

LITTLE ROCK

ADULT EDUCATION PROGRAM

STUDENT HANDBOOK



4800 West 26th Street
Little Rock, AR 72204
501.447.1850 Office
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Little Rock School District
Little Rock School District Adult Education

LRSD Adult Education Student Handbook Narrative

The LRSD provides a student handbook for all parents and students online at www.lrsd.org located under the parent tab. A printed version is available in the office if a student would like to view the handbook in a hard copy.

The LRSD Adult Education Program provides an Adult Education Handbook that is specific to the Adult Education locations. Students sign for their handbooks during the intake process of the application.

The technology agreement, code of conduct, and the student responsibilities are also located in the application.

The LRSD Adult Education Program provides equal access to all programs and activities. For information about the program services for person with disabilities, contact the Adult Education ADA Coordinator or Administration at 501.447.1850.

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LRSD ADULT EDUCATION VISION STATEMENT

Creating Excellence for Tomorrow

MISSION STATEMENT

The mission of the Little Rock School District Adult Education Program is designed 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 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.

Larry Schleicher, 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 the program services for persons with disabilities, contact Adult Education Administration at 501.447.1850. Our programs are open enrollment, and managed enrollment.

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: Clementine Kelley at 501.447.1850.

Centro de Educacion 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 (Judy Bauman, ADA Coordinator) de Educacion para adultos al telefono 501.447.1850. Todos los programas estan disponibles para inscribirse o dejar de asistir en culaquier momento.

LITTLE ROCK SCHOOL DISTRICT ADULT EDUCATION PROGRAM
FREE GED Preparation & ESL Classes Available

LRSD ADULT EDUCATION PROGRAM

4800 West 26th Street
(26th & Madison)
Contact: (501) 447.1850
Monday-Thursday (Days)
8:30 a.m. – 3:15 p.m.
Tuesday and Thursday (Evenings)
4:30 p.m. 8:00 p.m.

LITTLE ROCK WORKFORCE CENTER

5401 South University
Little Rock, AR 72209
Contact: (501) 320.1724
Morning Class
Wednesday
8:00 a.m. – 12:00 p.m.

TABE Testing

Friday: 8:30 a.m. – 12:00 p.m.

For more information about any of our classes, please call us at 501.447.1850.

For information about program services for person with disabilities, contact Adult Education Administration at 501.447.1850

LITTLE ROCK SCHOOL DISTRICT ADULT EDUCATION COURSES

ADULT BASIC EDUCATION (ABE)

Reading, Spelling, English, and math
Monday – Thursday, 8:30 a.m. – 3:15 p.m.
Tuesday & Thursday, 4:00 p.m. – 8:00 p.m.
NO FEE – OPEN ENROLLMENT

GED PREPARATION

Monday – Thursday, 8:30 a.m. – 3:15 p.m.
Tuesday & Thursday, 4:00 p.m. – 8:00 p.m.
NO FEE – OPEN ENROLLMENT

TABE TESTING

Monday – Thursday, 8:30 a.m. – 3:30 p.m.
NO FEE

GED READY TEST (PRACTICE TEST)

Monday, Wednesday & Friday
9:00 p.m. – 12:00 p.m.
By Appointments Only

Official GED Test (By Appointment)
Only After Passing GED Ready Test

ESL CONVERSATION – DAY

Dia Clasedide Ingles (en Conversacion)
Monday – Thursday
De Lunes a Jueves
8:30 a.m. – 11:30 a.m. & 12:30 p.m. – 2:00 p.m.
Gratuita-Inscripciones abiertas

ESL CONVERSATION – NIGHT

Noche Clases de Ingles (en Conversacion)
Tuesday & Thursday
Martes y Jueves
4:30 p.m. – 8:00 p.m.
Gratuita-Inscripciones abiertas

For information about program services for persons with disabilities, contact Adult Education
ADA Coordinator at 501.447.1850

RATIONALE FOR SCHEDULE AND LOCATION OF CLASSES

The Little Rock School District Adult Education has been in operation since 1977. Over the course of these 42 years, many schedules have been used to meet the needs of the adult students. These schedules included morning classes, afternoon classes and evening classes. Schedules have been set for 2 evening a week and 2 days a week at different times, as well as 4 days a week

Classes are held at the following locations:

1. LRSD Adult Education Center – Main Campus
2. Little Rock Workforce
3. Central Arkansas Correctional Center
4. Pulaski County Detention Center

