNOW

Parking Decals

All students need decals for parking on campus. The first decal is free. All others will cost \$10. You may make arrangements to obtain a decal from the Adult Education Secretary.

Identification

Please bring your drivers license for identification. We must have proof of your date of birth and your social security number. If you do not have a driver's license, you will need to bring your Arkansas state ID card.

Attendance Policy

Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements. Please call your Instructor if you are unable to attend your class. If he/she is out of his/her office, you may leave a voice message.

STUDENT RETENTION

Students are expected to attend all classes regularly and punctually. *Good attendance is important in all of our programs.* We can't emphasize enough how important it is for you to attend your scheduled classes. As in everything else, the more you put into your involvement here, the more you'll get out of it.

Please call your instructor or the Adult Education office if you are going to be late or absent from class. We will be looking for you, and we will miss you when you are absent.

The instructor will contact the student by telephone after three (3) consecutive days of absence. A letter will be sent after five (5) days of absence. It is our hope that a telephone call or letter will show our genuine concern, and we hope that any student that is excessively absent will return to class to continue gaining positive educational experiences which will aid in accomplishing short and long range goals.

STUDENT INTAKE AND ORIENTATION PROCEDURES

When a student enrolls in the Adult Education Program, he/she is asked to complete a Student Enrollment Package. This package includes: Adult Education Enrollment Forms.

A student is then given the TABE (Test for Adult Basic Education) Locator. After the Locator is scored the student is given a Reading, Math and Language Test on the appropriate level on the TABE Survey Test. This test is scored and the scores are then recorded on the student's Enrollment Form.

(See Appendix B for instructions concerning enrollment of 16-17 year old students.)

Student will meet with the Program Director or Intake Paraprofessional for goal setting and be assigned the appropriate ability level classes in accordance with the following chart:

ABE Literacy	Level E	0.0 - 4.9
	Level M	0.0 - 3.9
ABE (Adult Basic Education)	Level E	5.0 - 6.9
<i>TABE 11/12: 534 and below</i>	Level M	4.0 - 9.9
	Level D	0.0 - 6.4
GAE (General Adult Education)	Level D	6.5 – 12.9
<i>TABE 11/12: 535 and above</i>	All Level A	

Students will then be enrolled in appropriate classes and receive a class schedule.

Students will be given a copy of the Adult Education Program's Handbook and Testing Procedures and Conduct Requirement Rules will be discussed. The student will be given a form to sign stating he/she has read and understands the Conduct Requirement Rules (Appendix A).

After **40 hours** of instruction in subject areas (not including computer basic and job skills) the student will be given the "TABE Survey Test" for a Post Test Score. If a student improves to the next ability level he/she will be moved to the next level. Example: student pre-test score is 6.0 Level D then post-test score is 7.7 Level D: the student will be moved to a GAE level class.

Step by Step Process for Taking the GED Test in Arkansas

Student must take GED Ready test at an approved Adult Education or GED Testing Center before they can be administered the official GED test. Passing score is 145 on each part.

- Student goes into Adult Education Center and is administered TABE 11/12.
- If student scores at least 9.0 in Reading, they may take the Reasoning Through Language Arts and Social Studies GED Ready tests. If student scores at least 9.0 in Math, they may take the Science and Math GED Ready tests. If student earns these scores, they may use a voucher that was issued to the center by Arkansas Adult Learning Resource Center AALRC). (Please keep accurate records of the TABE scores and their relationship to GED scores as we may need to tweak the 9.0 to a higher or lower score.) Contact AALRC for additional GED Ready test vouchers – **(501)907-2490**.
- Results of GED Ready test in student's **GED.com** account can be used as a prescription for studying for the official GED test as the results are synced to various publishing companies' material.
- If a person does not wish to use a voucher for a free GED Ready test, they may go to the **GED.com** web site and register for the GED Ready test. However, they must pay the GED Testing Service charge of \$6 per area (total \$24) for the GED Ready test. **Candidate will still be required to take the GED Ready test in an approved Adult Education or GED Testing Center before they can be administered the official GED test.**
- Student may take one part of the GED Ready test at a time and then take that part of the test.
- Student signs up for GED Ready test by registering through **GED.com**.
- On **GED.com**, they will be asked for their email address and password that they have created on **GED.com**.
- If student does not pass the GED Ready test, they should enroll in adult education classes or study at home.
- If student passes the GED Ready test, the adult education center should email **GED@arkansas.gov** that the student has passed the GED Ready test and is ready to register for the official GED test.

