

# **PULASKI COUNTY ADULT EDUCATION**



**2024-2025**

## **STUDENT HANDBOOK INCLUDING CONDUCT AND DISCIPLINE**

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[www.gedwage.com](http://www.gedwage.com)  
[www.pcssd.org](http://www.pcssd.org)

Revision Date 10/21/2024

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# Introduction

## Welcome Message

This handbook is provided to you because we believe that students have a right to know the rules and consequences of the Pulaski County Adult Education (PCAE). Discipline guidelines that are fair and equitable have been adopted to ensure that all students are provided a quality education. The policies and procedures addressed in this handbook are critical to establishing an environment conducive to learning at each school throughout PCAE.

It is impossible to list a rule for every situation that may arise at school or school-sponsored activities. Therefore, students must expect rules and practices to be developed that meet individual school needs. These rules adhere to local, state, and federal guidelines. These regulations will be communicated to students. It is imperative that each student is knowledgeable of these rules of conduct.

State law (6-18-505) requires documentation of student receipt of student discipline policies. PCAE will provide the required forms that students must sign. By doing so, students signify that they have received the Student Handbook Including Conduct and Discipline, and are aware of PCAE's rules, policies, and procedures.

*-Jolla Robinson, Director of PCSSD Adult Education*

## Mission Statement

*The mission of Pulaski County Adult Education is to provide adult learners with the resources needed to improve academic and work-related skills to prepare for self-sufficiency and employability.*

## **Nondiscrimination Policy**

It is the policy of the Pulaski County Adult Education (PCAE) to provide equal opportunities without regard to age, race, creed, color, sex, religion, national origin, handicap, or veteran status in its educational programs and activities, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to

Pulaski County Adult Education Center  
Jolla Robinson, Adult Education Coordinator  
4424B HWY 161 N., North Little Rock, AR 72117  
Phone: 501-234-3650

In keeping with the requirements of federal law, state law, and applicable court order, PCAE will strive to remove any vestige of discrimination in the employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline, and, in location and use of facilities. No student in the Pulaski County Adult Education Program shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by Pulaski County Adult Education.

## **Accommodating Learners With Disabilities Or Other Special Needs**

Learners who provide professionally certified documentation of a physical, mental, or emotional disability or who self-disclose their disability must be granted appropriate accommodations to ensure equitable participation in a distance education program. Accommodations must be considered at any point that appropriate documentation is submitted.

Upon self-identification and submission of the necessary documentation, it is the responsibility of the distance education program to implement reasonable accommodations. Programs are prohibited from denying or restricting access to services based on a learner's disability.

# Student Responsibilities

## PULASKI COUNTY ADULT EDUCATION STUDENT STATEMENT OF RESPONSIBILITY AND AGREEMENT

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Student Name (Please Print)

Pulaski County Adult Education has made available the Student Handbook online for your viewing and downloading. The handbook is available on our website at [www.gedwage.com](http://www.gedwage.com). Once on our website, click on the Student Handbook section.

*I acknowledge that I have been informed that the Pulaski County Adult Education Handbook is located online and available to me for viewing and download. I have also been informed of my right to request a hard copy of the Student Handbook. I have received the Pulaski County Adult Education Student Handbook Including Conduct and Discipline and although I may not agree with all the regulations, I understand that, as a student, I must adhere to them while at school or in attendance at school-sponsored activities. In the event that I am not entirely certain of some aspect of school policy, I will contact the administration for clarification within one (1) week after receipt of that policy.*

Your signature below certifies that you received information in regard to accessing the Student Handbook from the school you attend. Please sign and return to your Adult Education teacher within the first week of attendance.

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Student Signature

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Legal Guardian (If applicable)

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Date

## Student Eligibility

Pulaski County Special School District Adult Education serves any person aged 18 and older who is in need of a secondary credential, basic skills, workforce preparation development, ESL classes, workplace training, IET training, and more. Minor students aged 16 and 17 years old may also enroll if they meet the requirements found in the 16/17-year-old policy in this handbook. In order to enroll, students will agree to the policies in this handbook, complete an intake form, and take a TABE pre-test.

# **Educational Programs**

## **GED Preparation Classes**

Teachers assist students in the four areas tested on the GED exam: Reasoning Through Language Arts, Math, Social Studies, and Science.

## **Refresher Classes**

Students with a GED or High School Diploma can refresh skills in the area desired before entering post-secondary education or career.