Current Class Schedules

Currently, class schedules are set for morning and evening classes, and one afternoon class. As class time reviewed, it was noted that afternoon classes were usually very poorly attended. Some of the reasons for this include but are not limited to:

- Many adults have school age children and elementary school dismisses at 2:30 p.m. and the parents must be home.
- Adults have jobs and their jobs generally start near 8:00 a.m. and end at 3:00 p.m. or start at 3:00 p.m. and end around 11:00 p.m.
- Students recommended time based on their need.
- The afternoon citizenship has maintained an attendance of three people. Five total have entered this class, and two have successfully passed the federal citizenship test and have been sworn in as US Citizens during this school year.
- This demonstrates the weakness in afternoon classes when it comes to attendance.
- Evening classes provide a necessary service for those who work during the day.

As a result of the above information, classes were set as follows:

LRSD Adult Education Main Campus

The main campus is located at 4800 W. 26TH Street in Little Rock, Arkansas. The center is open from 8:00 a.m. until 3:30 p.m. Monday and Wednesday. The center is open from 8:30 a.m. until 8:00 p.m. Tuesdays and Thursdays. Evening classes start at 4:30 p.m. and end at 8:00 p.m. on Tuesday and Thursday evenings.

Workforce

Workforce is mandated by the State Adult Education Department. The hours are 8:00 a.m. until 12:00 noon, Monday through Thursday. Testing is done Tuesdays from 11:30 a.m. – 4:30 p.m. and Friday from 8:00 a.m. until 12:30 p.m. In support of the Workforce location. Workforce sees approximately 80% of its clients from 8:00 a.m. until 12:00 noon and after completing their paperwork, students are assigned TABE Testing. Some clients are only available in the morning and this is the reason we have a morning testing session. Students may also test at the Main Campus. If they are unable to test at the workforce location.

CACC AND PCDC

Detention facilities were selected to help incarcerated students to be better prepared when they rejoin society. Both locations conduct morning and afternoon classes M-Th from 8:30 a.m. until 11:30 a.m. and 12:30 p.m. until 3:30 p.m. These classes demonstrate that society has not given up on them and that we want to help them be successful when they have completed their obligations.

ABE/GED

1. Prospective student enters the building and greeted by safety and security (Harry Smith).
2. Students enter main office and is met by Ella Humphrey
3. Ms. Ella Humphrey then sits with the student and answers any questions the student may have while filling out intake form.
4. After completing the form, the student is sent to take the TABE Test in room 6 or GED Test in Room 7, if they have pre scheduled. Room 6 Monica Humphrey, Clement Papineau, or Barbara Butler proctors the test. Room 7, either Monica Humphrey or Barbara Butler proctors the test.
5. After completion of the testing, the student is assigned a room by Kelly Williams or Ella Humphrey. The student will be set-up for GED if scores are high enough.
6. In the classroom, the teacher completes the learning plan and the cluster survey.
7. Teacher submits paperwork to the office

Weekly testing alerts are sent to teacher by the office for students who have completed 40 hours.

ESL

1. Prospective student enters the building and greeted by safety and security (Harry Smith).
2. Student sent to room 10 to complete intake forms and to take the TABE Clas E Test with Melanie Gates.
3. Student assigned to appropriate classroom.
4. In the classroom, the teacher completes the learning plan and the cluster survey.
5. Teacher submits paperwork to Melanie Gates for record keeping.

CACC/PCRDF

1. Students are selected by correctional centers educational oversight committee. Students are selected based on need and based on their conduct in the facility.
2. Students complete intake form and, learning plan and cluster survey with teacher.
3. GED Test are administered by the mobile test coordinator.
4. TABE 11/12 administered by teacher.
5. Students begin classwork based on their levels.
6. Teacher submits paperwork to the office. (Debbye Boyd, CACC, and Bobbie Sanders, PCRDF.

Weekly testing alerts are sent to teachers by the office for students who have completed 40 hours.

WORKFORCE LOCATION

1. Students are selected by partners within the building (I.E TANF). Students are selected based on need for the program they are applying to enter
2. Students complete intake form and, learning plan and cluster survey with teacher.
3. TABE and/or GED Test are administered by the mobile test coordinator. (Monica Humphrey)
4. Students begin classwork based on their levels.
5. Teacher submits paperwork to the office.

Weekly testing alerts are sent to teachers by the office for students who have completed 40 hours.