- The state GED Testing Office will then release the student from the exception queue. All registered candidates will go into an “exception queue” through the [GED.com](https://www.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 to GED@arkansas.gov should include the candidate’s name, date of birth, adult education center name, and a statement that the candidate has passed the official GED Ready test and what parts they have passed.
- The GED Testing Office will notify the sender of the email that the candidate has been released from the exception queue.
- Student will schedule for the official GED test through [GED.com](https://www.ged.com) using their email address and password.
- The official GED test will cost the candidates \$4 per part or \$16 for the four parts. The fee must be paid with a debit card or a credit card. The Arkansas Department of Career Education is covering the remainder of the testing fee.
- Candidate can see their test results through [GED.com](https://www.ged.com) using their email address and password.
- Adult Education center can also see candidate’s results through [GED.com](https://www.ged.com) if they have candidates email and password.

What is the GED test?

The 2014 GED test is a four-subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are Science, Social Studies, Mathematical Reasoning, and Reasoning through Language Arts. After you pass the GED test, your diploma or credential will be issued by your state but you'll receive a GED transcript to apply to college, start training, or get a better job.

The test is part of the 2014 GED program, the only high school equivalency program built to help adults qualify for college, training, or a good job with good wages.

At GED Testing Services, we believe that everyone deserves a fighting chance at a good job with good wages. That's why the 2014 GED program includes start-to-finish support and a test based on what's needed to succeed in college and jobs.

Test Facts:

- The first GED test was created in 1942 and is updated every 10-15 years
- The 2014 GED test takes a little more than seven hours to complete
- The 2014 GED test is administered year-round at more than 1,500 testing centers worldwide
- People with a high school credential earn \$568,000 more in a lifetime than people without a high school credential

THE 2014 GED® TEST SPECIFICATIONS

The 2014 GED® Test consists of four content areas:

Reasoning Through Language Arts (RLA) (150 minutes)

Section 1 (27 minutes*)

Section 2 (45 minutes)

Student Break (10 minutes)

Section 3 (60 minutes*)

* The time allotted for sections 1 and 3 may vary slightly, but the total test time will always be 150 minutes.

Mathematical Reasoning (115 minutes)

Part 1 (first 5 test questions) calculator not allowed

Part 2 - (remaining 41 test questions) calculator allowed

As of Friday, February 21, 2014, the standard time allowance on the GED® test - Mathematical Reasoning was increased by 25 minutes. The time allowance for GED Ready® - Mathematical Reasoning was also increased by 13 minutes.

Science (90 minutes)

Social Studies (70 minutes)

Tests are administered in English and Spanish

In most states, you can test three times on the same subject without waiting. After the third attempt, you have to wait 60 days before trying again. Check your state's policy page to see if they have a different retake policy.

Tests consist of 7 different item types:

Extended response

Drag-and-drop

Drop-down

Fill-in-the-blank

Hot spot

Multiple choice

Short answer

Tests are delivered on computer (not online). Paper testing only available as an accommodation

THE 2014 GED® TEST ACCOMODATIONS

WHAT ARE ACCOMMODATIONS?

The purpose of accommodations is to provide candidates with full access to the GED® test. However, accommodations are not a guarantee of improved performance or test completion. GED Testing Service provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. GED® test accommodations may include things such as:

- A separate testing room
- Extra testing time
- Extra breaks

Test accommodations are individualized and considered on a case-by-case basis.

Consequently, no single type of accommodation (e.g. extra time) would necessarily be appropriate for all individuals with disabilities. Simply demonstrating that an individual meets diagnostic criteria for a particular disorder does not mean that the person is automatically entitled to accommodations.

WHAT ACCOMMODATIONS ARE RIGHT FOR ME?

