

ADULT EDUCATION  
DEPARTMENT  
STUDENT HANDBOOK



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## **Arkansas Adult Education**

### **Mission Statement**

To provide, in collaboration with other agencies, educational opportunities for adults who lack the basic skills for productive citizenship and gainful or improved employment, including basic skills education necessary to be literate; basic skills education necessary for training and retaining; basic skills education necessary for personal self-improvement/enhancement; basic skills education necessary to complete the secondary level of public schools.



## **Adult Education Classes**

### **Adult Basic Education (ABE)**

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

### **GED/Adult Secondary Education (ASE)**

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

## **English as a Second Language (ESL)**

ESL classes are provided for adults whose native language is not English. Adults receive instruction in English and in learning how to cope in an American Society. Beginning, Intermediate, and Advanced ESL classes are available.

Some classes include instruction suggested by the US Immigration and Naturalization Service to prepare the student for the citizenship examination. The class format is open-entry, open-exit. ESL classes are offered at UA Rich Mountain Adult Education Department, Mena Campus, and other sites as needed.

## **Basic Computer Literacy**

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

### **Employability Skills Course**

This program provides training to enable adult learners to become better informed and more highly skilled for the changing world of work. The instruction provides a comprehensive grounding in the knowledge and skills learners need to succeed in the workplace.

#### **Basic Keyboarding**

The student will have a private typing tutor in this computer CD-ROM program. The student will get personalized exercises, exciting games, and instant feedback to improve typing proficiency.

#### **Accuplacer/ Preparation**

The student will have access to a private computer program to grade basic skills needed to successfully pass the writing skills, reading skills, and numerical sections of the Accuplacer placement test.

#### **ASVAB Preparation**

The ASVAB exam is a military entrance exam. The program provides training in the specific areas of the exam. Instruction is offered by Computer-Aided instruction (CAI) or textbook.

## **Adult Education Sites**

### **Polk County**

UA Rich Mountain (Mena)

The Abernathy Building

1100 College Drive

Mena, AR 71953

(479)394-7622

### **Montgomery County**

UA Rich Mountain (Mt. Ida)

31 Industry Dr.

Mt. Ida, AR 71957

(870)867-5264

### **Scott County**

UA Rich Mountain (Waldron)

456 West 6th St.

Waldron, AR 72958

(479)637-5502

## Orientation Procedures

The first step in enrolling in adult education is filling out the intake, Internet Policy, student rights and responsibilities, and media release forms. Once the forms are completed, students set primary and secondary goals. The course of study is determined by these goals.

After the intake process, 16 and 17-year-old students will take the advanced TABE test, and must score a 535 to be entered into the Adult Education program.

For adults, the Locator is given to determine which level of the TABE is appropriate for you. This evaluation takes approximately 30 minutes.

Adults will then be TABE tested to determine where you're at in reading, math and language. This evaluation takes approximately 3 hours.

ESL, or English as a Second Language will take a test to determine how much English they already know, the student will take a TABE "E" test or Best Plus 2.0. Next the student will receive instruction. After 60 hours of class time the student will be tested again to check progress.

The GED costs \$4.00 per section; there are 4 sections, for all students.

The GED ready test price is \$6.00 per test, but for now is paid for. There is no cost for instructional materials or classes.

You must score at least a 145 average to pass. If you do not score a 145 average or above, the instructor will determine what materials/instruction will benefit you. After a period of time, you will be retested to track progress. Once you pass the GED ready Test, the instructor will complete the demographic booklet for the GED Test. You will be scheduled through the testing center to take the Official GED Test.



*Graduates are invited  
to participate in  
graduation ceremonies  
at UA Rich Mountain*

**An invitation will be sent to you by the end of April.**

## **Referral Procedures**

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

- \* DHS
- \* Health Department
- \* Other Agencies as needed

Students who want to enter post-secondary education upon receiving their GED will be referred to UA Rich Mountain Director of Admissions.

If you have a learning disability, we may be able to help you with accommodations. Please contact Terry Francis for more information. 479-394-7622 extension 1380

## **Adult Education Student's Rights and Responsibilities**

Students enrolled at UA Rich Mountain Adult Education Center are expected to adhere to all Adult Education rules as well as rules and regulations set forth by the college.

