**Ozarka College**

**Adult Education**

**Student Handbook**

**2023 - 2024**

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Ozarka College Adult Education Program

Dear Student:

Welcome to Ozarka College’s Adult Education Program (OCAE). I would like to commend you on taking the first step in completing your goals.

Ozarka College Adult Education faculty and staff are here to assist you in achieving your goals whether they are to brush-up on your academic skills or workplace skills. OCAE will help you develop your individualized educational/career plan, provide you with knowledgeable instructors, as well as, appropriate instructional materials, and distance learning.

Our Adult Education Faculty and Staff want to wish you the best in your future endeavors!

Sincerely,

Trish Miller

Trish Miller

Adult Education Director

Ozarka College

*“All men who have turned out worth anything have had the chief hand in their own education."*

*Sir Walter Scott wrote that in a letter to J.G. Lockhart in 1830.*

*Take control of your own destiny.*

**

*"Learn from yesterday, live for today, hope for tomorrow. The important thing is to not stop questioning. Curiosity has its own reason for existing."*

*This quote, also attributed to Albert Einstein, appeared in an article by William Miller in the May 2, 1955 edition of LIFE magazine.*

**Ozarka College Adult Education**

**Student Handbook**

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**MISSION STATEMENT**

Ozarka College’s Adult Education Program provides life-changing experiences through education. Through the Adult Education Program, adult learners throughout the service area will be able to improve their academic and employability skills.

**PHILOSOPHY**

The Adult Education Program at Ozarka College has as a foundation the belief that knowledge is the key to improving the quality of life. Education puts the students in touch with the world around them, develops self-knowledge, and promotes meaningful decision making.

The Adult Education Program will attempt to increase student understanding of the value of education in gaining knowledge and developing skills and habits necessary for a successful future.

**STATEMENT OF PURPOSE**

The purpose of the Adult Education Program is to raise the educational level of adults. The program reflects the real world with emphasis on the practical application of each new learning assignment. Graduates should possess an improved understanding of their world and academic skills to further the attainment of their personal goals. Students should develop a sense of responsibility, pride, and personal worth as they complete the ABE/GED® program.

**OBJECTIVES**

1. To evaluate the students when they enroll and to assist in establishing realistic goals based on entry level assessment.
2. To evaluate the progress of the student using appropriate assessment instruments approved by the Adult Education Division.
3. To provide various instructional strategies and methods to assist students in obtaining goals.
4. To conduct a follow up survey to determine the effectiveness of the instructional program.

**Ozarka College Adult Education**

**General Education Provisions Act (GEPA)**

In compliance with the Department of Education’s General Education Provisions Act (GEPA), Ozarka College Adult Education (OCAE) ensures equitable access and participation in its Adult Education Program. OCAE ensures that no barriers exist that could impede equitable access or participation in the Adult Education Program, in regard to gender, race, national origin, color, disability, or age. This organization has established a strategic plan to ensure equitable access specific to the Adult Education Program, described below and pledges to adhere and devote ongoing attention to each of these areas.

GENDER: OCAE ensures that all genders will be equitably recruited and served through the Adult Education Program. OCAE plans to employ strategies to recruit students represented in OCAE’s service area (Fulton, Izard, and Stone counties).

NATIONAL ORIGIN/RACE/ COLOR: OCAE has served students from diverse cultures, ethnicities, and backgrounds. The organization ensures that it will continue to recruit and serve students from diverse populations (national origin, race, color) and that all program components and published materials will remain free of bias of national origin, race, and color. Additionally, OCAE will ensure that its staff and instructors are representative of the target population and the students served. OCAE will ensure that materials will be provided in other languages to recruit and serve participants, if needed, to eliminate language barriers that may exist.

DISABILITY: OCAE ensures that all participants will have equitable access to all facilities and pledges to serve students, regardless of disability. OCAE will additionally ensure that all programs and published materials will be free of bias regarding disabilities. To further ensure that disabled individuals have equitable access to the program, OCAE pledges to make any reasonable accommodation needed by disabled participants to ensure their full and equitable participation in the Adult Education Program. In addition to this and in compliance with the GEPA, OCAE ensures that all entrances, restrooms, offices are totally accessible to individuals with disabilities in order to ensure their equal access in the Adult Education Program.

AGE: OCAE ensures that all participants of the eligible age will be recruited and have equitable access to participate in all Adult Education classes and events and ensures that all programs and published materials will be free of bias regarding age. Additionally, the OCAE will provide age-appropriate activities and materials, including reading materials, for participants.