Specific accommodations should be related to the functional limitations. For example, a functional limitation might be the limited use of one's hands for typing. The appropriate accommodation might be to provide a scribe and/or increase the testing time allowed due to the limitation. It is essential that the documentation of the disability provide a clear explanation of the current functional limitation and a rationale for the requested accommodation. You should work with your doctor or other professionals who know you to determine which accommodations are appropriate for you. All GED® candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the GED® test under standard conditions.

HOW DO I REQUEST ACCOMMODATIONS?

Each request for accommodations is considered on a case-by-case basis. You'll be asked to fill out a Request for Testing Accommodations form based on disability type. In order to apply for accommodations on the computer based GED® test, you must first create a registration account and then proceed with submitting your request for official review.

Before you Request any testing accommodations, you must complete the following steps:

- Create a MyGED™ account by signing up on www.GED.com or log-in to your MyGED™ account if you have an active account.
- Answer yes on the GED Testing Service Registration form on the last question asking, “Do you need to request accommodated testing conditions for a documented disability?”
- Once the registration form is submitted, you will receive an email indicating where you will submit your accommodations request form and supporting documentation.

Preparing the Request Form and supporting Documentation for Review:

- Read the Documentation Guidelines for Candidates (PDF). Make sure your supporting documentation meets our guidelines. You may want to review your documentation with an advocate, teacher or other professional.
- Print a copy of the Accommodations Request Form for your disability and complete section one. You may also be able to obtain the request form from an adult education program offering GED® preparation courses.
- Give your evaluator (i.e. doctor, psychologist) a copy of the Documentation Guidelines for Evaluators for your disability. Your evaluator should make sure that the documentation they provide you meets our guidelines. In most cases, your evaluator will be a psychologist or doctor who administered a series of psychological, educational or medical tests with you, and provided you with a copy of a diagnostic report or a detailed letter that you will submit with your request form.
- When you have completed the Accommodations Request Form, submit your completed request form along with the supporting documentation via fax directly to GED Testing Service, as directed on the bottom of the accommodations form. If you plan to test in Nova Scotia, Newfoundland and Labrador, Northwest Territories, or Yukon Territory, please send to the corresponding address listed here.
- The accommodations request decision will be communicated to you from GED Testing Service to your email account provided during the registration process. In most cases, you will hear a decision within 30 days.

If you are not satisfied with the accommodations decision, you may appeal this decision by completing an Appeal Form (PDF) and providing us with additional documentation to review.

HOW DO I SCHEDULE AN ACCOMMODATED EXAM?

If you are approved for accommodations, your decision letter will include a number for scheduling your GED® accommodated exam. Accommodated exams must be scheduled by calling in to Pearson VUE Accommodations and Exceptions Scheduling. You cannot schedule a GED® accommodated exam online nor can accommodations be applied to an exam already scheduled.

Phillips Community College Adult Education Program

Special Provision (16-17 year old) Students

Enrollment Policy

Adult Education programs may reserve the right to serve only adults 18 years or older or limit the number of students below the age of 18. Persons sixteen (16) or seventeen (17) years of age may or may not be enrolled in adult education programs accordance with Act 1659 of 2001 and Act 604 of 2003.

Requirements and provisions for serving 16-17 year olds in Arkansas Adult Education programs were previously enacted and clarified in Act 1659 of 2001. These provisions have been further amended by Act 604 of 2003. Act 604 of 2003 contains only amended wording for Act 1659 of 2001 based on changes in standards for the GED Test. It is important to remember that together the two acts provide complete requirements for serving 16-17 year olds in adult education programs in Arkansas.

According to Act 1659 of 2001 and Act 604 of 2003 the processes outlined below should be used for each of the following groups:

Public School Students

- (1) Student makes formal application to the school district for a “Waiver for 16-17 year old Students” to enroll in the adult education program.
- (2) Student is administered the “Tests of Adult Basic Education” (TABE) by a public school official designated by the school.
- (3) Student must score a minimum **535 on a TABE Level A or D Complete Battery.**
- (4) Student and parents/guardians meet with school counselor to discuss academic options for the student.
- (5) 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.
- (6) The adult education program reviews the student’s school and testing records and agrees to admit student into the program.
- (7) If a student was not enrolled in school the previous year, the minimum test scores are not required.
- (8) If accepted by the adult education program, student must attend adult education classes a minimum of **20 hours a week** or **10 hours a week for student who works 30 hours or more each week.** Student must present documented evidence of employment if attending 10 hours per week.
- (9) Student and student’s parents/guardians must agree in writing that the student will attend the required number of hours and maintain appropriate conduct.
- (10) If student does not attend class or make satisfactory progress toward completion of adult education curriculum, student must re-enroll in public school within 5 days from date of release from adult education program.
- (11) The adult education program must report attendance of all 16-17 year old enrollees to the sending school district on a monthly basis.
- (12) All students must take and pass the Official GED practice test before taking Official GED tests.