Students are expected to conduct themselves in a professional manner while on campus or while representing the College off campus. The reputation of UA Rich Mountain rests with the students. The college reserves the right to take disciplinary action against those students, who in the opinion of UA Rich Mountain, have not acted in the best interest of the students or the college. Disciplinary action may consist of verbal reprimand, restitution of damages, and restriction of privileges, suspension or dismissal. Students have the right to due process.

UA Rich Mountain honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference of the rights of others cannot be tolerated. Therefore, any student who willfully by use of violence, force, coercion, threat, intimidation, or fear, obstructs, disrupts, or attempts to obstruct the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so is subject to dismissal.

In addition to the policies of the Adult Education Program, UA Rich Mountain, states ...”

The Adult Education Department is a part of UA Rich Mountain. Therefore, Adult Education students are governed by the same student rights and responsibilities as stated in the official college handbook.

#### **Adult Education Student’s Rights:**

1. You have the right to an education that will enable you to accomplish your goals (e.g., improved basic skills in reading, and/or math, GED, English-as-a-second-language, citizenship, computer literacy, etc.)
2. You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.

#### **Adult Education Student’s Responsibilities:**

You share responsibilities with the teachers for your own learning. You should spend some time when you are not being taught directly by the teacher studying on your own. There are excellent computer programs, video tapes, and books at each Adult Education center for you to use.

You are responsible for taking care of the equipment, the materials, and yourself in the classroom.

Please do not eat or drink at the computers. If you have a problem with a computer, tell a teacher. If you spill something. Students attending adult education should leave campus when studies are completed for the day. Loitering is not allowed on premises. Suspension of student from campus or site will occur if this rule is not followed.



In order to maintain a drug free campus, information is kept available about the dangers of drug abuse, the availability of counseling, and the penalties for violations. Information racks are located in each building on campus, containing pamphlets that deal with these topics. Adult Education disciplinary policies are located on page 25.

### **FERPA**

According to the Family Educational Rights and Privacy Act (FERPA) of 1974, enacted as Section 438 of the General Education Provisions Act, student information that is considered "private" cannot be shared with anyone who is not designated on a release of confidential information form that has been signed by the student.

**ADULT EDUCATION CODE OF CONDUCT & DISCIPLINARY GUIDE**

This section of the policy directly correlates with UA Rich Mountain Code of Conduct and does not replace or overrule the College’s Code of Conduct, disciplinary policies, or procedures in any way. The following chart outlines corrective action measures that will be enforced by the Adult Education Department and are in addition to any legal or criminal charges that may be enforced by UA Rich Mountain.

INFRACTION	DISCIPLINARY ACTION
<p>Nonadherence to posted classroom policies.</p> <ul style="list-style-type: none"> <li>• Hygiene</li> <li>• Appropriate Dress</li> <li>• Public Display of affection</li> <li>• Profane Language</li> <li>• Behaviors that disrupt the learning environment.</li> </ul>	<p>Seriousness of infraction will determine disciplinary action.</p> <p><b>1st offense</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> </ul> <p><b>2nd offense</b></p> <ul style="list-style-type: none"> <li>• Written warning, and conference with the program director.</li> </ul> <p><b>3rd offense</b></p> <ul style="list-style-type: none"> <li>• Suspension from program for a minimum of one week or permanent withdrawal from the program.</li> </ul>
<p>Prohibited conduct includes, but is not limited to the following behaviors:</p> <ul style="list-style-type: none"> <li>• Endangerment</li> <li>• Harassment</li> <li>• Disruption</li> <li>• Dishonesty</li> <li>• Tampering w/safety equipment</li> <li>• Property Violations</li> <li>• Smoking</li> <li>• Computer Violations</li> </ul>	<ul style="list-style-type: none"> <li>• An incident report will be filed to the appropriate department.</li> <li>• You may be asked to leave the campus.</li> <li>• You may be banned from UA RMCC campus.</li> </ul>
<p><b>ZERO TOLERANCE BEHAVIORS</b> include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• <b>Drugs</b></li> <li>• <b>Weapons</b></li> <li>• <b>Physical Altercations</b></li> <li>• <b>Sexual Offenses</b></li> </ul>	<p><b>ALL INFRACTIONS AND DISCIPLINARY ACTIONS WILL BE NOTED IN YOUR FILE.</b></p>

UA Rich Mountain's complete Student Code of Conduct and Disciplinary Process are contained in the College Catalog/Student Handbook and may be accessed at [www.uarichmountain.edu](http://www.uarichmountain.edu)

### **Bullying Won't Be Tolerated**

#### **A definition of bullying**

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can happen anywhere: at school, travelling to and from school, in sporting teams, between neighbors or in the workplace.