## **WAGE (Workforce Alliance for Growth in the Economy)**

A Workforce Preparation Certification Program that educates job seekers in becoming more competitive in the workforce that focuses on basic skills of math, reading, and language, computer literacy, soft skills, financial literacy, keyboarding, job readiness, resume writing, and job search skills. Certificates that a student can earn currently include:

- Workforce Preparation (Level I)
- Health Sciences (Level II)
- Advanced Manufacturing (Level II)
- Hospitality and Tourism (Level II)
- Education and Training (Level II)
- Business Administration (Level II)
- Logistics and Transportation (Level II)

## **IET - Integrated Educational Training and Scholarship Opportunities**

- Certified Nurse Assistant - CNA
- Cardiopulmonary Resuscitation - CPR
- Commercial Drivers License -CDL
- Paraprofessional
- Welding
- Phlebotomy
- EKG

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

ESL classes provide instruction in English language skills including speaking, writing, listening, and reading for English Language Learners (ELLs). ELL students may also work toward a WAGE Workforce Preparation certificate.

# Distance Learning

Distance Learning is defined by the Office of Career, Technical, and Adult Education (OCTAE) as 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, broadcasts, computer software, web-based programs, and other online technology. Teachers support distance learners through communication via mail, telephone, e-mail, or online technologies and curriculum.

## **Distance Learning Program Policy:**

This is our program policy for reporting adult learners' distance education hours to the National Reporting System (NRS). The goal of this policy is to describe the types of activities and curricula approved for distance education and outline the requirements and procedures for reporting distance education activities to NRS.

Adult education programs must follow the steps and processes described in this document to report distance education classes and related student attendance into LACES, the state approved data management system.

Each adult basic education student will be identified as one of two types of learners:

1. Traditional learners: Traditional learners are students who receive a majority or 51% of their instruction through traditional, face-to-face instruction.
2. Distance learners: Distance learners are students who receive a majority or 51% of their instruction through approved distance education services.

Every adult basic education student must be identified as either a traditional learner or a distance learner. A student is classified as a distance learner if the majority of the student's hours earned in a program year are derived by his or her participation in distance learning activities. However, a student's hours in both distance and classroom activities must be reported into the data management system.

## **Personal Competencies:**

Distance education may not be the right solution for every adult education learner. There are certain competencies that are required prior to any participant enrolling in distance education. For adults to be successful using distance education, they require the appropriate language, reading, mathematics, and writing skills that will enable them to follow written directions, work independently, and communicate effectively. The selected distance education curricula must also be appropriate for the targeted learner population both in content and level of technical complexity.

Students must successfully pass the distance learning survey and complete a distance learning agreement before being admitted into distance learning classes.

The following personal competencies should be considered when evaluating the appropriateness of distance education for adult learners. While these competencies are not as easily measured as reading, math, and language skills, they may be ascertained through a thorough and comprehensive intake/interview process.

\*A level of academic maturity

\*Motivation

\*Self-direction  
\*Time management and organizational skills  
\*Network of support

\*Telephone and Internet access  
\*High comfort level working with computer software

### **Student Requirements:**

There is no set minimum Educational Functioning Level (EFL) for students to participate.

Hours to maintain: 25-40 monthly

Contact to maintain: weekly

To be enrolled, Distance Education students will successfully complete:

- TABE test within 12 hours of attendance
- Arkansas Career Education Distance Learning Survey.  
Student Survey: [https://www.kirtland.edu/static/online-learning-self-assessment/#Administration Guidelines and Scoring procedures](https://www.kirtland.edu/static/online-learning-self-assessment/#Administration%20Guidelines%20and%20Scoring%20procedures) (Survey passing score of 190 or higher means that the student is capable of distance learning)
- PCSSD Adult Education distance learning agreement.
- Participate in **6 hours** of face to face instruction (or more, depending on Distance Learning Survey results), which include:
  - o TABE assessment
  - o Orientation and goal setting
  - o Demonstrated use of computer technology, assigned curriculum, accessing and navigating in Canvas
  - o Career Coaching
  - o Establish and demonstrate the use of an email account with attachments

Students will use Arkansas Career Education approved curriculum, depending on the student learning plan and student goals identified in orientation.

Enrolled Distance Education students will:

- Participate in six hours (minimum) each week to maintain enrollment; a minimum of twenty-five hours each month.
- Communicate every week with instructors on successes and difficulties with content. Instructor will provide clarification, alternative instruction, and resolution to the learning concerns.
- Attend a once-a-month physical site visit at the PCSSD Adult Learning Center to review progress and re-align learning plans.
- Reassess on the TABE at 40 hours (or 30 hours, as identified by TABE results) to evaluate the effectiveness of instruction.
- Complete the survey at the end of the course.

### **Maintaining Enrollment**

- Instructors will pull attendance from Aztec, Essential Ed and assigned curriculum weekly.
- Students not meeting enrollment criteria will be contacted.
- Thirty days of no contact and/or activity in class will result in curricula access being frozen from the student. The student must make contact with their instructor to have it released.
- Sixty days of no participation and contact will result in the student being dropped from the distance learning class. Students will physically visit the PCSSD Adult Education Learning Center to consult with the instructor to determine if re-establishing distance learning is the right vehicle to advance student learning goals.



