



ADULT EDUCATION

**STUDENT
HANDBOOK**



Table of Contents

Mission Statement	3
Welcome Message from the Director of Adult Education, John Kelly.....	3
Statement of Purpose	4
Objectives.....	4
Eligibility and Enrollment of 16 and 17 year-old Students	4
Enrollment and Orientation Process for 16 and 17-Year-Old Students.....	4
Enrollment Assessments	5
Instruction.....	5
Workforce Alliance for Growth in the Economy (WAGE)	6
Administering Assessments	7
Approved Assessments	7
Assessments.....	7
TEST OF ADULT BASIC EDUCATION (TABE)	7
GED® READY TEST	7
OFFICIAL GED® TEST.....	7
GED® Testing.....	8
Enrollment Procedures	8
Orientation.....	8
Class Attendance Policy	8
Children in Class	8
Class Cancellation.....	8
Inclement Weather Policy.....	9
Conflict Resolution	9
Due Process Timeline for Conflict Resolution.....	9
Code of Conduct	10
Classroom Environment	10
Infractions to the Code of Conduct.....	10
Complaints and Grievances	10
Tardiness	11
Absenteeism	11
Discipline Policies.....	11

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Fighting	11
Weapons	11
Drugs	12
Bullying	13
Consequences	13
Sexual Harassment.....	13
Cell Phone Use	14
LEA Policies	15
Classroom Computer Use	15
Consequences	15
Alternatives to Suspension / Expulsion	15
Anti-Bullying	15
Internet Safety & Electronic Device Use	16
Adult Learner Internet and Electronic Device Use Agreement	17
Curriculum.....	17
Release of Adult Learner Information: Academic Records Privacy Rights.....	18
American with Disabilities Act	18
Mentoring Policy	18
Confirmation of Receipt of Student Handbook	1

Mission Statement

The mission of Arkansas State University- Newport is to provide an accessible, affordable, quality education that transforms the lives of our adult learners, enriches our communities, and strengthens the regional economy.

Welcome Message from the Director of Adult Education, John Kelly

"Nothing in the world can replace persistence. Talent will not; nothing is more common than the unsuccessful man with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. PERSISTENCE AND DETERMINATION ARE OMNIPOTENT" -- Former President, Calvin Coolidge

Thank you for considering Arkansas State University – Newport for your learning needs. You are enrolling in a United States Department of Education, Office of Career and Technical Adult Education program. Upon graduation, you will have earned an Arkansas High School Equivalency Diploma. While you are enrolled, you have opportunities to upskill to achieve more in your career. You will learn from the best instructors that have a record of success with many previous adult learners. The faculty and staff of ASUN Adult Education are advocates for your success. My advice is to stay determined to graduate and persistent to see your goals finished.

In closing, a message of hope for a reminder to you as you start your new beginning. At ASUN Adult Education, we are determined to help you, and I hope you find encouragement and instill confidence in yourself through achieving your goals with us; you got this!

A Song of Hope, "Rainbows remind us that life is an endless journey of a new beginning, of miracles, of wonder, and dreams. Hope is the free spirit that rides on the wings of each of these dreams. Its song is of courage and tells us to believe in ourselves, reach for our dreams, and never give up. Hope is a gift we give ourselves. Once we have it, it will never leave us, for it becomes a part of what we are. Although it may seem difficult to find sometimes, it is always there for us, somewhere in our hearts. Every joy in life is only loaned to us for a while, so dream your dreams, and follow your heart wherever it takes you. Be happy and believe that life is unfolding just the way it is supposed to." -- Unknown Author

Stay on the course and finish strongly,

John Kelly, Director of Adult Education, ASUN

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Statement of Purpose

The purpose of the Adult Education Program at Arkansas State University - Newport is to assist adult learners in improving and refining their academic skills, critical thinking skills, problem-solving skills, and communication skills as needed to receive the Arkansas High School Diploma. The program also assists adult learners in preparing for further education or employment and attaining the life skills needed to develop self-sufficiency.