ARKANSAS DEPARTMENT OF CAREER EDUCATION, ADULT EDUCATION DIVISION POLICY

Subject: Enrollment Policy: Minimum Age Adult Education

POLICY: Arkansas Code Annotated (ACA) 6-18-201(a), concerning the age for compulsory attendance for school enrollment is that "Under the penalty for noncompliance as shall be set by law, every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) ...shall enroll and send the child to a public, private, or parochial school or provide a home school for the child."

Under special circumstances, persons 16 or 17 years of age may be enrolled in adult education programs.

Public schools shall not release a student making application to the school district for waiver until adult education program agrees in writing to serve that student. A local school district may grant a waiver of attendance requirement to any student age 16 or 17 to enroll in an adult education program only after all of the following requirements have been met:

1. The student makes formal application to the school district for a waiver to enroll in an adult education program.
2. After formal application and prior to any further action on the application, the student shall be administered either a current National Reporting System (NRS) and State-approved assessment test under standardized testing conditions by a designated k-12 public school official or adult education personnel:
3. If administered the current complete battery form of the TABE test, the student shall achieve a scale score of 563 or above on all sections. If administered the Official GED practice test, the student must score a minimum of 145 on each section. If administered another NRS-approved assessment, the student must meet the minimum score for that assessment as outlined in the test publisher's guidelines.

NOTE: An exception to the minimum test score is allowable when a 16/17-year-old has been court ordered to enroll in adult education. These individuals must adhere to all other requirements set forth in this policy

NOTE: Such minimum test scores shall not be required of any student who is subject to the attendance requirement of this policy but was not enrolled in any school district during the previous school year.

4. The student and the student's parents, guardians, or persons in loco parentis meet with the school counselor to discuss academic options open to the students;
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 the student into the program;
7. The 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;

8. The adult education program shall require for continue 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.
9. The student, the student's parents, guardians, or persons in loco parentis, and the administrative head of the adult education program agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;
10. In the event that a more appropriate assessment test or testing and assessment mechanism shall be developed to determine a reasonable level of competency for success at the adult education level, this test or mechanism shall be substituted, with the approval of the Adult Education Division, for the tests required in this policy.
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 adult education program.

NOTE: Any variation in the required documentation must be approved by the Department of Career Education, Adult Education Division.

NOTE: The above requirements shall not apply to students enrolled in a private, parochial, or home school in the state.

NOTE: Under ACA 6-18-201, any person age sixteen or seventeen who has received a high school diploma or its equivalent as determined by the State Board of Education is not subject to the compulsory attendance requirement.

INFORMATION RATIONALE: The ages established for compulsory school attendance by Arkansas Act 292 or 1991 are ages five through seventeen, both inclusive. This Act allows, after certain provisions have been met, for persons' age 16 or 17 to enroll in adult education program. Arkansas Acts 1659 of 2001 and Act 604 of 2003 detail the process that must be followed and requirements that must be met to allow persons' age sixteen or seventeen to enroll in adult education programs.

Relevant sections of federal law and regulation: Workforce Innovation and Opportunity Act of 2014 (P.L.113-128), Title II, THE Adult Education and Family Literacy Act (AEFLA), Section 203(1)(4). "Adult Education means services or instruction below the post-secondary level for individuals who have attained sixteen years of age; (and) who are not enrolled or required to be enrolled in secondary school under State law."

Revised Date: September 1, 2018

ARKANSAS DEPARTMENT OF CAREER EDUCATION, ADULT EDUCATION DIVISION POLICY MANUAL

Subject: Enrollment Policy: Private, Parochial or Home School Minimum Age

POLICY: Arkansas Code Annotated (ACA) 6-18-201(a), concerning the age for compulsory attendance for school enrollment, is that "Under the penalty for noncompliance as shall be set by law, every parents, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17).... shall enroll and send the child to a public, private, or parochial school or provide a home school for the child...."

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 of 604 of 2003.