OCAE pledges to operate the Adult Education Program as described above, to ensure equitable access and participation in regards to gender, race, national origin, color, and disability. Furthermore, OCAE GEPA Statement will address recruitment, selection, participation, and hiring practices, in compliance with GEPA, in the following manner:

Recruitment: The Adult Education Program Director will ensure that project staff will recruit ALL eligible students and not discriminate on gender, race, national origin, color, disability, or age. The Title V Director will request lists of students from the OCAE Assessment Center who were assessed into developmental education and who self-identified as being first- generation, college student. The lists will contain only the necessary mailing information to contact the student via mail. The lists will not identify students on the basis of gender, race, national origin, color, disability or age. All students contained in the list will be invited to attend information sessions to learn about the Adult Education Program services. Applications and other recruitment material will be available to all attendees. If applicants are in need of assistance to complete an application, project personnel will provide assistance and if needed, make arrangements for accommodations with the assistance of personnel from the Disabled Student Programs and Services Office (DSP&S).

Participation: All OCAE entrances, restrooms, offices, and facilities are totally accessible to individuals with disabilities to ensure their equal access to the program. All participants will be able to participate in all Adult Education Program activities regardless of race, color, national origin, gender, age, or disability.

Hiring Process of Adult Education Program Staff: OCAE is an equal opportunity employer. OCAE promotes equal employment opportunities and the fair treatment of employees without regard to race, color, religion, national origin, sex, age, marital status, veteran status, disability, or sexual preference in compliance with federal, state, and local laws. In adhering to this, OCAE will ensure equal opportunity hiring guidelines to ensure equal access in employment to all who apply for a position with the Adult Education Program.

OCAE is committed to adhering to these standards and practices and will make all provisions necessary to ensure that this plan is in compliance with the General Education and Provisions Act (GEPA).

**STUDENT ELIGIBILITY**

Enrollment in Ozarka College’s Adult Education Program is open to anyone 18 years of age or older who is basic skills deficient (scoring below NRS level 6 on the TABE 11/12 assessment) in at least one academic area (Reading, Math, or Language).

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 a waiver until the 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 form of the TABE test, the student shall achieve a scale score of 535 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;

1. 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 student;
2. 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;
3. The adult education program reviews the student’s school and testing records and agrees to admit the student into the program;
4. 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;
5. 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 shallbe required for any student who is employed for 30 hours or more each week;
6. 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;
7. 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, that test or mechanism shall be substituted, with the approval of the Adult Education Division, for the tests required in this policy;
8. 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 Adult Education Section, Division of Workforce Services.

**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 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)(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.”

**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 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 in accordance with Arkansas Act 1659 of 2001 and Act 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 535 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 of 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 outlined 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 administrator 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 Adult Education Section, Division of Workforce Services.

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. “

Subject: Civics Test Requirement POLICY: According to Arkansas Act 478 of 2017, beginning in the 2018-2019 year, in order to receive a high school equivalency diploma, students below the age of 19 must take a test that is identical to the civics portion of the naturalization test used by United States Citizenship and Immigration Services; and correctly answer at least sixty (60) of the one hundred (100) test questions. The test may be taken prior to or after entrance into a local Adult Education program.

INFORMATION/RATIONALE: In order to comply with Arkansas Act 478 of 2017, Adult Education programs must ensure that students pass the civics test.

**Subject: Civics Test Requirement**

Starting July 1, 2018 all students seeking their GED who are 16, 17, or 18 years of age, must complete the civics exam with a pass score of 60%.

POLICY: According to Arkansas Act 478 of 2017, beginning in the 2018-2019 year, in order to receive a high school equivalency diploma, students below the age of 19 must take a test that is identical to the civics portion of the naturalization test used by United States Citizenship and Immigration Services; and correctly answer at least sixty (60) of the one hundred (100) test questions. The test may be taken prior to or after entrance into a local Adult Education program.

**OCAE Testing and Enrollment of 16-17 Year Old Students Policy**

Before a program may enroll a 16 or 17-year old participant, proper documentation and assessment determined NRS Level must be presented. Acceptable documentation includes a Home-School Waiver, Public-School Waiver or a Court Order. The documentation must be presented to the program before an assessment is administered. In addition, the potential participant must obtain a scaled score of NRS level 535 on the A or D level. A 16 or 17-year old may be enrolled with a scaled score of less than a NRS level 535 only with a Court Order. No other exceptions apply. Programs with participants who are 16 and 17 years old must follow the guidelines outlined in Arkansas Act 1659 of 2001 and Act 604 of 2003. Refer to the Arkansas Adult Education Program Policies for further information on serving 16 and 17-year-old participants [http://www.sos.arkansas.gov/rulesRegs/Arkansas Register/2015/sept2015/172.00.15-001.pdf](http://www.sos.arkansas.gov/rulesRegs/Arkansas%20Register/2015/sept2015/172.00.15-001.pdf).