**Approved Distance Education Hours:**

There are two types of student contact hours that may be counted for reporting purposes: face-to-face hours and proxy hours.

1. Face-to-face interaction includes student intake & orientation, assessment, goal setting, counseling, and classroom based skills training. Face to Face can be done through Google Meets if the student can not meet in person.

2. Proxy hours are defined as the time distance education students spend engaged in approved distance education activities, such as using distance education curricula. The hours for each approved activity are calculated using one of three models:

I. Clock-time: This model assigns contact hours based on the time that a learner is connected to or engaged in an online or software program that tracks time.

II. Teacher Verification: This model assigns a fixed number of hours for each assignment based on the teacher's determination of the extent to which a learner engaged in, or completed, the assignment.

III. Learner Mastery: This model assigns a fixed number of hours of credit based on the learner's demonstrated mastery of the content of a lesson. This model requires previous engagement by the student on curriculum and materials related to the test. A high percentage of correct responses on the mastery test earn the credit hours attached to the material.

**Approved Distance Education Curricula Reporting:**

Only hours spent engaged with approved curricula can be reported in LACES.

# Intake and Assessments

## Intake and Orientation Procedure

Site: Please fill in your site

### Orientation and Testing Times

Instructor	Day	Time
(Teacher's Name) Example	Day	8:00 – 12:00

## New Student Intake

A New Student Intake Packet must be completed prior to TABE testing. Please bring your Social Security number and Driver's License or state-issued photo ID for verification.

## Testing

TABE Testing (Test of Adult Basic Education) -- New students begin with the Locator Test (75 minutes) followed by the TABE test (approximately 3 hours) or TABE CLAS-E. The TABE test consists of reading, math, and language. No phones or devices can be used during scheduled testing. Calculators will be provided by teachers and are permitted on Applied Math only.

TABE CLAS-E (Complete Language Assessment System-English) -- This test measures language proficiency in Reading, Listening, Writing, and Speaking of adults whose primary language is not English. After completing the locator (75 minutes), students can expect to spend approximately 140 minutes on the CLAS-E.

## Goal Setting

After Orientation and TABE Testing, the teacher will counsel the student based on career goals and readiness in math, reading, and language. The teacher and student will discuss and create an Individual Education Plan (called Student Learning Plan) that will include short term and long term goals that will include, but are not limited to timelines, results of interest and aptitude surveys, basic skills improvement, work-based skills, career tiers, and post-secondary education, training, and employment goals.

## Career Coaching

Our Instructors and Career Coach motivate and support students in achieving their goals as they relate to college and career planning through intensive hands-on programs and services. This includes:

- Goal setting based on TABE scores, SLP, and coursework decisions
- Revisiting goals after post assessments (30 or 40 hours)
- Provide assistance and information for resources in the areas of: academic tutoring, career counseling, college preparation and admission, financial aid guidance, mentoring,

and other supports necessary for post-secondary education/training access, retention, and success.

## Post-Testing Procedures

Students are post-tested to assess Educational Functional Level (EFL) gains, which are made when the lowest subject test score is improved to the next EFL (i.e. NRS level 3 to 4).

- A student with an NRS score of 1 to 4 on the TABE may be post-tested after 40 hours of attendance.
- A student with an NRS score of 5 or 6 on the TABE may be post-tested after 30 hours of attendance.
- ESL students may be post-tested after 40 classroom hours of attendance.
- There will be NO early testing unless the student or site has been notified and approved via an early post-test waiver.

## GED READY Testing Procedure and Process

**Before GED Testing for Ready or the Official Test - Students must create a GED.com account.**

Students who are enrolled with GED preparation classes are eligible to take the GED Ready test when their TABE Scores are 535 in Math, Reading and Language. ***Vouchers are provided for enrolled students only.*** If the student wants to pay for their test it is \$6.99 per subject. Students must provide a government issued ID before any GED Ready or Official Test. GED Ready passing scores for Language/Arts, Social Studies, Math and Science is 145. **GED Ready must be proctored by an Adult Education Teacher or GED Examiner.**

## GED OFFICIAL Testing Procedure and Process

Students who have passed the GED Ready can take one subject area at a time. The cost of the Official GED is \$4.00 per subject (Math, Science, Language/Arts and Social Studies). Students must provide a government issued ID before any GED Ready or Official Test. GED Official passing scores for Language/Arts, Social Studies, Math and Science is 145. **GED Official tests must be proctored by a GED Examiner.**

**GED Examiner: Jane Baldwin, 4424 Hwy 161 N, North Little Rock, AR 72117, 501-234-3650**

**GED Examiner: Stephanie Rice, 2A Crestview Plaza, Jacksonville, AR 72076, 501-596-9209**

### GED Testing Times

<u>Site</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
PCSSD Adult ED		8:00 - 4:00		8:00 - 4:00	
Jacksonville		5:00 - 8:00		5:00 - 8:00	

# Disability Accommodations Request Process

## Purpose

The Americans with Disabilities Act, as amended, (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against individuals with disabilities. These laws require PCSSD Adult Education to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. This policy is intended to guide the student disability accommodation process once a request for an accommodation has been made.