Private, Parochial, or Home School Students to Enroll in Adult Education

- (1) If private or parochial school student wishes to enroll in adult education program, a letter verifying enrollment status from the principal or administrator of the private or parochial school is required.
- (2) Private or parochial school student must score **535 on a TABE Level A or D Complete Battery**.
- (3) If a home school student wishes to enroll in an adult education program, a notarized copy of the "Notice of Intent to Home School" must be presented to the Adult Education program. Student must score **535 on a TABE Level A or D Complete Battery**.
- (4) The student and parents/guardian shall meet with adult education counselor to discuss academic options.
- (5) The adult education program reviews the student's school and testing records prior to allowing admission to the adult education program.
- (6) Student must attend adult education classes a minimum of **20 hours a week or 10 hours a week for student who works 30 hours or more hours each week**. Student must present documented evidence of employment if attending 10 hours per week.
- (7) If student does not attend class or make reasonable progress toward completion of adult education curriculum, student shall re-enroll in either public, private, parochial or home school within 5 days from date student is released from adult education program.
- (8) Student and student's parents/guardians must agree in writing that student will attend the required number of hours and maintain appropriate conduct.
- (9) If a home school student is accepted into an adult education program, the student's parent/guardian shall send written notification to the local public school superintendent of their intent to participate in an adult education program.
- (10) All students must take and pass Official GED practice test before taking Official GED test.

Private, Parochial, or Home School Students Who Desire to Take GED Tests

- (1) Student is not required to obtain permission or approval from any official in a public school district.
- (2) Private or parochial school student must provide a letter from the principal or administrator of private or parochial school verifying enrollment status.
- (3) Home school student must provide a notarized copy of the "Notice of Intent to Home School" form.
- (4) Private, parochial, or home school student must achieve at least minimum Official GED practice test scores to be allowed to take Official GED Test.

NOTE: The GED Tests cannot be administered to a person currently enrolled in a public high school.

ATTENDANCE POLICY FOR 16-17 STUDENTS

Copies of the local adult education attendance and conduct policies based on the State Adult Education Department's student attendance policy for students who are sixteen (16) or seventeen (17) years of age enrolled in adult education program shall be provided to the students and the students' parents or guardians at the beginning of the school year or upon enrollment, whichever event first occurs.

Students who are 16 or 17 years of age who attend an adult education program **MUST** enroll and attend on a continued basis of a minimum of 20 hours of class attendance and instruction per week until they complete the program by passing the GED Test or reaching their 18th birthday.

The student's parents or guardians shall be notified the first week the student attends **LESS** than 20 hours per week for unexcused reasons. Notice shall be by telephone contact with the student's parents or guardians or by regular mail with a return address on the envelope.

Whenever a student attends less than 20 hours a week the second week (not necessarily two consecutive weeks) for unexcused reasons, the adult education program shall notify the sending school district and the student's parents or guardians that the student has been re-leased from the adult education program and that the student is being referred back to the sending school district. **The student must re-enroll in the sending school district within 5 days from the date of the release from the adult education program.**

****Subject: Civics Test Requirement**

POLICY: According to Arkansas Act 478 of 2017, beginning in the 2018-2019 year, in order to receive a high school equivalency diploma, students **below the age of 19** must take a test that is identical to the civics portion of the naturalization test used by United States Citizenship and Immigration Services; and correctly answer at least sixty (60) of the one hundred (100) test questions. The test may be taken prior to or after entrance into a local Adult Education program.

INFORMATION/RATIONALE: In order to comply with Arkansas Act 478 of 2017, Adult Education programs must ensure that students pass the civics test.