**Enrollment Policy for Sixteen and Seventeen-Year-Old Participants**

1. Proper documentation and assessment determined grade level must be presented.
	1. Acceptable documentation includes a Home-School Waiver, Public-School Waiver or a Court Order. The documentation must be presented to the program before an assessment is administered.
2. The potential participant must score a minimum scaled score of 535 in Reading, Math, and Language on the TABE 11 or 12, Level D or A
	1. **A 16 or 17-year old may be enrolled with a scaled score under 535 only with a Court Order. No other exceptions apply.**
	2. If a score of 535 is not attained in any of the three areas, the 16 and 17-year-old must wait 30 days to retest on an alternate form.
	3. If a score of 535 is not attained on the alternate form, they must wait six months before testing again.
3. 16 and 17-year-olds must attend classes 20 hours per week.

**\*\*\*\*Programs with participants who are 16 and 17 years old must follow the guidelines outlined in Arkansas Act 1659 of 2001 and Act 604 of 2003. Refer to the Arkansas Adult Education Program Policies for further information on serving 16 and 17-year-old participants** [**http://www.sos.arkansas.gov/rulesRegs/Arkansas Register/2015/sept2015/172.00.15-001.pdf**](http://www.sos.arkansas.gov/rulesRegs/Arkansas%20Register/2015/sept2015/172.00.15-001.pdf)**.**

**Student Intake and Orientation Procedure**

The OCAE designated personnel to assist students setting goals is the instructor. Goal setting starts with the intake process. A career cluster interest inventory is included in the intake packet. Students complete the intake packet at their initial visit. When students take the TABE Locator, the instructor goes over the intake form to make sure it has been completely and properly filled out. When the student has completed the TABE assessment, the student and instructor go over the results of the assessment. At this time, the student and instructor discuss the interest inventory and TABE scores to evaluate the goals of the student. When goals and career path have been established, the instructor and student develop a learning plan with realistic and obtainable goals.

The Student’s progress will be monitored by the instructor. When the student has achieved 40 hours to post-test, the TABE assessment will be administered on the alternate form. Educational progress will be evaluated and adjustments to the learning plan and goals will be re-evaluated. This process will take place until the student has been successful.

To monitor students career goals, student will be given assignments in their area of interest to confirm they still want to pursue that goal. Students will also meet with the OCAE CDF to explore options and identify barriers that need to be overcome to be successful. The instructor and the CSP will assist the student in finding solutions to barriers that exist. (educational deficits, funding, employability deficits, etc.)

Follow-up on students will be completed quarterly.

**ORGANIZATIONAL STRUCTURE**

The Adult Education Program is an important part of Ozarka College. An administrator, GED® Examiner, instructor, administrative specialist, and a SNAP E & T case manager serve the program. Part-time instructors provide flexibility to the service area.

Classes are available during the day at our campuses in Melbourne, Mtn. View, and Mammoth Spring. Evening classes are offered at various locations. The Chief Examiner directs and oversees TABE, GED Ready®, and Official GED® Testing.

**OZARKA COLLEGE ADULT EDUCATION CLASSES**

Adult Education classes include computer aided instruction, small group instruction, and one-on-one tutoring. An individualized education plan is developed on entrance and assessments administered upon enrollment. This allows every student to begin at an appropriate level and to progress at his or her own pace.

**CLASS LOCATIONS**

The Adult Education Program serves three counties: Fulton, Izard, and Stone. During the day, adult education classes meet on Ozarka College campus locations at Mammoth Spring, Melbourne, and Mountain View. Classes meet a minimum of 20 hours per week at these locations. Evening classes offer small group or individualized instruction and meet in various locations. Registration is open throughout the year.

**ENROLLMENT PROCEDURES**

Enrollment in Ozarka College’s Adult Education Program is an open to anyone 18 years of age or older. Under special circumstances, persons 16 or 17 years of age may be enrolled in the Adult Education Program in accordance with Arkansas Act 1115 of 2015. (A copy of this Act is available upon request.) The Act states in part “…the student shall be administered …a basic skills test… and shall score appropriate scores as determined by the Adult Education Division of the Department of Career Education…” [NRS approved assessment]. Enrollment procedures include completion of an intake form, release of information form, and participation in orientation.

**ORIENTATION**

Orientation sessions are held at the start of class sessions and as needed individually. A student handbook is made available to each student. The handbook provides information regarding rules of conduct, attendance, classes, testing procedures, and graduation information. During the orientation session, the handbook will be reviewed and appropriate forms will be signed by the student.

**OZARKA COLLEGE ADULT EDUCATION RULES OF CONDUCT**

All adult education students are required to conduct themselves in an appropriate and mature manner at all times.