Individuals with questions about this policy or who wish to request an accommodation, including prospective students, should contact Jolla Robinson at (501) 234-3650 or [jrobinson@pcssd.org](mailto:jrobinson@pcssd.org).

## Scope

This policy applies to all student requests for accommodations under the ADA and Section 504.

## Policy

### A. General

1. In adult education, students are required to self-identify as a person with a disability and affirmatively make a request for an accommodation to the adult education program. Once a request has been made, the adult education program will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. A decision on accommodations will be made within 90 days of the request.
2. A student requesting an accommodation based on a disability must have a disability covered by law and be qualified with or without reasonable accommodation. Pulaski County Adult Education is only obligated to provide reasonable accommodations, and is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.
3. Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis. As such, approved accommodations may vary from person to person and from environment to environment for students with the same disability diagnosis. Documentation of a specific disability does not translate directly into specific accommodations.
4. During the interactive process, appropriate officials may be consulted to determine the appropriateness and feasibility of requested accommodations and how best to implement certain accommodations.

### B. Requesting Accommodations and Documentation

1. Students should make a request for accommodations in writing to Jolla Robinson, ADA Coordinator. The application will be reviewed by Jolla Robinson. All teachers and staff are expected to implement approved accommodations.

a. Pulaski County Adult Education encourages the timely request of accommodations because the documentation and determination process may take some time. However, accommodation requests can be made and will be accepted and considered at any time. Do note, though, that granted accommodations are not effective retroactively.

b. Some common accommodation requests include: testing services (including extended time on exams and/or reduced distraction rooms), reader, recording lectures, note taker, magnified text, and specific classroom seating. This list is not exhaustive and students should feel free to request other accommodations for consideration by Pulaski County Adult Education.

2. Appropriate supporting documentation will be requested. This may vary depending on the circumstances but should generally include (1) a description of the qualified professionals' credentials, (2) a description of disability-related impairments as they relate to the students' ability to learn and participate in the academic program, (3) a description of any tests, assessments, facts, observations, records, other materials, and/or evaluations that the professional relied on in arriving at their specific diagnosis, and (4) a list of accommodations which the professional believes would allow the student to fully and equally participate in their educational program and how the professional expects the suggested accommodations to help the student.

a. Note that specific accommodations being recommended by a professional do not guarantee that those accommodations will be granted and Pulaski County Adult Education may provide alternative accommodations instead.

b. While documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodations will be granted by Pulaski County Adult Education.

### **Implementation of Approved Accommodations**

Once a student has been approved for accommodations, the ADA Coordinator will prepare a document outlining these accommodations. This document will be relayed to the faculty and the student. It is the student's responsibility to discuss the approved accommodations with the faculty member in each course for which the student wants the accommodations to be implemented.

## **ADA - Grievance Procedure**

Pulaski County Adult Education Program has adopted an internal grievance procedure providing prompt and equitable resolution of complaints for members of the public, visitors, clients, and employees not covered under existing agency's grievance procedure alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "...no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination..." in programs or activities sponsored by a public entity.

A complaint shall be filed in writing or verbally which contains the name and address of the person filing it, and briefly describes the alleged violation of the regulations.

A complaint shall be filed within five (5) working days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.

An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by Jolla Robinson, Adult Education Director, Katie Baney Sullivan, Instructor, or in

their absence, any other person designated by the program or agency director. This process contemplates informal by thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Jolla Robinson or the person designated by the program or agency director, and a copy forwarded to the complainant no later than ten (10) working days after its filing.

The ADA Coordinator shall maintain the files and records of Pulaski County Adult Education Program relating to the complaints filed.

Individuals with questions about this policy or who wish to request an accommodation, including prospective students, should contact Jolla Robinson at (501) 234-3650 or jrobinson@pcssd.org

The complaint can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within five (5) working days to Jolla Robinson 4424B AR-161, North Little Rock, AR 72117 (501) 234-3650.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency.

Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

This entire process shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the Pulaski County Adult Education Centers complies with the ADA and implementing regulations.