STUDENT CONDUCT

An objective of Phillips Community College is to provide an opportunity for education to all of its students. In order to achieve this objective, it is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with the regulations.

1. Unauthorized selling or peddling on college property is prohibited. Vendors or salespersons who offer their wares for sale on college controlled property must obtain approval from the Vice Chancellor for Student Services' Office in the Administration Building.
2. Unauthorized distribution of handbills and the use of amplifying equipment is prohibited. Approval must be obtained from the Vice Chancellor for Student Services' Office. Unauthorized distribution of literature on campus is prohibited. Literature and materials must not contain writings which are libelous, obscene, or in violation of federal, state, local laws.
3. A student may not misuse and/or make misrepresentation of college documents and/or records.
4. A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.
5. A student may not cause the destruction, damage, or theft of personal or college property.
6. A student may not possess, use, or distribute substances expressly prohibited in law.
7. A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.
8. A student may not possess weapons on college controlled property or at college sponsored or supervised functions.
9. A student may not display disorderly conduct, including violent, noisy, or drunken behavior. The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.
10. A student may not participate in any demonstration, assemble, or speech that is manifestly unreasonable in terms of time, place or manner, that recites a riot or destruction of property, or that violates the law or college regulations.
11. A student may not violate college regulations regarding the operation and parking of vehicles. Regulations may be obtained in the Office of Admissions.
12. A student may not display lewd or lascivious behavior, indecent exposure, illicit sexual relations or perversion.
13. A student may not fail to comply with directions of college officials acting in the performance of their duty.
14. Smoking is not permitted in any buildings, including bathroom.

We, the undersigned, have read and understand the Attendance Policy and Student Conduct Code of the Phillips Community College Adult Education Program. We understand the policies and agree that the student will maintain regular attendance and appropriate conduct in order to remain in the Adult Education Program.

Student

Date

Parent/Guardian

Date

Adult Education Coordinator/Counselor

Date

Revised: 6-04-2018

ADULT EDUCATION STUDENT EXPECTATIONS

Attendance

All students are to report to class on time. Students not in their seats ready to work at the scheduled time are considered late. Each class period late, regardless of whether it is at the beginning of the scheduled class period or upon return from break, is a separate unauthorized lateness.

There shall be a fifteen (15) minute grace period at the beginning of the school day. Lateness beyond the fifteen minute grace period shall result in the student's not being able to enter the classroom. The student should check-in at the computer lab for the remainder of that class period. There will be a ten-minute break between classes. Students are expected to be in their seats ready to work at the beginning of each class period.

If excessive lateness persists, (more than 3 times) the instructor will document action and refer student to AE counselor. If a student is found to have cut class, the student will be dismissed from campus the remainder of that day. If cutting class continues, the student will be referred to the counselor and Vice Chancellor of Student Services.

Clothing Etiquette

Students must come to school in appropriate attire:

- Pants, shirts, and blouses must not be revealing/see-through
- Exposed undergarments or midriiffs (belly shirts) are not acceptable
- Tank tops and tube tops must be worn with a shirt
- Shorts and skirts must come down to the length of the students extended fingertips unless leggings are worn
- Do-rags, handkerchiefs, bandanas, hoodies, gang paraphernalia, hats, and clothing that display profanity are not permitted.
- Sagging pants are not permitted (It is against the law.)

Electronic Devices

Students are not to use cell phones, iPods, game boys, PSPS, headphones, etc. in any class. These devices should be turned off and put away or left at home. If a student interrupts a class through the use of one of these devices, he/she will receive a warning. If interruptions continue, the student will be referred to the Adult Education counselor and Vice-Chancellor for student services which could result in probation or suspension.