Objectives

The objectives of the Adult Education Program at Arkansas State University - Newport are:

1. To evaluate adult learner needs upon Enrollment and assist adult learners in setting realistic goals and timelines for accomplishment.
2. To periodically evaluate the academic progress of adult learners using appropriate assessment instruments approved by the Adult Education Division of the Arkansas Department of Career Education.
3. To provide various instructional and guidance services to assist adult learners in meeting their educational and career goals.

Eligibility and Enrollment of 16 and 17-year-old Students

Proper documentation and assessment-determined scoring must be presented before a program enrolls a 16- or 17-year-old participant. Acceptable documentation includes a Home-School Waiver, Public-School Waiver, or Court Order. The documentation must be presented to the program before an assessment is administered.

In addition, the potential participant must be administered a TABE in all subject areas and score a **535 in at least one subject area(s)**.

If a 16- or 17-year-old does not score a 535 in at least one subject area, **they must have a Court Order to be enrolled**. No other exceptions apply.

20 hours of instruction is required weekly for 16- and 17-year-old participants. In addition, 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. Failure to comply with the minimum required hours can result in disciplinary action, including removal from the program.

Enrollment and Orientation Process for 16 and 17-Year-Old Students

Before the prospective student's Enrollment in ASUN's Adult Education Program, it is required that the Adult Education Director or the Director's representative have a conference with the student and their parent(s) or guardian(s). This meeting will emphasize the differences between high school and adult education classes and the specific local program policies regarding Enrollment and attendance for students under the age of eighteen.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

16 and 17 years old must maintain specific attendance, behavior, and academic requirements to be enrolled in the ASUN Adult Program. These requirements are documented in the local program enrollment and attendance policies.

Copies of these policies are given to the prospective student and their parent or guardian at the initial meeting with the program director. The student and parent or guardian will sign an agreement binding them to the policies before their enrollment. The agreement will be placed in the student's file in the ASUN Adult Education Office. Failure to adhere to the policies may result in the students being released from the program or the prosecuting authorities being notified in the case of an adjudicated youth.

Enrollment Assessments

The TABE is a nationally recognized instrument designed to assess adults' reading, math, and language skills. It is administered to an incoming student upon Enrollment and periodically after that. The results enable teachers and administrators to diagnose, evaluate, and successfully place examinees in appropriate adult education instruction levels and measure academic progress.

Program	Assessment	Subject Area
ABE/ASE	TABE 11/12	Language Mathematics Reading
ESL	TABE CLAS-E Listening Reading Speaking Writing	

TABE Levels: Literacy, Easy, Medium, Difficult, or Advanced (L, E, M, D, or A)

	Number of Items	Allowable Time	Locator Time
Language	40	0:55:00	20 mins
Mathematics	40	1:05:00	20 mins
Reading	40	1:40:00	35 mins
Practice Items		15 minutes	10 minutes
Total	120	3:55:00	1:25:00

Instruction

The Adult Education learning experience includes computer-aided instruction, video and audio instruction, teacher-led small group instruction and workshops, and teacher-assisted individual

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

instruction. A study plan is developed for each student upon Enrollment, based upon diagnostic assessment and personal goals.

- **Adult Basic Education (ABE)** The ABE / pre-GED® program offers basic literacy skills in reading, language, writing, and math. Each person may do individualized work at their own pace.
- **Digital Literacy** Basic computer instruction is integrated into the curriculum for all students.
- **English as a Second Language (ESL)** The ESL program provides English language instruction to adult learners whose primary language is not English. Instruction begins with an emphasis on speaking and listening skills and advances to include reading and writing skills.
- **College Preparatory / Pre-employment** High school graduates who wish to improve/review math, reading, or language skills to prepare for further education or employment may also enroll in adult education classes.
- **Work-based Training** Work-related basic math, reading, and language skills training, GED® preparation, digital literacy, communications, and other job-specific education classes are available through the ASUN Adult Education Program at the employer's request. Instruction may be provided on campus or at a work site.
- **Career Readiness Certificate** Individuals wishing to prepare for the Arkansas Career Readiness Certificate may complete their Career Ready 101 curriculum with the Adult Education Program.
- **Distance Learning** This program is open to those 18 years of age and older who want to earn a GED® credential. It is designed to meet the needs of learners whose work schedules, family responsibilities, or transportation problems make it difficult for them to attend classes. Some parts of the DL program, such as orientation, technical training, and testing, must be completed at an adult education center. However, most of the instruction is delivered online, with a teacher available for support and assistance when needed.