This will certify that Jolla Robinson will serve Pulaski County Adult Education Program as the Coordinator/Counselor for:

- ☐ Title VI (prohibits discrimination on the basis of race)
- ☐ Title IX (prohibits discrimination on the basis of sex)
- ☐ Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability)
- ☐ Other \_\_\_\_\_

# Code of Conduct

## Code of Conduct for Absenteeism/Tardiness

- Students are required to attend managed classes either in person or virtually at the appointed time.
- Students will sign in (with their legal signature) at the beginning of each class and sign out when they leave. Those attending virtually must wait for the Record light before signing their name in the chat box. Attendance is taken and recorded for each class.
- Students who are tardy more than 3 times or miss more than 3 classes without making up the work will be moved to an open enrollment class.
- Students should check their email and their messages in online software (CANVAS, AZTEC, etc.) daily to get updates about the class and meetings.
- No one is allowed to attend class unless enrolled. (No guests)

## Code of Conduct for all In-Person & Virtual Classes

The employees of Pulaski County Adult Education have a genuine interest and common concern for the integrity of *ALL* students enrolled. We expect the conduct of all students to be wholesome and that all students display themselves as responsible adult citizens at all times. ANY CONDUCT UNBECOMING TO THE ACCEPTED STANDARDS WILL SUBJECT THE STUDENT TO DISCIPLINARY PROBATION OR DISMISSAL.

I WILL NOT:

- Enter or exit classroom without signing in or out
- Speak disrespectfully to an instructor/staff
- Disrupt class
- Talk excessively or loudly during independent study time
- Throw objects in the classroom
- Use vulgar or profane language
- Damage, destroy, lose, sell, or be involved in the theft of school or personal property
- Fight on campus (whether inside or outside of a classroom)
- Smoke in any area not designated for smoking
- Wear attire inappropriate for the workplace (No sagging pants, no short shorts, no tank tops, no pajamas)
- Park in an area not designated for student parking.
- Have food or drinks in the classrooms.
- Make a public display of affection.
- Abuse breakroom or bathroom privileges.
- Disrespect another's right to study or test.
- Sleep during class.
- Abuse the privilege of using classroom computers or printing non-approved media.
- Fail to follow a reasonable request of an instructor or staff.
- Possess, sell or be under the influence of alcoholic beverages, controlled substances (illegal drugs), or materials expressly prohibited by federal, state, or local laws on school property or at school functions such as:
  - o Job Fairs

- o Field trips
- o Graduation Exercises
- o On the Job Training

I WILL:

- Respect my instructors and fellow classmates.
- Maintain cleanliness (personal hygiene)
- Dress appropriately in person and in virtual classes.
- Clean my work area and throw away all trash.
- Follow all rules of the school.
- Sign in and out of class.

## **Code of Conduct for Classroom Computers**

Appropriate Use of Computer Networks Using Adult Education owned computers and/or accessing information using Adult Education or host site computer networks are privileges which may be denied if a student fails to follow the established rules of conduct. Acts of computer misuse or distribution of computer documents containing vulgar or obscene materials may lead to suspension or expulsion from school. Student use of adult education computers is for educational purposes only.

### **User Responsibilities**

- Use of network resources is recognized by the user as a privilege.
- The user will cooperate with the staff member who is present to monitor the student use of e-mail and electronic on-line resources.
- The user is responsible for following local, state, federal and international copyright, for recognizing intellectual property rights, and for adhering to acceptable network use.
- The user is solely responsible for all actions taken while accessing and using information resources.
- The user will work in a moral and ethical fashion that supports adult education educational goals.
- The user will be responsible for adhering to the policies of other networks accessed.
- The user will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add or delete any programs or information resources unless acting upon approved authorization.
- E-mail activities must be conducted by the user in a manner consistent with guidelines approved as a part of the adult education designated curriculum.
- In general, a user is not authorized to transfer programs to or from PCAE's local area network. All such transfers will be completed or directed by users who are authorized network supervisors or operators.
- A user's privilege of access to remote electronic information resources may be temporarily or permanently revoked for inappropriate use or violation of the PCAE's policy.
- In each specific case of suspected inappropriate use, corrective action must be initiated by the staff member monitoring such activities. Violations will be documented. Documented violations and repeated violations by a user will be presented to the school administrator for appropriate action.



# Levels of Infractions and Consequences

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action. The standards of conduct are broken down into four major categories: Levels I, II, III, and IV.

Consistent application of these standards of conduct by teachers, staff, and administrators should result in fairness for all students (offenders and victims alike) and help each school to better achieve our ultimate goal — educating the students.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school and notification of law enforcement officials. Below each rule is a standardized list of disciplinary actions to be taken. However, the administration may exercise more extreme action in severe situations or in situations in which a student has been involved in other rule infractions.