**Disciplinary Policy**

Disciplinary action may consist of verbal reprimand, payment of restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process, if they wish to contest an administrative decision regarding their conduct.

The first step of the Disciplinary Process will be by the instructor. If the disciplinary action by the instructor (verbal reprimand and/or restriction of privileges) is not successful, the student will meet will the OCAE Director and will be subject to an adapted class schedule, suspension, or dismissal.

**Code of Conduct**

Each student is required to follow the code of conduct specified in this Student Handbook. This code guides work ethics appropriate in the classroom /workplace. Students who fail to adhere to the code of conduct will be considered for suspension and are subject to dismissal. The following reflects the conditions a student must respect in order to maintain enrollment:

**Punctuality** – each class session has a specific schedule for when it starts and ends: signing in is mandatory.

**Dress Code** – each student is expected to maintain a neat, clean and professional appearance. The following dress is not considered appropriate in the classroom workplace:

* Muscle shirts, tank tops, tube tops, strapless or T-strap tops or dresses without a shirt or jacket, exposed midriffs, ripped or-torn clothing, cutoff jeans, micro mini shorts or skirts, tights or stretch pants (unless covered by a tunic top);
* Pants below the waist or unbuttoned shirts.

**Courtesy** – students are to demonstrate respect for staff, volunteers, and classmates by demonstrating a positive energy in the classroom, hallways or on the grounds. Loud voices, profanity, and insulting behaviors are not tolerated. Personal discussions should not be disruptive. Interrupting instructors, classmates or speakers on a repeated basis will not be tolerated. Maintaining proper ethical behavior at all times is required.

**Bullying** – Bullying is defined as “using superior strength or influence to intimidate (someone), typically to force him or her to do what one wants.” Bullying is an activity that will NOT be tolerated in the halls, classrooms or any location served by the Adult Education Department of Ozarka College. Because students enrolled in Ozarka College’s Adult Education Program have agreed to the Code of Conduct outlined in this Student Handbook, consequences of this type of behavior are subject to disciplinary action which includes verbal reprimand, restriction of privileges, suspension, or dismissal. Students have the right of due process, if they wish to contest an administrative decision regarding their conduct. All students will be consistently disciplined for equal offenses.

All students are ***required*** to report any activity they experience or observe that could be considered bullying to the instructors. Instructors will follow the disciplinary policy and report any bullying to the Director of OCAE. The director will be responsible for suspension or dismissal of students who have been identified as displaying bullying activities when disciplinary actions by the instructor have not been successful.

**Electronics** – while in the classroom and hallway, cell phones, MP3 players, radios, CD players, pagers, or headsets/earphones are not to be used.

**Drug Policy** – no use of alcohol or drugs on the school premises. No attendance to class while intoxicated or under the influence of illegal drugs.

**Attendance/Tardiness** – students are expected to attend and be on time for class in accordance with the hours of the class selected; should circumstances prevent attendance on a regular basis the student is expected to communicate with the instructor to develop a strategy for continued enrollment.

**Weapons** – no weapons are allowed on premises. These include, but are not limited to, guns, knives or sharp objects.

**Property/Grounds** –classroom area will be left clean. Litter is to be placed in proper receptacles.

**Loitering** – designated break areas are the only places students can gather. Students are not to remain on campus at times other than scheduled class periods.

**Tobacco Products—**Ozarka College is a tobacco-free institution, including buildings, grounds and parking lots. No tobacco products of any type may be used, carried or distributed in any buildings, parking areas, grounds, facilities, vehicles or streets.

Students that do not follow the policy will be considered in violation of the Student Code of Conduct and subject to disciplinary consequences. Students who do not adhere to the Adult Education Code of Conduct and Ozarka College’s Student Code of Conduct will be disciplined. While cases are determined on an individual basis, all infractions are addressed fairly.

***Because Ozarka College serves as the LEA for the Adult Education Program, students must also agree to adhere to Ozarka College’s polices.***

**OZARKA COLLEGE STUDENT CODE OF CONDUCT**

**Student Rights and Responsibilities**

Students enrolled at Ozarka College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College on College matters during their period of enrollment, and the College reserves the right to take disciplinary action against those students who, in the opinion of the College, have not acted in the best

**College Rules**

**Alcoholic Beverages** – Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on College property or at College functions is subject to disciplinary action and/or state and/or federal law (See BPM 2.47).

**Illegal Use of Drugs** – The illegal use of drugs is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession of or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law. (See BPM 2.47).

**Smoking or Use of Tobacco** – Students may not smoke or use tobacco products in any building or on any part of the campus grounds nor in personal vehicles on campus. Failure to comply with this policy could result in disciplinary action. (See BPM 2.41).

