

Little Rock School District Adult Education Program Student Handbook



4800 West 26th Street
Little Rock, AR 72204
501-447-1850

Linda L. Kindy, Coordinator
linda.kindy@lrsd.org
Little Rock School District

2015-2016 School Year

Little Rock School District Adult Education **MISSION STATEMENT**

The mission of the Little Rock School District Adult Education Program is to equip the general adult population with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously, and become productive, self-sufficient citizens.

This mission is accomplished through open access to a diverse, innovative and challenging curriculum in a secure environment with a staff dedicated to excellence and empowered with the trust and support of the general adult community.

Welcome:

On behalf of the Little Rock School District Adult Education Program, I would like to welcome you to our center. The Little Rock School District Adult Education Program Staff and I are committed to providing a quality, literacy-based program that will help you obtain your educational and personal goals. Thank you for choosing us.

Linda L. Kindy, Coordinator

The Little Rock School District Adult Education Program provides equal access to all programs, facilities, and services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation. For more information about program services for persons with disabilities, contact Adult Education Administration at 447-1850. All programs are open enrollment, open exit.

**Little Rock School District
Adult Education Center**

Business Hours

Monday	8:00 a.m. to 3:30 p.m.
Tuesday	8:00 a.m. to 8:00 p.m.
Wednesday	8:00 a.m. to 3:30 p.m.
Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 12:00 p.m.
Saturday	Closed
Sunday	Closed

Telephone: (501) 447-1850

The Little Rock Adult Education Program provides equal access to all programs and activities. For more information about program services for persons with disabilities, contact Adult Education ADA Coordinator, Stephanie Walker Hynes, at 447-1850.

**Little Rock School District
Centro de Educación de Adultos**

Horas de Oficina

Lunes	8:00 a.m. to 3:30 p.m.
Martes	8:00 a.m. to 8:00 p.m.
Miercoles	8:00 a.m. to 3:30 p.m.
Jueves	8:00 a.m. to 8:00 p.m.
Viernes	8:00 a.m. to 12:00 p.m.
Sabado	Cerrado
Domingo	Cerrado

Telefono: (501) 447-1850

El Centro de Educacion para adultos de Little Rock provee igual acceso para todos los programas y actividades. Para informacion acerca del programa de servicios para personas con discapacidades comuniquese con la administracion (Stephanie Walker Hynes, ADA Coordinator) de Educacion para adultos al telefono 447-1850. Todos los programas estan disponibles para inscribirse o dejar de asistir en cualquier momento.

LRSD ADULT EDUCATION ENROLLMENT REQUIREMENTS

Any adult 18 years of age or older may enroll for classes at the Little Rock Adult Education Program. Adults may enroll anytime during the school year.

Enrollment is open-entry, open-exit

The LRSD Adult Education Program provides equal access to all programs and activities.

LRSD ADULT EDUCATION PROGRAM STEPS FOR ENROLLMENT IN ABE, ASE AND ESL CLASSES

1. Students must be 18 years of age or older. If the student is 16 or 17 years old, proper documentation is required for enrollment.
2. Students are required to provide government-issued identification for age verification and GED testing purposes only.
3. Students must not be currently enrolled in public school.
4. Students must fill out an AERIS Intake Form.
5. Students must complete an entrance assessment, either the TABE or BEST.

REQUIREMENTS FOR 16 & 17 YEAR-OLD STUDENTS

In accordance with Arkansas Law, Act 1659 of 2001 & Act 604 of 2003, the Little Rock School District Adult Education Center enrolls students 16 or 17 years of age. Admission to the adult education/GED program is contingent on the following:

1. Student must score an 8.5 or higher on each subtest of the TABE (Test of Adult Basic Education) assessment administered by the local school district.
2. Be granted a waiver from the local school district.
3. Schedule a conference with LRAEC administration for review of paperwork and orientation of rules and regulations. A parent or guardian **must** accompany the student.
4. Attend weekly 20 classroom instructional hours until passing the GED test or reaching his/her 18th birthday. **Exception:** 10 hours weekly is required if the student has proof of a 30 hour a week job.

NOTE: A student who is home schooled must have the current school year original copy of the intent to home school in lieu of a school waiver. A student enrolled in private or parochial school must have a letter from the school administrator verifying enrollment status in lieu of a school waiver.

PERSONS WITH DISABILITIES

The Little Rock School District Adult Education Program strives to make every effort possible to accommodate students/GED examinees with physical, emotional, special learning needs, and/or disabilities. For information about program services for persons with disabilities, contact Stephanie Walker Hynes, ADA Coordinator, at 447-1850.

NOTICE OF NON-DISCRIMINATION

The Little Rock School District Adult Education Program does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age in its programs or activities.