Workforce Alliance for Growth in the Economy (WAGE)

- **CAREER DEVELOPMENT** - The program currently has certified Career Development Facilitators on staff to help Adult Learners with career planning, job search, resume writing, interview skills, etc.
- **COLLEGE READINESS** - Adult Education Program at Arkansas State University - Newport partners with ASUN Career Pathways. An academic advisory from the program will meet with Adult Learners at either ASUN site to help Adult Learners complete the FAFSA (PELL GRANT), enroll in post-secondary institutions, and counsel on college studies. Contact Kathy Tosh, 870-680-8946 for more information.
- **DISTANCE EDUCATION** - Adult Education Program at ASUN offers distance education classes for Adult Learners who want or need to study at home; a computer and reliable internet access are required. Six (6) hours of face-to-face instruction is also encouraged to supplement the online curriculum.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Administering Assessments

All students must be administered an NRS-approved assessment within 12 hours of attendance. Any instructional hours completed before pre-testing will not be counted toward the number of hours needed for post-testing.

Approved Assessments

Program	Assessment	Subject Area
ABE/ASE	TABE 11/12	Language Mathematics Reading
ESL	BEST Literacy	Reading/Writing
	BEST Plus 2.0	Listening/Speaking
	CASAS	Listening Math Reading
	TABE CLAS-E	Listening Reading Speaking Writing

Assessments

A post-test will be administered following pre-testing and attendance of at least 40 hours. When a 535 score is earned, the adult learner will start the GED pre-testing process.

TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is a nationally recognized instrument designed to assess adults' reading, math, and language skills. It is administered to an incoming adult learner upon enrollment and periodically afterward. The results enable teachers and administrators to diagnose, evaluate, and successfully place examinees in acceptable adult education instruction levels and measure academic progress.

GED® READY TEST

A passing score of 145 on the GED® Ready Test is required in Arkansas as a prerequisite for taking the Official GED® Test in each subject area. The GED® Ready Test covers four subject areas: Reasoning Through Language Arts, Social Studies, Science, and Math, and must be taken in an approved Adult Education Center.

OFFICIAL GED® TEST

The GED® Test is a comprehensive test that evaluates one's knowledge in the four subject areas: Reasoning Through Language Arts, Social Studies, Science, and Math. A passing score of 145 is required in each subject, and scheduling must be done through the GED website or in person with an ASUN staff or faculty member.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

GED® Testing

Pearson-Vue Certified Examiners direct and oversee Official GED® Testing. Fees for testing are set according to state policy, and eligibility requirements must be met. Instructors and support staff are trained in the administration of TABE and GED® Ready testing.

Enrollment Procedures

Enrollment in the Adult Education Program at Arkansas State University Newport is a managed entry and exit. Arkansas Residents 18 years of age or older may enroll in the program on scheduled enrollment dates during the year. Registration includes completing an online registration form, an intake form, and participation in orientation. Under particular circumstances, individuals sixteen or seventeen years of age may be enrolled in the ASU-N Adult Education Program. Copies of the state policies governing 16/17-year-olds are available upon request.

Orientation

New student orientation occurs weekly at each location. New and returning adult learners complete orientation in two steps.

Step One

The student arrives and completes the intake process with an intake and assessment specialist. Secondly, they hear a welcome message from the Director and our career development facilitator. After the student is located, completes the career interest inventory test (WOWI), registers for online learning through Essential Education, and finds the job and living expenses for their chosen career in real-life Arkansas, all of which are administered by the intake and testing specialist. Finally, the student meets with an instructor to discuss their class schedule.

Step Two

When the student returns for their first day of class, they are given the TABE Reading test, complete their Student Learning Plan, and set their educational goals with an instructor.

