

Ozarka College

Adult Education Program

Student Handbook

2017 -18



Earn Your **GED[®]** at Ozarka College

Committed to Your Success



Ozarka College Adult Education Program

Dear Student,

Welcome to Ozarka College's Adult Education Program. We want to congratulate you on your decision to pursue your education.

Our purpose is to assist you toward your educational goals. We will help develop your individualized educational plan, provide knowledgeable instructors as well as appropriate instructional materials, and attempt to answer any questions you may have.

Our Adult Education Program offers classes during the day at our campuses in Melbourne, Mountain View, and Mammoth Spring. Evening classes are offered at various locations in the three county service area.

Again, congratulations on your decision to continue your education.

Sincerely,

Trish Miller
Adult Education Director
Ozarka College

OZARKA COLLEGE
Adult Education Program
Student Handbook
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MISSION STATEMENT

The mission of Ozarka College, a public two-year institution located in north central Arkansas, is to provide its students and other citizens' life-changing experiences through education. Through the Adult Education Program, adult learners throughout the service area will be able to improve their academic and practical skills and complete a GED®.

ADULT EDUCATION 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 assist in establishing realistic goals based on entry level assessment.
2. To evaluate the progress of 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.

ORGANIZATIONAL STRUCTURE

The Adult Education Program is an important part of Ozarka College. An administrator, GED® examiner, three full-time instructors, and an administrative specialist 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 by part-time instructors 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.

SATELLITE PROGRAM

The Adult Education Program serves three counties: Fulton, Izard, and Stone. Satellite programs that offer small group or individualized instruction meet in the evening in various locations. Registration is open entry so students may enroll at any time during the year.

ENROLLMENT PROCEDURES

Enrollment in Ozarka College's Adult Education Program is an open-entry/open-exit process. Anyone 18 years of age or older may enroll in the program at any time during the year. 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 TABE level A form]... Enrollment procedures include completion of an intake form, release of information form, and participation in orientation.

ORIENTATION

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.

RULES OF CONDUCT

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

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 – 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.

All students are encouraged to report to the instructors any activity they experience or observe that could be considered bullying. A grievance policy is included in both the Employee and Student Handbooks that outlines the procedure for filing a complaint.

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 – students are expected to attend 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 policies.

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 interest of the students or the College.

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.

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. 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 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, 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'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.

GREIVANCE POLICY

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

- (1) 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.
- (2) The Adult Education Director will investigate and respond to the complainant in written form within five (5) working days of receiving the written complaint.
- (3) 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.
- (4) 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. Keith McClanahan, to provide a record of the incident, procedures followed, and the resolution reached.
- (5) 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. Keith McClanahan, who is the designated Ozarka College Grievance Officer.
- (6) 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.
- (7) 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.
- (8) The President will respond in written form within five (5) working days.
- (9) 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.
- (10) Students who feel their Civil Rights have been violated may appeal to the Office of Civil Rights directly.
- (11) All written grievances filed by a student with the Provost and Executive Vice President of Learning, 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.

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), the school district and prosecuting authority will be notified. The student's parent or guardian shall be subject to a civil penalty not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court.

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. Enrollment is open-ended; students may enter the program at any time and exit as they choose.

General Adult Education (GAE) The GAE 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 12.9 grade level and wish to improve/review math, reading or language skills to prepare for further education or employment may enroll in adult education classes.

Work Keys and Microsoft Office Specialist Workforce Service clients who need to improve their scores before testing for CRC certification or MOS 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 112 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.

TESTING

All students enrolling in Adult Education are required to take the Test of Basic Education (TABE) Locator and Survey or Complete Battery. 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. Scores of 9.0 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 fifty-seven (57) 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 twenty-four (24) 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.

Testing times are announced in the local media on a monthly basis and posted on the Adult Education link of Ozarka College's homepage (www.ozarka.edu). Considering the open-entry, open-exit policy, 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.

SCHOLARSHIPS

The **New Horizon Scholarship**: Applicants enrolling as first-time, full-time students after earning a GED® at Ozarka with a cumulative score of 600 prior to January 2014, or a cumulative score of 675 after January 2014, 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 within the five years preceding their enrollment in a technical certificate or associate degree program at Ozarka College.

These scholarships are also 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.

GRADUATION

After passing the Official GED® Test, the graduate is invited to participate in Ozarka College's Adult Education graduation exercises. The eligibility deadline to be included in OCAE graduation is April 15. Graduation caps, gowns, OCAE diplomas, and diploma covers will be provided. Graduates who need official copies of their Official GED® Test scores may obtain a form for requesting a duplicate copy by visiting <http://ace.arkansas.gov/adultEducation/programs/GED/Pages/requestTranscriptDiploma.aspx>.