## A. Levels Of Infractions

Disciplinary penalties may range from a minimum of a reprimand to a maximum of an expulsion. Infractions are categorized into the following four levels of offenses:

### Category Definitions

Level I	Violation of General School and/or Classroom Rules - Level I consists of minor offenses that generally occur in the classroom that can be corrected by the teacher.
Level II	Conduct Requiring Administrative Intervention - Level II consists of offenses that are more serious in nature or persistent Level I infractions.
Level III	Suspension - Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, or are persistent Level I or II infractions.
Level IV	Expulsion - Level IV consists of serious offenses which include willfully or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, or at school activities; or Level I, II, or III infractions depending on the severity or persistence of the act.

## **LEVEL I**

LEVEL I CONSISTS OF MINOR INFRACTIONS THAT OCCUR THAT CAN BE CORRECTED BY ANY SCHOOL PERSONNEL

Rule 101. Refusal to Follow School and/or Classroom Rules

Rule 102. Disruptive Behavior

Rule 103. Academic Dishonesty

Rule 104. Profanity and Obscene Gestures

Rule 105. Sexually Explicit Materials

Rule 106. Public Display of Affection

Rule 107. Harassment

RULE 101: Classroom Rules: Students shall comply with reasonable instructions from administrators, teachers, or any other authorized school district employee. If the student does not comply with any school personnel, then Level I consequences will be followed.

RULE 102. Disruptive Behavior: Persistent refusal to follow the reasonable directives of any authorized school district employee. This will include disruption or interference with the proper conduct of instruction, classroom, or school activities.

RULE 103. Academic Dishonesty: A student will not cheat on tests, nor will a student aid other students in cheating on tests. Students caught cheating on tests will receive a zero. Plagiarism is considered academic dishonesty. Any student committing plagiarism will receive a zero.

RULE 104. Profanity and Obscene Gestures: A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

When a student directs profane, violent, vulgar, abusive, or insulting language toward any public school employee this becomes a Level III infraction. (A.C.A. 6-17-106 Insult/ Abuse of teachers)

RULE 105. Sexually Explicit Materials: A student may not have in their possession or control any sexually explicit materials, including but not limited to magazines, books, photos, tapes, CD's, DVD's, drawings, and computer software on school property, or at school-sponsored events.

RULE 106. Public Display of Affection: A public display of affection is inappropriate school behavior. Refusal to comply with reasonable expectations of school staff will lead to disciplinary action.

RULE 107. Harassment: An incident or a series of actions, statements, or behaviors directed at a specific individual or group with the intent of annoying, ridiculing, demeaning, tormenting, intimidating, or otherwise causing fear in another person. Continued harassment will be considered bullying. (See Rule 307 for bullying)

### **Level I - Consequences/Discipline**

1. 1<sup>st</sup> offense of Level 1 - Documentation of occurrence and documentation of verbal warning from the teacher.
2. 2<sup>nd</sup> offense of Level 1 – documentation sent to the administrator and will not be allowed back to the classroom until the student has met with the administrator and teacher to resolve the issue.

3. 3<sup>rd</sup> offense of Level 1 – Expulsion: Students will not be able to return to Pulaski County Adult Education at any location.

## **C. LEVEL II**

Disciplinary actions for Level II infractions will become progressively more severe if the student continues to violate Level II infractions. The administrator may choose the most severe penalty at any time based on the student's past disciplinary record. An administrator may not use a less severe consequence on any given rule without conferencing with the referring teacher.

Reporting Requirement: Violations of Level II rules will be reported by teachers or staff to the school administrator. The school administrator shall use his discretion in deciding whether to report the offense to law enforcement officials.

**LEVEL II CONSISTS OF OFFENSES THAT ARE MORE SERIOUS IN NATURE, OR PERSISTENT, OR SERIOUS LEVEL I MISCONDUCT**

Rule 201. Gambling
Rule 202. Forgery or Falsification of Information or Failure to Provide Identification
Rule 203. Smoking and Smokeless Tobacco
Rule 204. Fighting
Rule 205. Misdemeanor Theft
Rule 206. Criminal Mischief/Vandalism — Relatively Minor Damage
Rule 207. Possession of Fireworks
Rule 208. Possession/Use of Paging Devices (Beepers), Cell Phones, or Other Electronic Communication Devices

**RULE 201. Gambling:** Students shall not gamble while on school property or at school-sponsored events. (A.C.A. 5-66-101, et seq; 5-66-112, card games; 5-66-113, games of hazard or skill - betting)

**RULE 202. Forgery or Falsification of Information or Failure to Provide Identification:** No student shall falsify signatures or information on official school records, refuse to give identification, or give false identification when identity is requested by a staff member.