NON-DISCRIMINATION POLICY

The commitment of the Little Rock School District to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms. It is the policy of the Board of Education there will be no discrimination because of race, color, religion, sex, age, national origin or handicap/disability in the placement, instruction and guidelines of pupils; the employment, assignment, training or promotion of personnel; the provision and maintenance of physical supplies and equipment; the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration and Board policy development.

Verbal and/or written civil rights questions should be directed to the Superintendent of Schools or his/her designee, 810 West Markham Street, or 447-1000.

NOTICE OF ANTI-BULLYING POLICY

Bullying of any type has no place in a school setting. The Little Rock School District Adult Education Program will endeavor to maintain a learning and working environment free of bullying.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence on a continuous basis, if an incident is repeated or has the potential to be repeated, over time by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates clear and present danger.

Any student who is a victim of bullying or who witnesses or has reliable information that a student has been a victim of bullying should report the incident to the building administrator. The student's identity will be kept anonymous if he/she feels in danger of retaliation.

NOTE: The LRSD Adult Education Program observes and implements the Little Rock School District Non-discrimination Policy and the Anti-Bullying Policy.

GED TESTING

The Little Rock School District Adult Education Center at 4800 W 26th Street is a PearsonVue approved Official GED[®] Testing location. For more information regarding testing dates and appointments, you may visit www.ged.com or you may call us at (501) 447-1850.

GED TESTING REQUIREMENTS

Before taking the official 2014 GED® test in Arkansas, one must take and pass the official GED Ready™ Test at an approved Adult Education Center or GED Testing Center.

REQUEST OF GED TRANSCRIPTS

If you have taken the GED® test in Arkansas and wish to have an official copy of your scores mailed to a college/institution, employer, agency, or yourself, you must submit a written/signed request to the GED® Testing Office. See the link below for the request form. You may send your request by mail or fax to:

Arkansas GED® Testing Office

Three Capitol Mall

Luther S. Hardin Building

Little Rock, AR 72201

Fax (501) 682-1982

You may scan your request to: GED@arkansas.gov

For your protection, the Privacy Act of 1974 requires written permission with your signed request in order to release GED® scores. Official score reports and/or GED® results will not be given over the telephone. For security and authenticity purposes, official transcripts/diplomas are mailed directly from the GED Testing Office to the institution, employer, agency, or individual.

STUDENT RULES AND REGULATIONS **CODE OF CONDUCT**

Little Rock Adult Education Program students have the right to an education that will enable each student to accomplish his/her goals. The Little Rock School District Adult Education administration and staff are committed to providing a school climate that is appropriate for adults to learn and a school environment safe for all members of the school community. The Little Rock Adult Education Program provides equal access to all programs and activities, and will not tolerate behavioral infractions or bullying of any type.

The Little Rock School District Adult Education student behavior and discipline policies will be followed as outlined in the Little Rock Adult Education Student Handbook and the Student Rules and Regulations. In addition, the Little Rock Adult Education Program is a part of the Little Rock School District; therefore, Adult Education staff and students are governed by and adheres to the policies set forth in the Little Rock School District Student Handbook (Available in English and Spanish at <http://www.lrsd.org/?q=content/student-handbooks>) as well as the above stated rules and regulations.

STUDENT RULES AND REGULATIONS

1. All students are subject to scanning upon entering the center.
2. Possession of any form of a weapon is prohibited on school grounds. (**i.e., knife, hair picks, fingernail file, hair comb with long end, mace, laser, eyebrow shaver, and box cutter**)
3. No pants that fall/sag below the waistline are allowed in the building.
4. No head coverings (unless for religious reasons) are allowed in the building.
5. Cell phones must be turned off **before** entering testing room.
6. Cell phones must be on **vibrate or silent** before entering the classroom. **Cell phone usage is prohibited in the classrooms, offices, or testing rooms.**
7. Smoking or use of tobacco products is prohibited on any LRSD school grounds including Adult Education. (**If under 18, no tobacco products allowed.**)
8. Use of profanity, verbally abusive language, obscene gestures, or fighting words is prohibited in the school environment.
9. Students must adhere to the Little Rock School District Dress Code as referenced in the 2014-2015 student handbook, page 82.
10. The Little Rock Adult Education Program is a part of the Little Rock School District; therefore, Adult Education staff and students are governed by the policies of the Little Rock School District Student Handbook in addition to the above stated rules and regulations.

OFF-LIMIT AREAS: The second floor of the Adult Education Center is off limits to all students.

PARKING: Students are to park in the student area of the parking lot.

PUBLIC TELEPHONE: There is only one (1) public telephone at the adult education center. Therefore, calls on the public telephone are limited to three (3) minutes. Office telephones are to be used **for emergency calls** only.