**Assembly** – No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.

**Disruptive Behavior** – No person or persons shall engage in any activity in the classroom or on the College grounds which has the effect of disrupting classes or the daily activities of the campus. Disruptive behavior includes but is not limited to **fighting**. Cell phones should not be used in classrooms, library space or other academic areas. Students shall not bring children to class.

**Signs** – With the exception of bulletin boards, students may erect or display signs or posters on the campus only upon the authorization of the Vice President for Finance. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscription on College property. (See BPM 2.40).

**Solicitation of Funds** – No student or student organization may use campus facilities, solicit funds or schedule activities unless such action has been approved by the Vice President for Academic Affairs or the President. (See BPM 2.40).

**Arms/Deadly Weapons** – Firearms (except for those possessed by officers of the law), are strictly prohibited on College property or at any activity sponsored by the College. Any student possessing deadly weapons is subject to disciplinary action.

**Cheating** – Any student caught cheating is subject to disciplinary action. Such action may be taken by the faculty member in accordance with College procedures when deemed necessary.

**Counterfeiting and Altering** – Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the college.

**Theft of Property** – Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal penalties.

**Vandalism** – The destruction or mutilation of Ozarka College property is prohibited. Such action may result in required payment of restitution and/or disciplinary action.

**Use of College Facilities** – Students are permitted on campus during the times established in the College Calendar, during normal College hours. Students wishing to use College facilities at other than those times must request permission from the Office of the President. (See BPM 3.32).

**Motor Vehicles** – The College provides and maintains sufficient parking areas for staff, students, and visitors. All individuals are required to adhere to College parking regulations. (See BPM 3.36). It should be noted that the College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas. Speed is limited to 10 miles per hour while on College grounds.

**Sexual Assault, Sexual Harassment, Stalking and Domestic/Dating Violence** – Ozarka College is determined to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff and visitors. Domestic and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at Ozarka College. These acts are violations of policy regardless of race, ethnicity or culture, gender, age, sexual orientation or disability. The use of alcohol and other drugs in conjunction with an incident of domestic violence, sexual assault or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense. The College holds violation of Orders of Protection to also be a violation of this policy and will initiate disciplinary action without waiting for a court decision, if campus officials conclude that a violation has occurred. (See BPM 2.48).

**Computer and Internet Usage** – See BPM 4.69 Computer Usage Policy. For a complete list of Ozarka College’s policies, please refer to the Board Policy Manual found on Ozarka College’s website (www.ozarka.edu).

Students under the age of 18 not able or willing to comply with the above rules will be terminated; the prosecuting authority will be notified, and legal action will follow as specified by Act 30 of the Second Extraordinary Session of 1994.

**ATTENDANCE POLICY**

A specific attendance policy applies to students under the age of 18. These students will be required to attend a minimum of ten (10) hours per week if they are employed full-time (30 or more hours per week). They will be required to attend class a minimum of twenty (20) hours per week if they are employed less than 30 hours per week. If a student is absent due to circumstances beyond his/her control, it is the responsibility of the student to make up the hours missed.

When a student attends less than the required minimum hours per week, certain provisions apply. The first week this occurs, the student’s parent or guardian will be contacted by telephone or by regular mail. If the student attends less than the required minimum hours during a second week (not necessarily two consecutive weeks), a meeting with parents will be scheduled with the adult education director, Trish Miller.

**GREIVANCE POLICY/CONFLICT RESOLUTION**

The following procedure will be used in case of any non-academic complaint or grievance:

 Within five (5) working days of the alleged grievous incident, the complainant must present the complaint in written form to the Director of the Adult Education Department, Trish Miller. The written complaint must include the specific grievance and specific remedies sought by the student.

1. The Adult Education Director will investigate and respond to the complainant in written form within five (5) working days of receiving the written complaint.
2. If a satisfactory resolution is reached, documents will be placed in the student’s permanent folder maintained in the Adult Education Department’s Administrative Assistant’s office and kept for a period of no less than two (2) years.
3. The Adult Education Director will report the grievance filed, remedies sought, and resolution reached to Ozarka College’s Provost and Executive Vice President of Learning, Dr. Chris Lorch to provide a record of the incident, procedures followed, and the resolution reached.
4. If a satisfactory resolution cannot be reached at this stage, the complainant may appeal in writing to the Office of the Provost and Executive Vice President of Learning, Dr. Chris Lorch, who is the designated Ozarka College Grievance Officer.
5. The Provost and Executive Vice President of Learning will investigate and respond to the complainant in written form within five (5) working days of receiving the written complaint.
6. If not satisfied, the complainant may appeal in writing to the President of Ozarka College, Dr. Richard Dawe, within five (5) working days of receiving the written findings of the Provost and Executive Vice President of Learning.
7. The President will respond in written form within five (5) working days.
8. If complainant is not satisfied at this level, an appeal may be made in writing to the College Board of Trustees via the President’s Office within five (5) working days. The Board will review the complaint/grievance at the next regularly scheduled meeting and render a decision within ten (10) working days. The decision of the Board is final.
9. Students who feel their Civil Rights have been violated may appeal to the Office of Civil Rights directly.
10. All written grievances filed by a student with the Provost and Executive Vice President of Learning, Dr. Chris Lorch, along with any related documents, will be logged in an official register by the Provost and Executive Vice President of Learning and maintained for a period of no less than two (2) years after the initial filing.