#### **Bullying behavior can be, but not limited to:**

**verbal:** name calling, teasing, abuse, putdowns, sarcasm, insults, threats

**physical:** hitting, punching, kicking, scratching, tripping, spitting

**social:** ignoring, excluding, ostracizing, alienating, making inappropriate gestures.

**Psychological:** spreading rumors, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

If you are being bullied, tell your instructor immediately. Steps will be taken to address the problem. Bullying will be subject to dismissal.

## **Student Grievance Procedures**

Adult Education Department believes that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at UA Rich Mountain, please try to discuss your feelings with your instructor, or Adult Ed. Coordinator. However as due process, the following steps should be used in any formal complaint or grievance:

1. A complaint should be made in writing to the Vice Chancellor of Student Affairs, and shall contain the name and address of the complainant and a brief description of the violation or complaint.
2. Complaints should be filed within 30 days of the violation or grievance.
3. An investigation by the Vice Chancellor for Student Affairs shall follow the filing of a complaint. This process contemplates informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the findings and the validity of the complaint, and a description of the resolution, if any, shall be issued to the complainant no later than 10 days after filing the complaint.

## GED test-taking tips

- Arrive 15-20 minutes before the test is scheduled to start to make sure you can find the room and get situated.
- Eat well beforehand, so hunger won't distract you during the test.
- The GED test is given at UA Rich Mountain, in the Abernathy Building at 1100 College Drive in Mena, AR.
- Bring Arkansas photo Identification.



- At the beginning of each test, write on scratch paper the ending time. Notice how many questions there are for that test. Write the time for the half way point and the number of the question that is about half way. When you reach the half way question, you should be about half way through your time limit.
- The examiner will signal you when you have ten minutes left by holding up ten fingers. You should pace yourself and mark the answer for each of the remaining questions, even if you haven't time to read them.
- Make sure the answer you mark, matches the number of your answer choice.
- If you are unsure of an answer, eliminate those answers that are obviously wrong and make your best guess among the remaining answers. Do not skip a question and come back to it later. Mark your answer , write the number of the question on scrap paper, come back to it if you have time.



# PROGRESS CHART

READING	MATH	LANGUAGE
<ul style="list-style-type: none"><li>• (106) ASE HIGH 596-999</li><li>• (105) ASE LOW 567-595</li><li>• (104) ABE inter HIGH 518-566</li><li>• (103) ABE inter LOW 461-517</li><li>• (102) ABE beg. Bas. Ed 368-460</li><li>• (101) ABE beg. Lit. 110-367</li></ul>	<ul style="list-style-type: none"><li>• (106) ASE HIGH 595-999</li><li>• (105) ASE LOW 566-594</li><li>• (104) ABE inter HIGH 506-565</li><li>• (103) ABE inter LOW 442-505</li><li>• (102) ABE beg. Bas. Ed 314-441</li><li>• (101) ABE beg. Lit. 110-389</li></ul>	<ul style="list-style-type: none"><li>• (106) ASE HIGH 586-999</li><li>• (105) ASE LOW 560-585</li><li>• (104) ABE inter HIGH 524-559</li><li>• (103) ABE inter LOW 491-523</li><li>• (102) ABE beg. Bas. Ed. 390-490</li><li>• (101) ABE beg. Lit. 110-389</li></ul>

**Americans With Disabilities Act of 1990 and  
Rehabilitation Act of 1973 Section 504  
Policy and Procedure**

UA Rich Mountain, as an educational institution and as an employer, does not discriminate based on disability. The college does not discriminate in admission or access to, treatment by or employment in, its programs and activities. This is a commitment made by the college and is in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

All services, programs and activities at UA RMCC are accessible to students with disabilities. The Adult Education Director, located in the Abernathy Building Room 307, has information on accommodations and is the ADA/Section 504 compliance officer for Adult Education. For students seeking accommodations, the following intake process will be followed:

The student identifies to the intake person that he or she has a learning disability.