Students age 16 or 17 enrolled in a private, parochial or home school, who desire to enroll in an adult education program shall meet the following requirements:

1. Students shall apply for enrollment to the adult education program;
2. If administered the current form of the TABE test, the student shall achieve a scale score of 563 or above on all sections. If administered the official GED practice test, the student must score a minimum of 145 on each section. If administered another NRS-approved assessment, the student must meet the minimum score for that assessment as outlined in the Arkansas Adult Education Assessment Policy and Distance Education Guidelines.
3. A student who is home schooled shall provide a notarized copy of the notice of intent to home school that was provided to the superintendent of the local school district as required by ACA 6-15-503;
4. The student and the student's parents, guardians, or persons in loco parentis shall meet with the appropriate staff or the adult education program to discuss academic options open to the student;
5. The adult education program administrators shall review the student's school and testing records prior to allowing admission to an adult education program;
6. The 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;
7. The student, the student's parents, guardians. Or persons in loco parentis, and the administrative head of the adult education program agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outline in the local adult education program student handbook;
8. In the event a 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 either a public, private, parochial or home school within five days from the date the student is released from the adult education program;
9. If a home school student is accepted into an adult education program, the student's parent, guardian or person standing in loco parentis shall send written notification to the local public school superintendent of their intent to participate in the adult education program.

Students age 16 or above, enrolled in a private, parochial or home school, who desire to take the General Educational Development Test or other high school equivalency exam shall meet the following requirements:

1. Students shall not be required to obtain permission or approval from any official in a public school district before being allowed to take the test;
2. A student enrolled in a private or parochial school shall provide a letter from the principal or administration of the private or parochial school to verify enrollment;
3. A student enrolled in a home school shall provide a notarized copy of the notice of intent to home school provided to the superintendent of the local school district as required by ACA 6-15-503.
4. A student enrolled in a private, parochial or home school must achieve at least the minimum official General Educational Development practice test scores, or other approved high school equivalency assessment.
5. Provide documentation of having passed the Arkansas Civics Examination as required by Act 478 of 2017 (applicable to students age 16-18).

NOTE: Any variation in the required documentation must be approved by the Department of Career Education Adult Education Division.

NOTE: Under Arkansas Code Annotated (ACA) 6-18-201, any person age sixteen or seventeen who has received a high school diploma or its equivalent as determined by the State Board of Education is not subject to the compulsory attendance requirement.

INFORMATION/RATIONALE: The ages established for compulsory school attendance by Arkansas Act 292 of 1991 are ages five through seventeen, both inclusive. This Act allows, after certain provisions have been met, for persons age 16 or 17 to enroll in adult education programs. Arkansas Acts 1659 of 2001 and Act 604 of 2003 detail the process that must be followed and requirements that must be met to allow persons' age sixteen or seventeen to enroll in adult education programs.

Relevant sections of federal law and regulation: Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128), Title II, The Adult Education and Family Literacy Act (AEFLA), Section 203(1). "Adult Education means services or instruction below the post-secondary level for individuals who have attained sixteen years of age; (and) who are not enrolled or required to be enrolled in secondary school under State law."

REVISED DATE: SEPTEMBER 1, 2018

LITTLE ROCK SCHOOL DISTRICT ADULT EDUCATION ENROLLMENT POLICY

Enrollment Guidelines:

1. Any adult 18 years of age or older may enroll in classes at the LRSD Adult Education Center. Students 18-20 cannot be enrolled in another public, private, or parochial school. Students 16/17 years of age may be enrolled after meeting certain entrance criteria. Please see the 16/17-year-old guidelines.
2. Students are required to present a government issued ID for age verification, Arkansas High School Testing and Social Security Number verification.
3. Students fill out intake form and then are sent for TABE Testing in room 6 to determine the skill level students are working on in Math, Reading and Language.
4. Students are then assigned a classroom based off their current test level.
 - a. Students who score 535 in all content areas are eligible to being GED Ready Testing. A score in the area of 650 will create the best possibility of achieving a College, Career Ready rating on the GED Examinations.
 - b. Students who do not achieve a 535 score will be assigned to classes based on their scores. Students will be post tested after 40 hours of class time. Once the student has achieved the acceptable score level, he/she may sign up for GED Ready Testing.
 - c. All students 16-18 years of age must pass the civics test prior to starting the GED Testing Process.
5. On the GED test, students who achieve a score of 145 or higher in all content areas (Math, Science, Language, History) will have met the minimum standards for graduation.
6. Students who achieves a sore of 165 on all content area examinations will be considered to be college and career ready and will not be required to take High School Math or English at their college of choice.
7. Students who achieve a score of 175 or higher on the GED Examinations will be eligible to obtain up to 10 hours of college credit from the following colleges:
 - I. National Park College
 - II. Northwest Arkansas Community College
 - III. SAU Tech
 - IV. UACC Batesville
8. GED Ready Test are given on Mondays and Wednesdays and students sign up for these test in the LRSD Adult Education Center Main Office.
9. GED Official test are administered on Tuesdays and THURSDAYS. Student's will receive an email from the GED Test center notifying them of their eligibility to test. Students may the sign up for the content area of their choice. It is recommended that students only take one official test a day to help them get their best test results. However, students may take two test per day if they desire.