Class Attendance Policy

A prerequisite to success in any endeavor is "showing up," and classes are no exception. If you're not showing up to class, you're forfeiting every opportunity provided to you in the classroom. Teachers will address student tardiness and absenteeism issues in the classroom from a workforce readiness and desirable employee behaviors perspective.

Children in Class

Children are not permitted in Adult Education classes. Therefore, adult learners must make off-campus childcare arrangements.

Class Cancellation

ASUN Adult Education reserves the right to discontinue, shorten, postpone, combine classes, or change instructors.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Inclement Weather Policy

ASU-Newport remains open for academic classes and other services during inclement weather except in extreme circumstances determined solely by its chancellor. Information regarding delays and cancellations will be distributed via the website, social media, and regional and local news.

Adult learners are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. However, in those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the adult learner to immediately contact each of their instructors upon return to explain the circumstances and determine the need to complete any missed.

Conflict Resolution

A healthy school environment includes the freedom to disagree with the opinions of others openly. However, with this freedom comes the responsibility to discuss and resolve disagreements concerning the rights and opinions of others.

- Students are to resolve their disputes without resorting to violence.
- Students can rely on staff to intervene in any dispute that results in violence. All reasonable efforts to remedy the conflict will include adjusting and alternating students' schedules.
- Students needing help in resolving a disagreement or students observing conflict should contact a classroom teacher or other staff in Adult Education.

Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students. Should a conflict remain unresolved after these interventions, the matter may be appealed to the Director of Adult Education.

Due Process Timeline for Conflict Resolution

Conflict resolution matters must be reported promptly to determine a response to the allegation. For all adult learner-to-adult learner matters of conflict, the following timeline will be enforced:

- Statute of limitations: a hearing must be made with 2-years of an allegation
- Sufficiency of hearing request: a hearing request must be made in writing within 15-days of the allegation
- Amendment of hearing request: the hearing request can be edited through a written request 5-days from the initial filing
- Resolution meeting: the Director of Adult Education will conduct the resolution meeting within 15-days of the reporting
- Resolution period: if the parties involved and the Director are unable to resolve the matter, then a 45-day due process hearing timeline begins
- Hearing timelines: due process hearings will be held and a final decision issued with 45-days following the written request for a due process hearing.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Code of Conduct

The Adult Education Program is designed to serve adults. Adult learners are expected to be mature and responsible in their general behavior. They are expected to respect others' rights and privileges, be honest in their social and academic conduct, and present themselves in a manner that brings credit to themselves and the college.

ASU-N reserves the right to dismiss any adult learner whose behavior is considered undesirable or harmful to the institution. Our goal is to provide an effective learning environment for every adult learner. Therefore, the adult learner's behavior in the classroom shall be conducive to the learning process for all concerned.

Classroom Environment

- Disruptive language or behavior will not be tolerated.
- Any student wearing an article of clothing that displays foul language or inappropriate graphics, or includes anything related to gangs, will be asked to leave.
- Misconduct in class, such as interruptions, inappropriate language, or arguments with the teacher or other students, will result in dismissal.
- Failure to comply with directions, verbal or written, of university officials or those appointed to act on behalf of the university, including Adult Education personnel, in the performance of their duties will result in dismissal.
- Breaks are to be taken according to classroom policy. For managed enrollment classes, instructors will schedule appropriate breaks during the session. Students in open classes may take a 10-minute break after each hour of classroom time. **IF THE STUDENT NEEDS TO BE OUT OF THE CLASSROOM FOR LONGER THAN 15 MINUTES, THEY ARE EXPECTED TO SIGN OUT.**
- Adult Education instructors and staff are not responsible for personal belongings left in classrooms or other student activity areas.

