

Saluda County Adult Education



*Making a Difference
in South Carolina*

STUDENT HANDBOOK

(864)445-3346

2016-2017

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WELCOME!

Dear Adult Education Student,

I would like to take this opportunity to welcome you to the Saluda County Adult Education Program. I am very pleased that you have chosen to further your education. I pledge to assist you in any way I can with attaining your educational goals.

This year, the Saluda County Adult Education Program will offer morning and afternoon classes. These classes are conducted by certified teachers who are committed to helping you prepare for the HSED, complete the requirements for your diploma, improve your basic skills, acquire work ready certification, or improve your English speaking skills.

Please do not hesitate to contact me personally if there is anything I can do to help you succeed in our program.

Sincerely,

James C. Crawford, Director

DISCRIMINATION/HARASSMENT OF STUDENTS

(Sexual, Racial, Religious):

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interferes with the student's work or educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of grades or credits; or
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discriminate/harassment shall be fully investigated by a complaint manager.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee may result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

SALUDA COUNTY ADULT EDUCATION

POLICIES AND PROCEDURES

Adult Education Program

Adult Education offers adults 17 years and older, the opportunity to continue their education. The program is open to all citizens in the county who want to learn to read, improve basic skills, earn a high school diploma, prepare for the HSED, or learn English as a second language. Diploma and HSED classes will be conducted in a lab setting in order to assure that students receive the needed and necessary instruction to receive a high school credential.

Admission Requirement

For students 16 and 17 years of age to enter the Adult High School Diploma or HSED program they must first:

- A. Be withdrawn from the High School
- B. 16 year olds must have the permission of the Board of Trustees.
- C. Appear before the Adult Education Director.
- D. A student that has been enrolled in Special Education classes in the past and has not yet reached the age of 22, he/she must go before a special I.E.P team to help determine the services that can be provided.

Intake Procedure

Any student wishing to enroll and receive instructional services must attend a registration session which involves:

- A. Completion of Adult Education registration packet.
- B. Payment of registration fee plus the cost of books that he/she wishes to purchase.
- C. Completion of the TABE assessment.
- D. Orientation

Prior to leaving orientation, students will receive instructions for transitioning to the classroom setting. The Transition Specialist/ Adult Education Director will discuss the TABE assessment results with each student.

SC VIRTUAL SCHOOL PROGRAM FOR ADULT EDUCATION

A student must be enrolled in an adult education program.

Students must be technologically sound in the use of the computer and have an acceptable level of reading and math to enroll for success.

Students must have access to a working e-mail in order to receive information on courses from the virtual teacher.

Students must keep in touch with and adhere to the virtual teacher's plans and timelines and must keep pace with the virtual class assignments.

HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED) PROGRAM

Students lacking the number of credits necessary to complete the Adult High School Diploma route within one year or have extenuating circumstances beyond their control are encouraged to go the High School Equivalency Diploma (HSDE) route. The student will be tested and placed in a course of study. The student will be scheduled to take the HSED or TASC after the Transition Specialist/Director and teacher has evaluated them and recommended that they be tested.

HSED students are encouraged to attend class regularly.

Students will be scheduled for the HSED Test **only** after he/she has been recommended by the Director/ Transition Specialist.

To take the HSED Test a student must have:

- PHOTO ID (Driver's license or state issued ID)
- SECOND FORM OF ID (S.S. Card, Birth Certificate, etc.)
- Testing fee must be paid in advance of test date.

*****If under the age of 19, must have a signed *Verification of Withdrawal* form.

Request for HSED Transcript for Verification of HSED or High School Diploma

Please fax all request to 803-734-8336.

All verifications must include a signed letter with the applicant's signature giving the SC Department of Education permission to release information concerning their HSED or High School Diploma.

For duplicate high school transcripts, please contact your high school or their district office.

Adult Literacy Program

The Saluda County Adult Literacy Program provides both group and individualized instruction in the areas of reading, math, language, and both verbal and non-verbal communication skills. This class level is designed to meet the needs of learners with minimal skills in these areas.

ESOL Classes

Saluda County Adult Education provides ESOL classes to those students wishing to learn the English Language.

The Saluda County Family Literacy Program

The Parenting and Family Literacy Program offers the following services to families with young children (e.g. under five):

- Adult education (Pre HSED, HSED, ESOL, and Basic Skill classes)
- Parent meetings to help prepare children for school
- Transitional services to college and/or employment

If you are interested in furthering both your own education and the school readiness of your child, please contact James Crawford at 864-445-3346.

Graduation Ceremony

All students who have successfully completed all requirements for a diploma or who have successfully passed the HSED exam are encouraged to participate in the Graduation/Awards Ceremony.

Location: TBA (See calendar for graduation date)

College and Career Transition Services

Adult Education students are offered various transition services to ensure greater success with college and careers.

Students can:

- Explore career pathways
- Complete career assessments
- Investigate college majors
- Search for employment
- Learn about military careers

Students are provided instruction and assistance with applying for financial aid, registering for college, creating a resume, completing job applications, and interviewing skills.

- Shorts, skirts, and pants must be worn at waist level. Clothing and clothing accessories should not be poorly fitted or oversized, so as to allow sagging of the pants. Pant legs must be worn at their full length.
- Sheer garments are not permitted.
- If pants, shorts, or shirts have straps that fit over the shoulders, the straps must be worn on the shoulders.
- Students participating in events sponsored by the school must follow the dress code.

The Director/or designee has the authority to require student to change or remove any other attire and/or accessories that are offensive or cause a distraction.

Information:

For students 18 years of age or older, information concerning academic progress, attendance, behavior, grades, or any relevant information CANNOT be released to anyone (including spouse, parent, social services, governmental service, college, school, etc.) without written consent from the student.

Additional Rules:

The program is provided for ADULTS. Respectful, cooperative, adult behavior is expected. Students will be dismissed from the program for defiant or argumentative behavior, or for any behavior, which disrupts the learning situation.

Cell Phone Policy:

Students may have cell phones at school. Cell phones should be on vibrate or silent and should not be out in the building. Only emergency calls should be taken during class time and student should get permission to leave the classroom.

Any violation of the following warrants termination from the program:

- Vandalism of school property or school employee property.
- Abuse of faculty or staff
- Possession and/or use of weapons
- Possession and/or use of drugs or alcohol
- False reporting of a bomb or fire.
- Any act that endangers the safety or welfare of students or staff.
- Any act that violates the security of testing procedures.
- Daycare/Baby-sitting services ARE NOT available in the Adult Center. Children are not to be brought to school.

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Class Schedule

Classes Start	August 22, 2016
Fall Awards	December 13, 2016
Classes End	May 22, 2017
Spring Awards/Graduation	May 23, 2017

Adult Education Fees

Registration	\$35
High School Diploma Classes	\$30-1st Course \$ 25- Any additional courses
HSED Preparation Books	\$ 20 and up
HSED TESTING FEE	TBD