**CONFIDENTIALITY POLICY/FERPA**

In compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), and as amended in 1998, the Adult Education Department of Ozarka College maintains the confidentiality of student educational records. No one outside the institution shall have access to, nor will the institution disclose any information, other than Directory Information from the student’s educational records, without written consent of the student except to qualified personnel within the institution, officials of other institutions in which the student seeks to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted in the 1974 Act and its 1998 revision.

Written consent of the student is not required for Ozarka College’s Adult Education staff and faculty members to utilize educational records for legitimate educational purposes. These members include faculty, advisors, administrators, and classified and professional level employees. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Family Educational Rights and Privacy Act to include student name, attendance, enrollment status (full-time or part-time), and participation in officially recognized activities.

Ozarka College’s Adult Education Department reserves the right to refuse access to the following records:

* + Financial statement(s) of the student’s parents.
	+ Educational records containing information about more than one student, in which case the College will permit access only to the part of the record pertaining to the student.
	+ The records excluded from the FERPA definition of education record.

If the student believes that any information contained in their educational records is inaccurate, misleading, or in violation of their privacy rights, they may request in writing that the office containing those records amend them. Students should identify the part of the records they want changed and specify why they believe it is inaccurate, misleading, or in violation of their privacy rights. In order to be considered, requests for change must be made during or immediately following the conclusion of the course(s) involved (here “immediately” means before the beginning of another semester or summer term).

The Vice President of Student Services (Joshua Wilson) will reach a decision and inform students in a reasonable period of time after receiving the request. If the records custodian refused to amend the record, students have the right to a hearing. This hearing will be conducted by someone who does not have a direct interest in the outcome of the hearing but may be an official of the college.

The student will be notified of the date, place, and time of the hearing. Students will be afforded an opportunity to present evidence relevant to the issue raised. The hearing officer will make a decision in writing based on the evidence presented at the hearing. The officer will also notify the student in writing and include a summary of the evidence and the reasons for the decision.

If the hearing officer supports the complaint, the education records will be amended accordingly. If the hearing officer does not support the complaint and decides not to amend the record, the student has the right to place a statement in their electronic student record commenting on the challenged information and stating the reasons for disagreeing with the decision. This statement will be kept as part of the record as long as the contested portion is maintained and whenever a copy of the record is sent to any party.

**CURRICULUM**

Ozarka College’s Adult Education Program offers basic academic courses as well as those designed to enrich and expand the student’s ability to adjust in his/her personal life and in the workplace.

**Adult Basic Education (ABE)** ABE is a pre-GED® program that offers instruction in basic literacy skills: reading, language, writing and math. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, writing, basic math computation, and math problem solving. The curriculum is designed to prepare the student for further education, enhance basic skills required for job placement or advancement, and empower students to achieve their goals. Each person may do individualized work at his/her own pace.

**Adult Secondary Education (ASE)** The ASE program is designed to help students earn an Arkansas High School Diploma through the GED® program. Instruction is designed for students who need to improve reading, writing, or math skills to earn their GED® credential. Topics may focus on skill development through the areas of science, social studies, and literature. Emphasis is on vocabulary development, comprehension improvement, critical thinking, math computation, and math problem solving. Students are evaluated in the four subject areas tested on the GED® exam: Reasoning through Language Arts, Social Studies, Science and Mathematical Reasoning.

**English as a Second Language**  The ESL program is designed to provide English language instruction to adult students whose primary language is not English. ESL classes concentrate on speaking and listening in the beginning levels and progress to include reading and writing skills. English Literacy and Civics Education (EL/Civics) instruction emphasizes the rights and responsibilities of citizenship, naturalization procedures, civic participation, U.S. history, and government.

**College Preparatory/Pre-employment** High school graduates who score below the NRS Level 6 and wish to improve/review math, reading or language skills to prepare for further education or employment may enroll in adult education classes.

**CRC Certification** Workforce Service clients who need to improve their scores before testing for CRC certification may enroll in adult education classes.