Infractions to the Code of Conduct

- The first infraction will result in a warning;
- A second infraction will necessitate a conference with the program director;
- The Director will review alternatives to suspension policy with the adult learner;
- Continued infractions will be referred to the Vice-Chancellor for Academic Affairs and may result in termination from the program

Complaints and Grievances

Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), or the day-to-day management of the adult education program need to address those complaints according to the following sequence:

Teacher, Director, or another staff member against whom the complaint is directed.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Other than the few instances where statutorily allowed or required, adult learner discipline and personnel matters may not be discussed outside of meetings. Therefore, individuals with complaints regarding such matters need to follow the outlined sequence.

Adult education program constituents are reminded that the Director serves as a jury regarding adult learner suspensions initiated by the instructor, expulsions, and personnel discipline.

Tardiness

Students are expected to arrive on time to class. Excessive tardiness disrupts class, causes distractions for other students, and results in dismissal.

Absenteeism

Consistent attendance is a significant factor in a student's success. Therefore, all adult learners, 18-year-old or older, are encouraged to attend regularly and avoid as many absences as possible. All minors, ages 16 and 17, must attend 20 hours a week with no exceptions. Excessive absenteeism could result in dismissal.

Discipline Policies

Fighting

An adult learner shall not threaten, physically abuse, or attempt to abuse or behave in such a way as to be perceived to threaten bodily harm to any other person (adult learner, college employee, or college visitor). In addition, any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by an adult learner toward another person who threatens their wellbeing are strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular college hours, and in a place where a public college employee is required to be during their duties, for any person to address a public college employee using language which, in its ordinary acceptance, is calculated to:

- cause a breach of the peace;
- materially and substantially interfere with the operation of the college;
- arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Adult learners guilty of such an offense may be subject to legal proceedings in addition to adult learner disciplinary measures.

Weapons

Definitions

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the adult learner's body or in an area under the adult learner's control.

"Weapon" means any: Firearm; Knife; Razor; Ice pick; Dirk; Box cutter; nunchucks; Pepper spray, mace, or another harmful spray; Explosive; Taser or other instruments that use

electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm.

No adult learner shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after college while in college, on or about college property, before or after college, in attendance at college or any college-sponsored activity, en route to or from college or any college-sponsored activity, off the college grounds at any college bus stop, or any college-sponsored activity or event.

Suppose an adult learner discovers before any questioning or search by any college personnel that he/she has accidentally brought a weapon, other than a firearm, to college on his/her person, in a book bag/purse, or his/her vehicle on college grounds and the adult learner informs the principal or a staff person immediately. In that case, the adult learner will not be considered a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until the adult learner's parent/legal guardian shall pick up the weapon from the college's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the adult learner as otherwise provided in this policy.

Except as permitted in this policy, adult learners found to be in possession on the college campus of a weapon shall be recommended for expulsion for not less than one year. The Director shall have the discretion to modify such expulsion recommendations for an adult learner on a case-by-case basis. Parents or legal guardians of minor adult learners expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on college property. In addition, parents or legal guardians shall sign a statement acknowledging that they have read and understood said laws before readmitting the adult learner. Parents or legal guardians of an adult learner enrolling from another college after the expiration of an expulsion period for a weapon policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on college property.

Drugs

No adult learner in the ASU-N Adult Education program shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the adult learner represents or believes to be any substance as defined in this policy. This policy applies to any adult learner who; is on or about college property; is in attendance at college or any college-sponsored activity; has left the college campus for any reason and returns to the campus; is en route to or from college, or any college-sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants, or any ingestible matter that alter an adult learner's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplements, or another perceived health remedy not regulated by the US Food and Drug Administration or prescription drugs is prohibited except as permitted under Policy 4.35-ADULT LEARNER MEDICATIONS.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

The adult education program shall report criminal activity to the justice system or juvenile delinquency system by notifying local law enforcement.

Bullying

Arkansas State University – Newport (ASUN) Adult Education believes that all students have a right to a safe and healthy school environment. The program will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student or staff member through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, teasing, name-calling, or threats; and social isolation or manipulation.

The ASUN Adult Education Program expects students or staff to immediately report incidents of bullying to the Director of the program or designee. Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated.

Consequences: Students who bully violate this policy and are subject to disciplinary action up to and including termination from the program.

