

2016-2017

Student Handbook



Fort Smith Adult Education Center

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Fort Smith Adult Education Center Mission Statement

Our mission is to prepare student to successfully transition to higher education, career-readiness, and the workforce.

Adult Education Classes

Adult Basic Education (ABE)-Adult Basic Education is designed for the adult learner who wishes to strengthen reading, writing, math, or life-coping skills. The program offers basic instruction for adults functioning below an eighth grade level in reading, math, and/or language. Individuals are pre-tested to determine reading, math, and vocabulary entry levels.

GED® /Adult Secondary Education (ASE) Program— Adult Secondary Education or General Education Development classes offer instruction to adults who are preparing to pass the GED exam or who desire to enhance essential skills. Four areas of instruction are provided: Language Arts Reading and Writing, Social Studies, Science, and Mathematics. Individual instruction is based on the student's entry level and needs. Class enrollment/attendance is open-entry, open-exit. Program completion is attained with passing the GED tests and receiving an Arkansas High School diploma or by reaching an individual's goal.

Distance Learning- Our new distance education program uses Web-based programs that allow students the flexibility and convenience of studying outside the traditional classroom setting. Students may attend traditional classes while engaging in distance learning away from school. Students who are unable to attend the traditional class setting may complete all of their studies online. Students are required to complete at least 12 hours of face to face class time before enrolling in our Distance Learning program.

English Language Learners— English classes are provided for adults whose native language is not English. Adults receive instruction in English and in learning how to cope in American society. Beginning, Intermediate, and Advanced ELL classes are available. Some classes include instruction suggested by the US Immigration and Naturalization Service to prepare the student for the citizenship examination. The class format is open-entry, open-exit

Basic Computer Literacy—Introduction to computer instruction in the operation of the computer, basic computer terminology, uses and applications, and provides a brief introduction to word processing. Computer Literacy is currently provided for students enrolled in adult education programs or workplace environments. Computer Literacy is designed to assist enrolled students in becoming literate in the use of technology as a learning tool and not to provide comprehensive training to achieve proficiency in specific software programs.

Career Pathways Program—The Career Pathways program at the Fort Smith Adult Education Center offers students assistance in building a resume, searching for employment, building reading, writing, math, and computer skills, and focuses on teaching the skills needed to find and keep a job. Students can also earn a Career Readiness Certificate or a WAGE certificate.

The Arkansas Career Readiness Certificate is a certificate based upon the WorkKeys® assessments that demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. Areas tested include Reading for Information, Applied Mathematics, and Locating Information. Upon completion the student will receive a state-issued certificate in Bronze, Silver, or Gold that is signed by the Governor of Arkansas.

The WAGE Certificate is recognized only in Arkansas. WAGE™ is a job readiness training program conducted by the Adult Education Division of Arkansas Department of Career Education that is no charge to students of employers.

WAGE™ offers 6 state issued certificates. the certificates are "stackable". Once a student earns Employability they can add to it with additional checklist.

- o Employability
- o Clerical
- o Industrial
- o Customer Service I
- o Customer Service II
- o Bank Teller

Childcare is available for students while they are attending classes. See office for required documentation and application.

Adult Education Sites

Main Campus

Fort Smith Adult Education Center
501 South 20th Street
Fort Smith, AR 72901-3908

Outreach GED/ABE classes around Sebastian County:

Greenwood High School T/W 4-8pm

Mansfield High School T/Th 5-9pm

Next Step Homeless Services Mondays and Tuesdays 9-2pm

Probation and Parole Office M-Th 8-12, T/Th 1-3

Sebastian County Jail M/W 9-3

Gateway M/W 1-3

Outreach ESL Classes:

Immaculate Conception Church Tu 4-5pm

Fairview T/Th 1-3pm

Spradling/Morrison M,T, Th, F 8-3pm

Ballman T/Th 1-3pm

Tilles Elementary TBA

Managed Enrollment Class Dates for RLA and Applied Math classes (4 weeks each):

Fall 2016

Aug 22- Sept 15

Sept 19- Oct 13

Oct 17- Nov 16

Nov 28- Dec 20

Spring 2017

Jan 4- 26

Jan 30- Feb 23

Feb 27- March 30 (1 week off at Spring Break)

April 3-27

May 1-24

Orientation and Testing Procedures

The first step of enrolling in adult education is filling out the intake, Internet policy, student rights and responsibilities, and a media release form. Next, the Locator is given to determine which level of the T.A.B.E. is appropriate for you. This evaluation takes approximately 30 minutes.