Confidentiality as it relates to Students and Special Education

There are three basic laws that govern student rights:

- FERPA – The Family Education Rights and Privacy Act; which applies to all schools that receive federal funds, and it provides parents certain rights with respect to their child's educational records.
- IDEA – Individuals with Disabilities Education Act – Ensures equity, accountability and excellence in education for adult with disabilities; and it outlines special education procedures and specifies special education files as confidential and protected, in addition to FERPA.
- PRRA – Protection of Student Rights Amendment – Ensures that schools and contractors make instructional materials available to parents for inspection if they will be used in an ED funded survey, analysis or evaluation in which the student will participate; and ensures that the schools and contractors obtain consent before minor students participate in those Ed funded surveys, analysis or evaluations that reveal information.

Confidential Education Records: Records, files, documents and other materials which contain information directly related to a student and are maintained by an educational agency or school district, or by a person acting for such agency or institution; and everything in institutional records maintained for each student and is used in making decisions (including placement in Special Education) that affect the life of the student. – ALL CONFIDENTIAL

Type of Education Records – IEP's 504 plans, Test Protocols, and emails (if they are maintained by the district and contain personally identifiable information about a student either in electronic or hard copy format). Do Not put negative statements about students in emails. Even if you delete them, they can be pulled from the server when the district receives FOIA requests.

- ✓ Parents have the right to review all records; their consent must be obtained before any testing is done in regards to special educations, placement, and before any information is disclosed or released about their child.
- ✓ All Special Education files are to be kept locked, with a record of access documented of anyone who accesses the file for legitimate educational reasons. Parents may access them at any time.

To protect the confidentiality of students and student records, consider:

1. What is discussed
2. Where the discussion takes place
3. Who is listening
4. Why the discussion took place

- Do not freely discuss students in the lounge, in the grocery store, in the hallways, in front of other students, to your colleagues who do not teach the students, or in posts of social media, etc. – All a violation of confidentiality.
- Do not leave files and IEP records or forms out on your desks for others to view. Put them away after using them for your class.
- Do not announce a child's or an adult disability in class or their accommodations.
- Be sensitive to violations of confidentiality in verbal exchanges with other.

LRSD ADULT EDUCATION PERSONS WITH DISABILITIES

The Little Rock School District Adult Education Program strives to make every effort possible to accommodate student's/GED examinees with physical, emotional, special learning needs, and/or disabilities. For information about program services for persons with disabilities, contact Judy Bauman, ADA Coordinator, at 501.447.1850.

LRSD ADULT EDUCATION 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.

LRSD ADULT EDUCATION 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 of his/her designee, 810 West Markham Street, or 501.447.1000.

LRSD ADULT EDUCATION 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.

LRSD ADULT EDUCATION 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 files, 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 rooms.
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
8. Use of profanity, verbally abusing language, obscene gestures, or fighting words is prohibited in the school environment.
9. Students must adhere to the LRSD Dress Code as referenced in the student handbook.
10. The LRSD Adult Education 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.

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 District Student Handbook (available in English and Spanish at <http://lrzd.org/?q=content/student-handbooks>) as well as the above stated rules and regulations.

Disciplinary Policy

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 Handbook will be referred to the Coordinator for determination of consequences in accordance with guidelines. The faculty and staff at the Little Rock Adult Education Program are committed to helping our students reach their goals. 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.

NOTE: The Adult Education Program is open-entry, open-exit, and manage enrollment, and failure to follow the rules and regulations of both the Adult Education 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 student who disrupt class or who violate any other policies established by the local Adult Education Program.

Restorative justice is a practice of utilizing non-punitive approaches to disciplinary referrals, suspensions, and expulsions. It can improve the school climate, foster more positive relationships with student and school staff, and decrease discipline disparity. LRSD is working toward a more restorative environment that empowers and encourages students to resolve conflicts on their own and in small group.