- Students are directed to immediately report bullying incidents to a classroom teacher or the program director.
- Students can rely on staff to promptly investigate each bullying complaint thoroughly and confidentially.
- If the complainant student feels that appropriate resolution of the investigation or complaint has not been reached, the student should contact the Vice Chancellor for Academic Affairs.

Sexual Harassment

Arkansas State University is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination, including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence, as prohibited by Title IX of the Educational Amendments of 1972, and Title VII of the 1964 Civil Rights Act. No form of sexual discrimination will be tolerated.

It is essential to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, stalking, domestic violence, or dating violence. Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. Therefore, it is the responsibility of supervisors and staff members to behave so that their words or actions cannot reasonably be perceived as coercive.

Each campus has a Title IX Coordinator charged with investigating specific allegations of sexual harassment, sexual assault, stalking, domestic violence, and dating violence, as defined within the Title IX Grievance Procedure. In addition, each campus's Human Resources Department is responsible for investigating allegations of sexual discrimination not covered by Title IX and in

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

violation of Title VII. Employees with supervisory responsibilities, including deans, vice-chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic administrators, coaches, and university police personnel, must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. The Title IX Coordinator will conduct a prompt, thorough, and objective investigation of those claims that meet the requirements of a Title IX offense and refer other claims of sexual discrimination to the campus Human Resources department. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion, and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator or Human Resources representative, as applicable, will notify the appropriate law enforcement agency of all reports of sexual assault, stalking, domestic violence, or dating violence. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and seek an order of protection, no-contact order, or similar order. The Title IX Coordinator or Human Resources representative will assist the person alleging to be subjected to sexual discrimination and the person alleged to have committed sexual discrimination with locating resources for counseling, medical treatment, legal advice, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The university reserves the right to take those legally permitted supportive measures it deems necessary in response to an allegation of sexual discrimination to protect individuals' rights and personal safety. Such supportive measures may include, but are not limited to: modification of campus living or employment arrangements; interim suspensions from campus; no contact or communications requirements; leave with or without pay; and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Staff Grievance Procedure or the Title IX Grievance Procedure, as applicable.

Cell Phone Use

Cell phone use in the classroom is not permitted unless instructed by a teacher. An adult learner may keep a phone in their pocket or purse, but it should be turned off at all times. If an adult learner needs to phone or text, they are expected to step outside the classroom. If an adult learner needs to be contacted in an emergency or otherwise, the caller should reach the adult learner by calling the appropriate classroom phone number provided at orientation.

- More restrictive guidelines apply to 16/17-year-old students; these guidelines are found in the Guidelines for 16/17-Year-Olds.

Consequences: The first infraction will result in a warning; a second infraction will necessitate a conference with the program director; continued infractions will result in the loss of the privilege of having a cell phone in the classroom.

LEA Policies

- Under medical supervision, the use, sale, or possession of alcoholic beverages or other drugs, narcotics, and/or chemicals without a medical prescription is not permitted.
- The use of tobacco products in any form is prohibited on ASU-Newport grounds.
- Theft of ASUN property or property belonging to an instructor or another student, or vandalism of campus property, will result in termination from the program.
- To the fullest extent allowed by law, weapons use, possession, or storage are not permitted. Weapons include, but are not limited to firearms, explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, numb chucks, brass knuckles, Tasers or other electrical stun devices, bows, or crossbows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or hinder.

Consequences: Any violation of the above college policies will result in an incident report filed with Campus Police.

Classroom Computer Use

Adult learners will NOT be allowed to use internet services freely on the computers provided in the Adult Education classrooms or computer labs. The computer will be only for assignments designated by the classroom teacher, which pertain to the adult learner's study program. In addition, adult learners are not allowed to print materials in the classroom.

Consequences: The first infraction will result in a warning; a second infraction will necessitate a conference with the program director; continued infractions will result in the loss of computer privileges except for proctored testing such as GED® Ready and Official GED® testing. Also, any misuse, abuse, and unauthorized use of computing resources, or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university, the adult education department, or another user without permission is a violation of ASU-N's Computer Use Policy. Such a violation will result in a referral to the Vice-Chancellor for Academic Affairs.