STUDENT RESPONSIBILITIES

1. You share responsibility with your teacher(s) for your own learning. You should spend time studying on your own outside of the classroom.
2. You are responsible for following all student rules and regulations as set by the Little Rock Adult Education Student Handbook and the Little Rock School District Student Handbook.
3. You are responsible for committing to regular classroom attendance in order to obtain the minimum number of hours of attendance required for post-testing within 180 days of your initial testing. TABE post-testing should occur after the completion of at least 40 hours for ABE students and 30 hours for ASE students. BEST post-testing should occur after the completion of at least 60 hours for ESL students. (NRS Policy Guidelines—U.S. Department of Education).

DISCIPLINARY CONSEQUENCES

Students violating the established rules and regulations/ code of conduct as set forth in the Little Rock Adult Education Student Handbook and the Little Rock School District Student Handbook will be referred to the Coordinator for determination of consequences in accordance with guidelines established in both the Little Rock Adult Education Student Handbook and the Little Rock School District Student Handbook.

The faculty and staff at the Little Rock School District Adult Education Program are committed to helping our students reach their goal(s). In return, we expect our students to conduct themselves in an adult manner and they will be treated with all the respect and courtesy normally offered to adults. We, the faculty and staff, expect the same treatment.

Students will be expelled (dismissed from the adult education program) for the following offenses:

- A. Excessive unexcused absences (applies to students 16/17 years of age and mandated students)
- B. Fighting
- C. Stealing
- D. Use or sale of alcoholic beverages or illegal drugs at or around the adult education center
- E. Gambling in any form
- F. Willful misuse or destruction of school property
- G. Verbal abuse or flagrant disrespect for Adult Education/Little Rock School District personnel or students
- H. Weapon in any form

NOTE: The Adult Education program is open-entry, open-exit, and failure to follow the rules and regulations of both the Little Rock Adult Education Program and the Little Rock School District may result in suspension or expulsion from one or all of the program locations. The Adult Education program reserves the right to deny enrollment or continued participation to students who disrupt class or who violate any other policies established by the local Adult Education program.

STUDENT GRIEVANCE PROCEDURES

The Little Rock School District Adult Education Program strives to make every effort to provide quality educational services to all individuals, does not tolerate bullying, and does not tolerate discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age.

In the event of a complaint, the Little Rock School District Adult Education Program administration encourages students to quickly discuss problems/complaints with his/her teacher and the building Coordinator. In the event that informal discussion does not result in complaint resolution, the Little Rock Adult Education Program adheres to the Little Rock School District Student/Parent/Guardian(s) Complaint Procedure located in the 2013-2014 Little Rock School District Student Handbook, page 18.

STUDENT ATTENDANCE POLICY

In accordance with Arkansas Law, Act 1659 of 2001 & Act 604 of 2003, the Little Rock School District Adult Education Center enrolls students 16 or 17 years of age. In accordance with Arkansas Law regarding students 16 or 17 years of age, these students must attend a minimum of 20 classroom instructional hours each week until passing the GED test or reaching his/her 18th birthday. If employed and able to provide proof of work requiring 30 or more hours per week, a minimum of 10 classroom instructional hours is required each week until passing the GED test or reaching his/her 18th birthday.

A specific attendance policy does not apply to students age 18 years and older unless mandated to attend. However, you are responsible for committing to regular classroom attendance in order to obtain the minimum number of hours of attendance required for post-testing within 180 days of your initial testing. TABE post-testing should occur after the completion of at least 40 hours for ABE students and 30 hours for ASE students. BEST post-testing should occur after the completion of at least 60 hours for ESL students. (NRS Policy Guidelines—U.S. Department of Education).

INCLEMENT WEATHER POLICY

The inclement weather policy is the same as the Little Rock School District's policy. The information will be announced on the Little Rock television stations. If Little Rock School District is closed, we are closed. **If classes are cancelled during the school day, the night classes will also be cancelled.**

**LITTLE ROCK SCHOOL DISTRICT
ADULT EDUCATION
4800 WEST 26TH STREET
LITTLE ROCK, AR 72204**

Student Handbook Receipt Acknowledgement

I, _____, a student of the Little Rock School District Adult Education Program, hereby certify that I have been provided with the opportunity to read/review the Little Rock Adult Education Student Handbook and the Little Rock School District Student Handbook.

As a student in the Little Rock School District Adult Education Program, I accept responsibility for my behavior and agree to follow the policies, rules, regulations, and student responsibilities as set forth in this handbook, the Little Rock Adult Education Rules and Regulations/ Code of Conduct, and the Little Rock School District Student Handbook.

I understand that this program is open-entry, open-exit, and my failure to follow the rules and regulations of both the Little Rock Adult Education Program and the Little Rock School District may result in my suspension or expulsion from one or all of the program locations.

Student Signature

Date

**Parent/Guardian Signature
(Required for students under 18)**

Date