The LRSD Adult Education desires to utilize removal from our program as a last resort in discipline strategies. The Adult Education director will be notified of all discipline issues. The LRSD Adult Education director will determine all disciplinary consequences for the Adult Education Program. If a student or teacher is unsatisfied with the directors' discipline recommendation the student or teacher can appeal the director's decision to Shameka Montgomery (shameka.montgomery@lrzd.org) by setting up an appointment to meet with her.

Possible disciplinary alternatives:

1. Alternate classroom.
2. Alternate class time.
3. Distance learning.
4. Counseling session with involved students and/or teacher.
5. A short-time suspension may be used in place of a permanent removal from school.

Student 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, overtime by a student against another student or public-school employee by a written, verbal, electronic or physical act that causes or creates clean 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.

The building administrator will act promptly to investigate all complains of bullying. If it is determined that bullying has occurred, the administrator will discipline any student or group of students according to the consequences.

1. Electronic Act – means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer.
2. Harassment Act – means a pattern of unwelcome verbal or physical conduct or conduct done through an electronic act that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment.
3. Substantial disruption Act – mean without limitation that any one or more of the following likely to occur as a result of the bullying:
 - a. Necessary cessation of instruction or educational activities.
 - b. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment.
 - c. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities.
 - d. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Student Code of Conduct/Policy

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited, but shall not be limited to, the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination.
2. Disruptive behavior that interferes with orderly school operations.
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee.
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual.
5. Possession or use of tobacco in any form on any property owned or leased by any public school
6. Willfully or intentionally damaging, destroying, or stealing school property.
7. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug.
8. Inappropriate public displays of affection.
9. Cheating, copying, or claiming another person's work to be his/her own.
10. Gambling
11. Inappropriate student dress.
12. Use of Vulgar, profane, or obscene language or gestures.
13. Truancy
14. Excessive tardiness.

15. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability.
16. Hazing or aiding in the hazing of another student.
17. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited.
18. Sexual Harassment and bullying

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature. It also includes conduct that is not sexual in nature, but that is engaged in because of the gender of the victim. It includes conduct that is also criminal in nature such as rape, sexual assault, stalking, and similar offenses. Under this policy, sexual harassment is prohibited regardless of the sex of the harasser, i.e., sexual harassment may occur even if the harasser and the person being harassed are the same sex.

Engage in or attempt to engage in a sexual act with another person, to touch in a sexually offensive manner or send sexually explicit pictures/sexting on District property or a school related activity is prohibited.

Deliberately showing body parts/organs or touching yourself or others in a sexually suggested manner. Students violating this rule will be required to participate in counseling sessions with a school counselor or administrator.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, coordinator, or administrator.

LRSD ADULT EDUCATION STUDENT GRIEVANCE PROCEDURES/CONFLICT RESOLUTION

The LRSD 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 LRSD 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 LRSD Adult Education Program adhere to the LRSD Student/Parent/Guardian(s) Complaint Procedure located in the LRSD Handbook. A Grievance/Complaint form is in the LRSD Adult Education Handbook for your convenience.

LRSD ADULT EDUCATION PROGRAM

GRIEVANCE FORM

Instructions: Please fill out this form completely in blue or black ink or type. Sign and submit to the ADA Coordinator, LRSD Adult Education Center, 4800 West 26th Street, Little Rock, AR 72204. For assistance please call 501.447.1850.

THIS FORM IS OPTIONAL AND IS PROVIDED FOR YOUR CONVENIENCE.

Grievant Name: _____
Address: _____ Email: _____
Home Telephone: _____ Work: _____ Cell: _____

If an authorized representative is filling this grievance on behalf of another person, his/her personal information must also be included:

Representative Name: _____
Address: _____ Email: _____
Home Telephone: _____ Work: _____ Cell: _____

Please tell us why you believe the discrimination occurred: Race, Color, Gender, Age, Disability, National Origin, Other (Specify): _____

Date of incident: _____ Time of incident: _____

Location or Address of incident: _____

Describe your grievance: _____

What type of corrective action would you like to see be taken? _____

If the incident involved a LRSD Adult Education employee, please list his/her name: _____

Names and contact information of witnesses: _____

If your grievance is being filed on behalf of another person or group of people, all grievant must be identified by name: _____

Grievant Signature: _____ Date: _____

Authorized Representative Signature: _____ Date: _____

School Based Mentoring for Students

Teacher mentor our student by sharing information about his or her own career path, as well as provide guidance, motivation, emotional support, and role modeling. The teacher helps with exploring careers, setting goals, developing contacts, and identifying resources.