Personal use of computers for any purpose is not allowed.

Alternatives to Suspension / Expulsion

Suppose repeated infractions and conduct policy violations necessitate the release of a student from the regular program. In that case, a student who is 18 years of age or older may request to continue as a Distance Learner.

Anti-Bullying

Arkansas State University - Newport Adult Education believes that all adult learners have a right to a safe and healthy school environment. Therefore, the program will not tolerate behavior that infringes on the safety of any adult learner. An adult learner shall not intimidate, harass, or bully another adult learner or staff member through words or actions. Such behavior includes

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

direct physical contact, such as hitting or shoving, verbal assaults, teasing, name-calling, threats, and social isolation or manipulation.

The ASU-N Adult Education Program expects adult learners or staff to report bullying incidents to the program director or designee immediately. Staff who witness such acts will immediately intervene when safe to do so. Each complaint of bullying will be promptly investigated.

Consequences: Adult learners who bully violate this policy and are subject to disciplinary action up to and including termination from the program.

- Any adult learner who engages in bullying will be subject to disciplinary action up to and including termination.
- Adult learners are directed to report bullying incidents to a classroom teacher or Director immediately.
- Adult learners can rely on staff to promptly investigate each bullying complaint thoroughly and confidentially.

If the complainant adult learner feels that appropriate resolution of the investigation or complaint has not been reached, the adult learner should contact the Director of Adult Education.

Internet Safety & Electronic Device Use

The ASU-N Adult Education program makes electronic devices or Internet access available to adult learners to permit adult learners to perform research and to allow adult learners to learn how to use electronic device technology. Adult education program devices are for educational or instructional purposes only. This college adult education program's policy uses Internet filtering software designed to prevent users from accessing material that is harmful to minors.

For this policy, "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that, taken as a whole and concerning minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way concerning what is suitable for minors, an actual or simulated sexual act or sexual contact, actual simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

No adult learner will be granted Internet access until and unless both the adult learner and the parent sign Internet and Electronic Device Use Agreement or legal guardian (if the adult learner is under eighteen [18]) is on file.

Adult learner use of technology resources shall only be as directed or assigned by staff or teachers; adult learners are advised they enjoy no expectation of privacy in any aspect of their electronic device use, including e-mail, and monitoring adult learner technology use is continuous. Adult learners must not disable or bypass security procedures, compromise, attempt to compromise, defeat the adult education program's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other adult learners. Adult learners who misuse adult education program-owned technology or Internet access in any way, including using technology to violate any other policy or contrary to the computer use agreement, or using the computers to access

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the adult learner handbook or computer use agreement.

To help protect adult learners' welfare when they navigate the Internet, the adult education program will educate adult learners about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Adult Learner Internet and Electronic Device Use Agreement

The ASU-N Adult Education program agrees to allow the adult learner to use the adult education program's technology to access the Internet under the following terms and conditions, which apply whether the access is through an adult education program or adult learner-owned electronic device:

Conditional Privilege: The adult learners' use of the adult education program's access to the Internet is a privilege conditioned on the adult learner's abiding by this agreement. No adult learner may use the adult education program's access to the Internet through an adult education program or adult learner-owned electronic device unless the adult learner and their parent or guardian have read and signed this agreement.

Acceptable Use: The adult learner agrees to use the adult education program's Internet access for educational purposes only. In using the Internet, the adult learner agrees to obey all federal laws and regulations and any State laws and rules. The adult learner also agrees to abide by any Internet use rules instituted at the adult learner's college or class, whether those rules are written or oral.

Penalties for Improper Use: If the adult learner violates this agreement and misuses the Internet, the adult learner shall be subject to disciplinary action as determined by the Director.
Minimum Consequence: Conference/Warning/Parent Notification.
Maximum Consequence: Suspension/Restitution/Expulsion

No Guarantees: The adult education program will make reasonable faith efforts to protect minors from improper or harmful Internet matters. Simultaneously, in signing this agreement, the parent and adult learner recognizes that the adult education program makes no guarantees about preventing improper access to such materials on the adult learner.