**WAGE™ Program** (Workforce Alliance for Growth in the Economy ™.) WAGE™ is a job readiness training program conducted through the Adult Education Division of the Arkansas Department of Career Education. It includes basic skills competencies based on the Secretary’s Commission on Achieving Necessary Skills (SCANS) which have been determined as essential by the nation’s and Arkansas’ employers.

**Integrated Education and Training (IET)** IET will offer students the opportunity to be concurrently enrolled in GED classes and Technical Certificate classes.

**Distance Learning Policy**

Distance education is a formal learning activity where students and instructors are separated by geography, time, or both for the majority of the instructional period.

Distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, television broadcasts, computer software, web-based interaction, and other online technologies. Teachers support distance learners through communication via mail, telephone, e-mail, or other web-based technologies or software.

**To become a Distance Learning Student at OCAE you will:**

a. complete the OCAE enrollment form, take the Test of Adult Basic Education (TABE) Locator and recommended TABE Level assessment, develop a Student Learning Plan with the help of your instructor, complete the OCAE Distance Learning Intake Survey, complete the Distance learning technology assessment, and be assigned appropriate curriculum based on TABE scores and student goals.

b. sign a participation agreement that confirms your commitment to complete at least 3 hours per week of distance learning assignments \*(These hours cannot be while you are signed in for face-2-face class.) and meet with your instructor bi-weekly via face-2-face, voice, email, text, social media, or online via zoom meeting, or google meet.

c. take a TABE post-test assessment when you have completed the required number of hours according to the Arkansas Adult Education Assessment Policy and Distance Education Guidelines. **\*\*You must meet with your instructor at an Ozarka College Site or at an instructor designated location to take this assessment.**

d. It is preferred that you have access to a computer with internet access and an email account but is not required.

**TESTING**

All students enrolling in Adult Education are required to take the Test of Basic Education (TABE) assessment. All 16, 17, and 18 year olds are required to take the Arkansas Civics Exam before taking the Official GED® test. GED Ready® and the Official GED® Test will be administered when required scores are reached.

**Test of Adult Basic Education (TABE)**

The TABE Assessment is designed to assess reading, mathematics, and language skills for adults. The test enables teachers and administrators to diagnose, evaluate, and successfully place examinees in appropriate levels of adult education instruction. Score of 535 or higher on the TABE allows students to take the GED Ready®.

**GED Ready**® **(GED PRACTICE TEST)**

The GED Ready® (GED Practice Test) is the prerequisite for taking the Official GED® Test. The computer based test lasts three (3) hours and forty-two (42) minutes. The test areas consist of Reasoning through Language Arts, Social Studies, Science, and Mathematical Reasoning. A minimum score of 145 out of a possible 200 is required on each section.

**GENERAL EDUCATIONAL DEVELOPMENT TEST (GED**®**)**

The Official GED® Test provides an opportunity to earn an Arkansas High School Diploma. This is a comprehensive test that evaluates one’s ability to read, write, and compute. The test includes Reasoning through Language Arts; Social Studies; Science; and Mathematical Reasoning.

The test requires an understanding and application of the content area, not the recalling of specific facts and dates. A minimum score of 145 out of a possible 200 on each test is required. Total time allowed for test taking is seven (7) hours and five (5) minutes.

Retesting requirements for any section of the Official GED® Test allow the candidate to retest two (2) times in each of the four (4) areas without a waiting period. After the second time of retesting in any subject area, a 60-day waiting period will be imposed. If the candidate fails the second or any subsequent retest efforts, he/she must then wait 60 days for each successive attempt.

Applicants for the Official GED® Test must meet the following requirements:

1. Be a legal resident of Arkansas
2. Show two forms of identification – Arkansas photo ID **plus** either a Social Security Card or birth certificate.
3. Provide signed and dated GED Ready®) Verification Form.
4. Provide myged.com address and password
5. Complete folder for Official GED® Testing.
6. Be 18 years of age and not enrolled in high school, unless the applicant has been released from school district and accepted into the Adult Education Program.
7. Passed the required Civics exam with a minimum score of 60%.

A monthly test schedule is sent to instructors to enable them to prepare and schedule testing for their students at the pre-determined dates and sites.

POLICY: Only the following state, National Reporting System for Adult Education (NRS), and Division of Adult Education and Literacy (DAEL) approved standardized tests will be utilized for pre-test, posttest, and continued student assessment for adult education students: Test of Adult Basic Education\*\*; Basic English Skills Test\*\*, and Comprehensive Adult Student Assessment System (Life Skills Assessment for ESL only). Other NRS/DAEL-approved standardized testing instruments, forms and versions may be used with the written approval of the Deputy Director of Adult Education. Different forms of the same test must be used for the pre-test and the post-test. Local programs will pre-test and place all students into an educational functioning level (EFL) at intake or shortly after intake, within the first 12 hours of instruction.