STUDENT CONDUCT

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1. Unauthorized selling or peddling on college property is prohibited. Vendors or Salespersons who offer their wares for sale on college controlled property must obtain approval from the Vice Chancellor for Student Services' Office in the Administration Building.
2. Unauthorized distribution of handbills and the use of amplifying equipment are prohibited. Approval must be obtained from the Vice Chancellor for Student Affairs. Unauthorized distribution of literature on campus is prohibited.
3. A student may not misuse and/or make misrepresentation of college documents and/or records.
4. A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.
5. A student may not cause the destruction, damage, or theft of personal or college property.
6. A student may not possess, use, or distribute substances expressly prohibited in law.
7. A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.
8. A student may not possess weapons on college controlled property or at college sponsored or supervised functions.
9. A student may not display disorderly conduct, including violent, noisy, or drunken behavior. The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.
10. A student may not participate in any demonstration, assemble, or speech that is manifestly unreasonable in terms of time, place or manner, that recites a riot or destruction of property, or that violates the law or college regulations.
11. A student may not violate college regulations regarding the operation and parking of vehicles. Regulations may be obtained in the Office of Admissions.
12. A student may not display lewd or lascivious behavior, indecent exposure, illicit sexual relations or perversion.
13. A student may not fail to comply with directions of college officials acting in the performance of their duty.
14. Smoking is not permitted in any buildings, including bathroom.

Adult Education Computer Lab Rules and Regulations

1. Only Adult Ed students are allowed in the (AE) Computer Lab.
2. All students must sign in and out when entering and exiting Adult Ed Lab.
3. All students must use only the computer that is assigned to them.
4. Students are not allowed to download any information or programs in the lab.
5. Students are only allowed to use the programs that are assigned by their instructors.
6. Students are not allowed to make any changes to the Adult Ed computers including any setting such as color, screen saver, etc.
7. Students are not allowed to access any websites/internet unless instructed to do so. (This includes but is not limited to any profane or obscene (pornography) websites that advocate illegal acts, violence or discrimination towards others (hate literature).
8. All students must have prior permission from Adult Ed Lab Supervisor before using the computer other than assigned classroom time.
9. There will be NO FOOD OR DRINKS allowed in Adult Ed Computer Lab.
10. Students are not allowed to use any CD disks or materials in the Adult Ed Computer Lab except the property of Adult Ed or that is assigned by their Instructor.
11. There will be no obscene, profane, lewd, rude, inflammatory, threatening or disrespectful language in the Adult Ed Computer Lab.
12. Students must not remove any property or material from the Adult Ed Lab that belongs to Adult Ed or Phillips Community College.
13. Students are only allowed to be in the Adult Education Computer Lab when an instructor or staff person is present.

Date and sign below that you have read and understand the rules/regulations of the Adult Ed Lab. You are responsible for your actions rather it be intentional or not. Any violations may cause disciplinary actions to be taken by the Adult Ed department.

Student Signature

Date

ACKNOWLEDGEMENT

By signing this form, I certify that I have completed the Adult Education Orientation process and have received a copy of the Adult Education Handbook, which includes program rules and regulations and specific codes of conduct. I understand and agree to comply with all program policies and codes set forth in this handbook.

Signature

Date

Adult Education

Anti-Bullying Policy

Policy

We believe that all students have the right to live and be educated in an environment which is supportive, caring and safe, and where there is mutual respect, courtesy, kindness and co-operation. Bullying is anti-social behavior which threatens the fundamental principles of the Adult Education Program, and it will not be tolerated. This policy has been developed with due regard to the duties and obligations under existing legislation and public sector duties for the safeguarding and well-being of all students.

Forms of Bullying

Bullying is deliberately hurtful behavior to someone as a single incident or over a period of time. It can be physical, verbal or indirect, or a combination of any of these forms. Often it includes one or more of the following: intimidation, exclusion, rumor-spreading, name-calling, anonymous messages, damage to or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, missing lessons, not eating, or not working. The potential serious consequences of bullying, both physical and emotional, should not be underestimated. Bullying can lead to psychological damage and in extreme cases, suicide.

Additional Types of Bullying

- Cyberbullying
- Sexual and sexist bullying
- Racist and religious bullying
- Homophobic bullying
- Disability bullying

Prevention

The following procedures and recommendations are intended to discourage bullying in all its forms.

General: Preventative Measures to stop bullying

Members of faculty/staff are available during the school day for those who wish to discuss any personal problem with them.

Faculty/Staff will be informed of anyone in their classroom or tutor group who has reported or is suspected of being bullied or bullying, and asked to monitor the situation.

The issue of bullying and anti-social behavior will be periodically addressed in staff meetings, with tutor groups, and in classes.

Students will be advised that members of staff do have the ability to stop bullying and encouraged to speak to them.