The student provides support documentation of disability and recommended accommodations if available.

The student will fill out paper work pertaining to the disability: Dr.'s they are visiting, type of disability. They then sign the document giving the Adults with Disabilities advocate permission to research or locate the student's disability information.

The Adult Education Students with Disabilities Advocate will send all gathered information to the appropriate person responsible for approving or denying accommodation request.

If accommodations are approved, the teacher will be notified on how to proceed with the student.

If the student is denied the accommodations, the advocate will inform the student of the decision, and the reason for the decision.



**University of Arkansas**

**Rich Mountain**

**Adult Education Department**

**Orientation Statement and Student**

**Contract**

Please review each paragraph and provide initials. Once all items are reviewed and initialed, sign and date the last page. By initialing and signing this document, you acknowledge and understand the terms and will follow them to the best of your ability.

\_\_\_\_\_ Provide identification

Complete intake paperwork

Complete all sections of the TABE

\_\_\_\_\_ Students that are 16 or 17 years of age are required to attend 20 hours per week.

\_\_\_\_\_ Adult Education provides classes in all subjects needed to pass the GED exam.

\_\_\_\_\_ In order to receive your diploma, you understand that you must attend class on a regular basis. You understand faculty and staff will monitor your hours, and inform you when you are ready to posttest.

\_\_\_\_\_ You will sign-in when you enter class, and sign-out before you leave. Print your legal name clearly in the attendance book.



Understand that the Adult Education Team wants YOU succeed in your educational goals.

If you have any questions, you may speak to your teacher or administration .

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Student signature

Date

To: Home School Parent  
From: Julie Gordon, Adult Education Coordinator,  
479-394-7622 ext. 1380

Subject: GED testing for students 16 or 17 years of age

U of A Rich Mountain Adult Education has developed the following policy concerning students under the age of 18 who wish to test for the GED.

Students 16 or 17 years of age must provide the following:

- Provide a home school release and parent release for testing.
- Provide **TABE D** test results of a **scale score of 535** or better.
- Comply with Adult Education guidelines as outlined in the Adult Education Policy Manual.
- Must pass the civics exam.
- Ensure availability of adequate transportation to and from the center.

\_\_\_\_\_  
Student name: \_\_\_\_\_

Applicant's S.S. # \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date last attended before home school: \_\_\_\_\_

**Adult Education has my approval to test and prepare the above named applicant for the GED test.**

Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Adult Education Policy Statement

It is the belief of Arkansas Department of Education and the Adult Education Division that the most beneficial educational placement for students between sixteen and eighteen is in the regular high school. In that setting, students can be assured of many advantages unavailable in the adult education programs, Including:

The required number of instructional hours

A variety of extracurricular activities

School lunch program

School counselors trained to work with this age group

Daily contact with people their own age

Physical education

Students performing below a scale score of 535 on the TABE D will not be enrolled into Adult Education classes.

The Adult Education Act as amended by the National Literacy Act of 1991 and

Arkansas Act 30 and 31, 1994 requires students sixteen or seventeen years of age to attend **20 hours** of class per week.

Students not attending **20 hours** per week will be released back to the referring school and will not be allowed to reapply for Adult Education classes until they turn eighteen years of age.

Upon successfully passing the GED exam, the student will be released from this requirement.

**Student's parents or Guardians may be subject to a civil penalty not to exceed \$500 plus court for non – school attendance.**

It is the student's responsibility to provide a copy of passing GED test results to the releasing school.

Students enrolled in college, Job Corps, or home school must provide proof of enrollment.

## Helpful websites

<https://www.uarichmountain.edu/adult-basic-education>

<https://www.essentialed.com/start/uarichmountain>

<https://tabetest.com/resources-2/testing-information/tabe-1112-practice/>

<https://www.mometrix.com/academy/tabe-practice-test/>

<https://ged.com/>

<https://www.march2success.com/main/courses>

<https://studentaid.gov/>

Check out YouTube for TABE and GED test resources.

Go to YouTube-search Crash Course GED

Choose from each content area.

Math

Science

Reading Language Arts

Social Studies



UA Rich Mountain

1100 College Dr. Mena, AR 71953

Julie Gordon, Director ext. 1380

Bonnie Medlin, Instructor ext. 2311

Leah Roberts, Secretary ext. 2309