Post-testing of adult learners is to measure performance and completion of an educational functioning level. Within the fiscal year, students should be post-tested after completing the minimum hours of instruction, as outlined by the Arkansas Assessment Policy and Distance Education Guidelines, located on the Adult Education Section, Division of Workforce Services website. Students should be assessed within one year (defined as weekdays, weekends, and holidays) after the previous assessment to reflect a more current measurement of performance.

A complete description of the adult education assessment procedures can be found in the “Arkansas National Reporting System Guidelines.”

**TABE**

The Test of Adult Basic Education (TABE) is used to determine the educational functioning level placement upon entry. The TABE is a norm-referenced test designed to measure achievement of basic skills commonly found in adult basic education curricula and taught in instructional programs. The content areas measured are reading, language, and mathematics.

Individuals are often given all sections of the TABE. However, depending on an individual’s goal, individual parts may be administered. For example, if a student’s goal is to improve math only, the individual could be give the math portion. Diagnostics from the printout will reveal areas for review. If an individual takes the entire TABE test and does not achieve his/her goal, the individual may receive instruction for the area(s) needed and then retest on another form of the test. Individuals should be retested according to state guidelines.

Scale scores are entered into LACES. It is important to recognize an individual’s lowest area score since the student will be placed in this educational functioning level.

Optimum testing conditions and monitoring are to be maintained while administering all assessments:

* Staff is properly trained
* Testing conditions are appropriate for test-takers (quiet, comfortable environment, etc.)
* Each session is timed
* Testing sessions are closely monitored
* Reasonable interventions are provided for people with disabilities (pre-screening may be required)
* Test security is maintained
* Assessment results are confidential
* Scores are interpreted properly and recommendations made for assistance

**ESL Student Assessment**

ESL individuals seeking enrollment with Ozarka College Adult Education will be given the TABE e-class testing requires scheduling the student with the faculty or staff certified to use this assessment tool. If OCAE does not have a certified ESL examiner, arrangements will be made to schedule an examiner from another adult education program.

**GED ® Official Practice Tests**

The GED Ready® Tests are used to predict an individual’s readiness to pass the Official GED tests. The tests were developed and normed for the GED 2014 Series.

All applicants wishing to take the Official GED® Tests are required to take and pass the Official GED Ready® Test with a minimum standard score of not less than 145 on each test in the battery as administered through an adult education program or GED® Testing Center.

Persons 16 or 17 years old may be approved to take and pass the Official GED® Ready Test with a minimum standard scaled score of not less than a NRS 535 on each test in the battery as administered through an adult education program or GED Testing Center. These provisions are specified in the approved Adult Education Attendance and Enrollment Policies as a result of Acts 30 and 31 of 1994, Act 1659 of 2001, and Act 604 of 2003.

**Official GED® Tests**

The Tests of General Education Development (GED**®** Tests) are internationally recognized. They have been designed to measure major academic skills and knowledge in core content areas that are learned during four years of high school.

The Arkansas High School Diploma certifies that the test candidate has attained subject matter knowledge and skills associated with high school completion. The GED**®** Tests battery includes the following subject area tests:

* Reasoning through Language Arts
* Social Studies
* Science
* Mathematics

The GED Tests are available in English and Spanish.

Ozarka College Adult Education is an official GED testing site. Testing appointments are scheduled by calling 870.368.2051. Ozarka College Adult Education GED**®** testing dates are posted on the Ozarka College website, [www.ozarka.edu/blogs/ae](http://www.ozarka.edu/blogs/ae).

After passing the Official GED® Test, your official Arkansas High School Diploma will be mailed to you at the address you submitted on the [www.ged.com](http://www.ged.com) website. Graduates who need official copies of their Official GED® Test scores may obtain a form for requesting a duplicate copy by visiting <https://arcareered.org/gedrecords>.

**SCHOLARSHIPS**

The **New Horizon Scholarship**: Applicants enrolling as first-time, full-time students after earning a GED® at Ozarka College with a cumulative score of 675 are eligible for full-tuition scholarships. Qualified persons must submit a New Horizon Scholarship application along with an official copy of their GED® score report. Applicants must have completed the GED® at Ozarka College within the five years preceding their enrollment in a technical certificate or associate degree program at Ozarka College.

This scholarship is renewable each semester (not to exceed 4 semesters) as long as the recipient completes **at least** *12 credit hours per semester (not including transitional courses) with a GPA of at least 3.00 or a cumulative GPA of 3.25.*

**PANDEMICS**

Pandemic protocols will be put into place if needed. The latest information about restrictions will be located on the Ozarka College website, [www.ozarka.edu](http://www.ozarka.edu). If you have questions, please contact Ozarka College Adult Education’s main office at (870)368-2051.