**RULE 203. Tobacco and Tobacco Products:** A student may not smoke, have possession or control of any tobacco products, tobacco-related substances, smoking paraphernalia (matches, lighters, e-cigarettes, etc.) on school property at any time. (Arkansas Law 6-21-609)

**RULE 204. Fighting:** Physical blows or contact exchanged between students is considered fighting. If a student is found to have not initiated the fight, he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207)

**RULE 205. Misdemeanor Theft:** Students shall not take or possess property that does not belong to them (A.C.A. 5-36-103; 5-36-106) (less than \$500). A parent must make restitution if a student is under 18 years of age.

**RULE 206. Criminal Mischief/Vandalism — Relatively Minor Damage:** No student shall destroy or damage any property of another or that belonging to the school district. The student shall be responsible for all damages to property. Parents will be responsible if a student is under 18 years old. (A.C.A. 5-38- 203; 5-38-204; 5-71-206; 6-21-604; 6-21-605)

RULE 207. Possession of Fireworks: No student shall possess, use, or threaten to use any fireworks on school grounds.

RULE 208. Cell phones or any other electronic devices cannot be used for TABE Testing, GED Ready Test, or the Official GED testing. If phones are brought to GED testing, they will be locked in a secure place until testing is finished. Please take all phone calls outside of the classroom areas.

#### **Level II – Consequences**

1. 1<sup>st</sup> offense of Level II – documentation sent to the administrator and will not be allowed back to the classroom until the student has met with the administrator and teacher to resolve the issue.
2. 2<sup>nd</sup> offense of Level II – Expulsion: Students will not be able to return to Pulaski County Adult Education at any location.

#### **D. LEVEL III**

Disciplinary actions for violation of Level III infractions will become progressively more severe if the student continues to violate Level III infractions. When referred, the administrator may choose the most severe penalty at any time based on the circumstances involved in the particular incident. Reporting Requirement: Violations of Level III rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials, when necessary.

LEVEL III CONSISTS OF OFFENSES THAT SIGNIFICANTLY DISRUPT THE EDUCATIONAL PROCESS, SCHOOL ENVIRONMENT, AND/OR SCHOOL-RELATED ACTIVITIES, OR ARE PERSISTENT OR SERIOUS LEVEL I OR II MISCONDUCT

**Rule 301. Fighting**

**Rule 302. Loitering by Suspended or Expelled Student**

**Rule 303. Possessing or Using Drug Paraphernalia**

**Rule 304. False Emergency Alarm/Tampering with Safety Devices**

**Rule 305. Assault (Second Degree)**

**Rule 306. Terroristic Threat (Second Degree)**

**Rule 307. Bullying**

**Rule 308. Disorderly Conduct**

**Rule 309. Misdemeanor Battery**

**Rule 310. Unlawful Sexual Contact**

**Rule 311. Sexual Harassment**

**Rule 312. Indecent Exposure**

**Rule 313. Extortion/Bribery**

**Rule 314. Membership or Participation in Gang Activities or Associations**

**Rule 315. Unauthorized Accessing or Attempting to Access Computer Files**

**Rule 316. Possession or Use of Prohibited Weapon or Laser**

**Rule 317. Felony Theft — Student Property**

**Rule 318. Felony Theft — School Property**

**Rule 319. Criminal Mischief/Vandalism - Major Damage**

**Rule 320. Profanity and Obscene Gestures Toward Public School Employee**

**Rule 321. Crime of Video Voyeurism**

**Rule 322. Possessing, Purchasing, Using or Being Under the Influence of Alcohol or Illegal Drugs**

RULE 301. Fighting: Physical blows or contact exchanged between students is considered fighting. If a student is found to have not initiated the fight, he may or may not be suspended. Alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207)

Rule 302. Loitering by Suspended or Expelled Student: No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator, nor shall they go on school district property for any purpose while serving suspension/expulsion.(A.C.A. 6-21-606; 6-21-607)

RULE 303. Possessing or Using Drug Paraphernalia: Students may not possess, use, or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers).

RULE 304. False Emergency Alarm/Tampering with Safety Devices: A student shall not circulate a story of a fire, bombing, bomb threat, or other catastrophes when that student knows the story to be untrue. Students will not tamper with safety devices on any school property. If injury results to any person as a result of the false alarm or tampering with safety devices, the student will be reported to law enforcement agencies. (Rule 402— Bomb/ False Bomb, Fire Alarm/Threat) — (A.C.A. 5-71-210)

RULE 305. Assault (Second Degree): A student commits assault in the second degree if he or she recklessly engages in conduct that creates a substantial risk of physical injury to another student. (A.C.A. 5-13-206, assault 2nd)

RULE 306. Terroristic Threat (Second Degree): A student shall not threaten another student, making that student fear imminent physical harm. (A.C.A. 5-13-301, misdemeanor terroristic threat; 6-17-113, duty to report all threats and acts of violence) NOTE: Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the teacher or administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a —DII Felony.