By spending a little informal time each week with a student not from their class, a teacher mentor can play an important role in a young person's life.

Mentoring Strategies that Work with our students

1. Greeting
2. Hold students accountable
3. Be Strategic in classroom setup
4. Be consistent with student so they can understand.
5. Opportunity to improve students' learning outcome through learning with and from each other.
6. Help the students develop a more positive attitudes toward school.
7. Will more likely to trust their teachers, and developed a higher level of self-confidence and a great ability to express their feeling.

GED TESTING

The Little Rock School District Adult Education Center at 4800 West 26th Street is a Pearson Vue 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 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 TRANSSCRIPTS

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 request form. You may send your request by mail or fax to:

Arkansas GED Testing Office

810 South Louisiana Street

Little Rock, AR 72203

Fax: 501.682.1980

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 give 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.

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.

LRSD ADULT EDUCATION STUDENT RESPONSIBILITIES

You share responsibility with your teacher(s) for your own learning. You should spend time studying on your own outside of the classroom.

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 Handbook.

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 and 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.)

I have received and read the Little Rock School District Adult Education Rules and Regulations. I have been provided with the opportunity to read the Little Rock Adult Education Student Handbook and the Little Rock School District Student Handbook. I accept responsibility for my behavior and agree to follow the policies, rule, regulations, and student responsibilities as set forth on this document and both the understand that this programs open-entry, and 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 location,

Student's Signature

Date

LRSD ADULT EDUCATION STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT

I _____, a student of the Little Rock School District Adult Education Center, 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 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 Regulation/Code of Conduct, and the Little Rock School District Student Handbook.

I understand that this program is open-entry, open-exit, and managed enrollment, 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

***STUDENTS FIRST DAY - AUGUST 22**

STUDENTS DO NOT ATTEND ON THE DAYS SHADED ABOVE

1st Quarter	=	40 student days
2nd Quarter	=	41 student days
3rd Quarter	=	48 student days
4th Quarter	=	49 student days
TOTAL	=	178 STUDENT DAYS

Prepared by Renee Kovach & Calendar Committee
Board Approved 01/27/22

**Knives and other Weapons are not
PERMITTED on school property.**

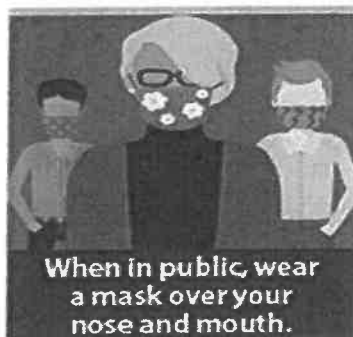
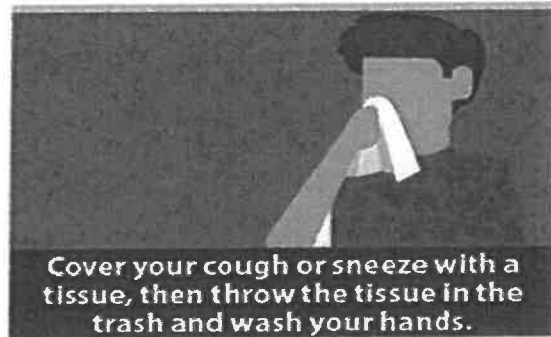
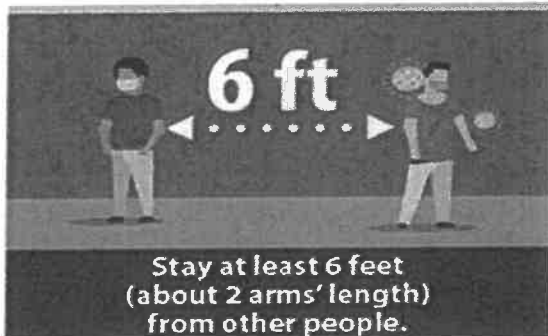
**VIOLATORS WILL BE DISCIPLINED AND
PROSECUTED**

**If you should mistakenly bring a
weapon to school, you must
IMMEDIATELY turn it over to a school
administrator or staff person without
fear of disciplinary action.**

**Failure to do so will result in severe
disciplinary action.**

Stop the Spread of Germs

**Help prevent the spread of
respiratory diseases like COVID-19.**



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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