Curriculum

Arkansas State University- Newport's Adult Education Program offers a curriculum consistent with the 2014 GED® Test's subject matter and is aligned with the College and Career Readiness Standards. The curriculum includes introductory academic courses designed to enhance the adult learner's ability to succeed in the workplace or post-secondary education.

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

Release of Adult Learner Information: Academic Records Privacy Rights

As a rule, an adult learner's academic record is confidential and will not be released to unauthorized persons without the adult learner's written approval. However, the following items are considered public information and may be made available upon inquiry unless the adult learner requests nondisclosure: name, address, phone number, enrollment status, and attendance dates. Request for nondisclosure is effective until the adult learner notifies the Adult Education office, in writing, that the request is to be voided.

American with Disabilities Act

Arkansas State University- Newport complies with the Americans with Disabilities Act. For services, contact the ADA Coordinator at (870) 680 - 8946.

If you have a disability that has been documented by a qualified professional, you might be entitled to receive GED® testing accommodations. Accommodations may be requested for people with (but not limited to) the following conditions:

- Physical disabilities (such as blindness, low vision, deafness, impaired hearing, or mobility impairments)
- Learning disabilities (such as dyslexia, dyscalculia, receptive aphasia, or written language disorder)
- Attention-deficit/ hyperactivity disorder
- Psychological disabilities (such as bipolar disorder or Tourette's syndrome)
- Chronic health issues

Requests for accommodations are considered individually by the state GED® Testing Department or the national GED® Testing Service. The accommodation process shall not exceed 90 days.

Mentoring Policy

This policy sets out the requirements for implementing student mentoring programs in ASUN Adult Education.

Policy statement

- Student mentoring refers to situations where teachers, other adults, or older students work on a regular, one-to-one, or small group basis with students to achieve planned outcomes. It includes activities such as tutoring or coaching.
- The Director must approve of any student mentoring activity in the program.
- Written consent will be obtained from a minor's parent or career service provider before the student is included in a mentoring program.
- Instructors, other school staff, community members, volunteers, and mentor students must be provided with support, advice, and supervision. The Director may provide this directly or delegate the task to a leadership team member.
- All adult mentors, including volunteers, must obtain an Arkansas Child Maltreatment Check before mentoring assignment. While instructors will have met this requirement as a condition of employment, it is appropriate to

The Arkansas Division of Workforce Services, Adult Education Section provides equal access to all programs and activities

remind them of their ongoing child protection obligations as they commence mentoring.

- Training must be provided for all volunteer mentors. The training must

address child protection, a duty of care, and appropriate relationships between mentors and students.

Audience and applicability

- This policy applies to each ASUN Adult Education program location.
- Parents/guardians/caregivers.
- The public.

Context

- Quality education is provided to meet their learning needs in a secure, ordered, and supportive environment.
- Students' wellbeing, safety, and health inform school policies, programs, and practices.
- Partnership with parents, caregivers, students, and the wider community is central to the success of this process.

Responsibilities and delegations

- It is the responsibility of the Director to ensure that student mentoring programs conducted are planned and implemented following this policy.
- All school staff must tell the Director if they become aware that the relationship between a student and a mentor may be inappropriate. This includes reporting to the Director any indications that a student is developing a 'crush' on a mentor. The Director will assess the situation and act in response to the details of these circumstances.

Monitoring and review

- The Director of Adult Education will monitor the implementation of this policy and report annually or as required to the Vice-Chancellor of Academic Affairs.

Contact

Director of Adult Education

John_Kelly@asun.edu

**Arkansas State University – Newport
Adult Education Department**

Confirmation of Receipt of Student Handbook

I have received a copy of the Arkansas State University – Newport Adult Education Student Handbook.

I understand that failure to comply with the policies stated therein may result in dismissal from the program. Accordingly, I have had the opportunity to ask questions related to the policies stated in this handbook.

Student Signature

Date

Parent Signature (if minor student)

Date

Adult Education Staff Signature

Date