You will then be given the TABE test to determine where you are in reading, math, and language. This evaluation takes approximately 1.5 hours. After you test, you will meet with the advisor or director to go over your scores, talk about your goals, and set up a schedule and individual learning plan. All students must attend at least 12 hours of class before taking the official GED exam.

If you score at least a 9.0 GE in each subject on the TABE, then you can proceed to the Official GED® Ready Test. You must score at least a 145 average to pass. If you do not score a 145 or above, the instructor will determine what materials/instruction will benefit you. After a period of time, you will be re-tested to track progress. Once you pass the Ready Test, you can then be scheduled through the Testing Center to take the Official GED® Test.

If you score below 9.0 GED, you can retake the TABE test every 40 hours of instruction.

ESL Students will take the BEST test to determine which classes are appropriate for them. The BEST test is then given to the student every 60 hours of instruction.

Graduates and high achieving ELL students are invited to participate in graduation ceremonies in May of each year.

In compliance with federal non-discrimination laws, the Adult Education Center does not discriminate in employment and education practices relative to race or national origin (Title VI of the Civil Rights Act of 1964), handicap or disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act), sex (Title IX of the Educational Amendments of 1972), or age (the Age Discrimination Act of 1975). The Coordinator and contact person for all the above civil rights areas is the Assistant Superintendent for Personnel and Support Services, Fort Smith Public Schools, P.O. Box 1948, Fort Smith, AR 72902-1948.

Referral Procedures

If you are having barriers or problems with getting your education and need help, then we can refer you to an agency that might be of help to you. We refer students to the following agencies:

- Department of Human Services
- Arkansas Rehabilitation Services
- Department of Workforce Services
- WAEDA
- Health Department
- Domestic Violence Center
- Next Step Day Room
- Other agencies as needed

Students that want to enter post-secondary education upon receiving their GED® will be referred to area post-secondary institutions. Representatives from those schools come to our center regularly.

Bullying Policy

The Fort Smith Adult Education Center will not tolerate bullying of any kind. Students who believe they have been a victim of bullying should file a complaint by contacting the director. After an investigation of a complaint has been completed, and a record is made of the investigation, a student found to be in violation of this policy will be subject to disciplinary action including suspension and/or expulsion from the program.

Student's Rights, Responsibilities, and Code of Conduct

Adult Education Student's Rights:

- You have the right to an education that will enable you to accomplish your goals (e.g., improved basic skills in reading and /or math, GED®, English-as-a-Second Language, citizenship, computer literacy, etc.)
- 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:

- You share responsibility with the teachers for your own learning. You should spend some time when you are not being taught directly by the teacher studying on your own.
- 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 be having casual conversations during the 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.
- You are responsible for taking care of the equipment, the materials, and yourself in the classroom. Please do not eat or drink at the computers. 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.
- 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.
- Students attending adult education should leave campus when studies are completed for the day. **Loitering** is not allowed on premises. Suspension of student from campus or site will occur if this rule is not followed.