Students will be advised that anyone who feels that they are being bullied, or who knows that someone else is being bullied, should tell any member of the program or college staff. The disclosure will be passed on to and dealt with by the director.

All complaints of bullying will be taken seriously, investigated, dealt with appropriately, effectively, sensitively and as confidentially as possible, and responded to in a consistent manner.

Staff will receive frequent training opportunities to help prevent and tackle bullying.

Cyber-Bullying: Preventative Measures to stop bullying

All students are required to adhere to the college's 'Acceptable Use of Internet Policy' for the safe use of the internet. Certain sites are blocked by the college's filtering system and staff may monitor students' use. Students' email use may also be monitored by the college.

Instruction and guidance is often offered on the safe-keeping of names, addresses, passwords, mobile telephone numbers and other personal details.

Mobile telephones are to be used with discretion and not in classrooms unless expressly for teaching purposes, as directed by the instructor.

The use of cameras on mobile telephones is not allowed in class (unless with express permission) nor in restrooms.

Recording, reporting and monitoring Bullying

Students are encouraged to report incidents of bullying to any member of the staff of their choice. Students may also choose to give information anonymously by a note. The member of staff learning of the incident will follow the college's 'Child Protection Policy' and communicate it to those who will be able to deal with it effectively, if appropriate.

Adult Education

Disciplinary Policy

Consequences for Violation of Program Expectations

1. Student will receive a warning. *
2. If it is an instructional disruption, student will be removed from the classroom or lab and placed in a solitary study area. If it is attendance-related, student's privilege to visit other areas of campus (student lounge, cafeteria, gym) will be revoked for a period of one day to one week.
3. Student will be detained after class for a conference with instructor, staff member or the program director. If student is 16-17, student guardian may be contacted.
4. Student and/or student's guardian will be notified of student's risk of dismissal from the program if another violation.
5. Student will be dismissed from the program for the remainder of the semester. **

**In cases of severe behavior that prevents the functioning of a class (e.g. fighting, threatening an instructor or staff member, drug activity), students forfeit the right to move through the hierarchy of consequences. Such behavior calls for immediate removal from the classroom.*

***If warranted by the severity of the violation, student may be permanently banned from the program.*

Tardy and Absentee Policy

Students are expected to attend each class punctually. There are no excused absences. As a courtesy, students should contact a staff member or instructor before any absences from class. Attendance will be monitored each day. The Adult Education Program adheres to state guidelines which stipulate that any student who fails to attend for 90 days will be separated, and will have to reapply to an adult education program.

Alternative to Suspension

For some program violations, students may be offered alternatives to suspension. These include:

- Transfer classes (e.g. changing classrooms, or from day to evening classes)
- School service (for example, assisting the custodial staff)
- Parent supervision (for 16-17 year olds)
- Counseling
- Restitution for property damage
- Loss of privileges
- Mentoring (with a counselor, staff member or volunteer)
- Behavioral Contract

Adult Education
Student Grievance Policy and Process

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. The procedures detailed are intended to ensure effective maintenance of conditions required for instruction and academic inquiry in Phillips Community College's Adult Education Program.

Board Policy 404 addresses grading policies at PCCUA. Adult Education Policies and Procedures follow those outlined in the PCCUA Board Policies and College Procedures Manual. While the Adult Education Program does not use the traditional grading scale outlined in the policy, the procedures for withdrawing, reporting, auditing, cheating and appealing grades of an academic nature may apply.

Administrative Procedure 404.06 outlines the student appeal process, which all Adult Education students are eligible to pursue. An academic appeal form may be requested from the program director.

Carol Birth, Director
10/04/2016

CELL PHONE POLICY

In order to provide the best educational experience possible, distractions must be kept to a minimum. To accomplish this, students and staff of this program have determined the following policy:

- Students will TURN OFF THEIR PHONES before entering class.
- In the event of an emergency, students will leave the classroom/lab BEFORE turning on their phones and using them in the building's common areas or outside.
- Additionally, students will have access to receive and send calls using Adult Education phones for emergency purposes. Adult Education staff will notify students of important incoming calls at the earliest convenience.

Failure to comply with the program cell phone policy may result in suspension from class.

--cb/2018