- If you damage, destroy, lose, sell, or otherwise dispose of school property entrusted to you, you will be charged the full extent of the damage or loss and will be subject to prosecution under State laws and disciplinary action by the center.
- Engaging in such acts as stealing, disrupting classes or disturbing normal operations, gambling, **profanity**, verbal or physical abuse, and possession of firearms and other dangerous weapons will make you liable to disciplinary action, probation, or expulsion.
- Plagiarizing, cheating, and violation of copyright laws are serious offenses. Proper credit must be given to the original writer or creator of copyrighted materials.
- There is to be **NO USE OF TOBACCO IN ANY FORM** in the classroom areas, library, halls, restrooms or the parking lot. Offenders will be subject to verbal warning for first offence, dismissal from the school for second offence.
- Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on premises or allowed to participate in any center or student organization activity. Involvement in the unlawful possession, use, or distribution of drugs and/or alcohol will result in immediate suspension. The administration and instructional staff will cooperate to the best of its ability with law enforcement officials in the apprehension of students engaged in these activities. You will be subject to all national, state, and local laws and ordinances, and the Fort Smith Adult Education Center staff will assist authorities in enforcing all applicable legal sanctions for unlawful possession, use, or distribution of drugs and alcohol.
- While the Fort Smith Adult Education Center provides a public place for discussion, dissent and demonstration, guidelines for the expression of free speech exclude the use of violence, intimidation, disruption of classes, takeover of buildings, interference with campus communication, or any other activity that interferes with the ability of students, faculty or staff to perform their work.
- Cell phones should be turned off or set on vibrate, and should not be used in classrooms. Be quiet and courteous when using cell phones in hallways.
- *If you are dismissed from the program for any reason, you will not be allowed to enroll at any other Fort Smith Adult Education Center site. You will be dismissed from the program not just from that particular site.*

Student Grievance Procedures

It is the Fort Smith Adult Education Center's belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at the center, please try to discuss your feelings with your Instructor, Advisor, or Director. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Advisor to Students; you must include the specific grievance/complaint and specific remedies sought.
2. The Advisor has five (5) working days in which to investigate and respond in written form.
3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the Vice Chancellor, who will hear the complaint and render a decision within ten (10) working days.

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, note-takers, etc., can be made available to assist in the hearing and appeals process. Please contact the Counselor/ADA coordinator to request accommodations.

Accommodations

Accommodations are changes made to give **YOU** an equal opportunity to learn. If **YOU** know your rights and responsibilities, **YOU** can help yourself learn better by finding accommodations that work for **YOU**.

Sample Accommodations

- Extra time
- Private room for testing
- Take individual tests on different days
- Tests on tape (audio)
- Textbooks on tape (audio)
- Calculator or talking calculator
- Scribe
- Frequent, supervised breaks during testing
- Large-print or Braille test
- Assistive technology devices for classroom use

Contact your instructor if you wish to apply for GED® test accommodations.

Adult Education 2016-2017 School Calendar

Summer I, 2016 (15 days, 7 nights)

June 6 (Monday) First Day Summer I, Classes

June 29 (Wednesday) Last Day Summer I, Classes

Summer II, 2016 (15 days, 7 nights)

July 11 (Monday) First Day Summer II Classes

August 3 (Wednesday) Last Day Summer II Classes

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| August 8 (Monday) | Teachers report- <u>Teacher Preparation</u> |
| August 9 (Tuesday) | Professional Development |
| August 10 (Wednesday) | Professional Development |
| August 11 (Thursday) | Professional Development |
| August 12 (Friday) | Professional Development |
| August 13 (Saturday) | ALL ADULT ED STAFF MEETING/TRAINING |
| August 15 (Monday) | FALL REGISTRATION 8:00am-8:00pm |
| August 16 (Tuesday) | CLASSES BEGIN |
| September 5 (Monday) | Labor Day—No Classes |
| November 21 (Monday) | Professional Development |
| November 22 (Tuesday) | Professional Development |
| November 23-25 | Thanksgiving Break |
| December 20 (Tuesday) | LAST DAY FALL SEMESTER |
| January 3 (Tuesday) | Records Day |
| January 4 (Wednesday) | CLASSES RESUME |
| January 16 (Monday) | Martin Luther King Day—No Classes |
| February 20 (Monday) | Professional Development |
| March 16 (Thursday) | Professional Development |
| March 20-24 | Spring Break |
| March 27 (Monday) | Classes Resume |
| May __ (Monday) | GED Graduation at UAFS |
| May 25 (Thursday) | LAST DAY SPRING SEMESTER |
| May 29 (Monday) | Memorial Day- No Classes |

Summer I, 2017 (15 days, 7 nights)

June 5 (Monday) First Day Summer I, Classes

June 28 (Wednesday) Last Day Summer I, Classes

I have received and understand the policies and procedures of the Fort Smith Adult Education Center.

Signature

Date