RULE 307. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student or school employee against another student or a school employee. Bullying may occur through written, verbal, electronic, or physical act that causes or creates a clear and present danger of physical harm or damage to school or student property. (A.C.A. 6-18-514, 5-71-217 cyberbullying) *Bullying, which consists of repetitive, malicious teasing, or threatening, both directly and indirectly will not be tolerated.*

RULE 308. Disorderly Conduct: No student shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with, or is likely to interfere with, any school function, activity, or school program. (A.C.A. 5-71-207, Disorderly Conduct — —CII Misdemeanor)

RULE 309. Misdemeanor Battery — Minor Physical Injury: A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student. (A.C.A. 5-13-203, Batt. 3rd; 5-1-102(14); 5-13-206, Assault 2nd; 5-13-207, Assault 3rd)

RULE 310. Unlawful Sexual Contact: Students shall not touch other students or teachers in a sexual manner. (A.C.A. 5-14-101, sexual contact; 5-14- 111, Public sexual indecency, —All Misdemeanor)

RULE 311. Sexual Harassment: Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature. Such behavior is illegal if it creates an environment that is hostile or intimidating. Typical examples of sexual harassment include sexually oriented gestures, jokes, or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation.

RULE 312. Indecent Exposure: Students shall not expose their sex organs in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm. (A.C.A. 5-14-112, Indecent exposure, —All Misdemeanor) 15

RULE 313. Extortion/Bribery: No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

RULE 314. Participation in Gangs or Gang Activity: Administration is authorized to suspend or expel any student of Pulaski County Adult Ed. who joins or promises to join or who solicits other persons to join a gang or participate in gang activity or association or to wear or display any insignia of such while in and attending PCAE. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. (Arkansas Law 6-15-1005, 5-74-201)

RULE 315. Unauthorized Accessing or Attempting to Access Computer Files: A student shall not modify, erase software without authorization, introduce any viral agent, access another individual's electronic documents, access, create, reproduce or distribute documents/sites containing vulgar language, obscene materials or participate in any unauthorized use of technology. A student may lose the use of network resources.

RULE 316. Possession/Use of Prohibited Weapon or Laser: No student shall possess or use an object or laser as a weapon to inflict physical injury on any school property or at school-related events. (A.C.A. 5-60-122)

RULE 317. Felony Theft — Student Property: Students shall not take the property of another person or be in possession of property belonging to another without that person's permission.

RULE 318. Felony Theft — School Property: A student shall not take possession of property that belongs to the school without permission.

RULE 319. Criminal Mischief/Vandalism — Major Damage: No student shall purposely and without legal justification destroy or damage any property of another or that belonging to PCSSD Adult Education.

RULE 320. Profanity and Obscene Gestures toward Public School Employee: A student will not use any verbal or written form of profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time toward public school employees. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

(A.C.A. 5-60-113 school bus drivers; 5-17-207, disorderly conduct; 6-17-106, insult/abuse of teachers)

**RULE 321. Crime of Video Voyeurism:** The unlawful use of a camera, videotape, photo-optical, photoelectric, or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any Adult Education or Host Site property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited. (A.C.A. 5-4-401; 5-16-101 Class D-Felony) A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e. internet, cell phone, camera, etc.

**RULE 322. Possessing, Purchasing, Using, or Being Under the Influence of Alcohol or Illegal Drugs:** Students shall not possess, purchase, use or be under the influence of alcohol or illegal drugs at school or school-related activities.

### **Level III - Consequences**

1. 1<sup>st</sup> offense of Level III – documentation of the event sent to the administrator and will not be allowed back to the classroom until the student has met with the administrator and teacher to resolve the issue. Pulaski County Adult Education reserves the right to move to 2<sup>nd</sup> offense of Level III for expulsion.
2. 2<sup>nd</sup> offense of Level III – Expulsion: Students will not be able to return to Pulaski County Adult Education at any location and a police report will be filed at program discretion.

### **E. LEVEL IV**

Students will be suspended immediately and/or expelled. Reporting Requirement: Violations of Level IV rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials. (Ark. Law 6-17-113) (with exception of Rule 410)

LEVEL IV CONSISTS OF SERIOUS OFFENSES WHICH INCLUDE WILLFUL OR MALICIOUS ACTS THAT HAVE THE EFFECT OF MATERIALLY AND SUBSTANTIALLY DISRUPTING THE EDUCATIONAL ENVIRONMENT IN THE SCHOOL, ON THE SCHOOL BUS, OR AT SCHOOL ACTIVITIES

Rule 401. Terroristic Threatening — Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff
Rule 402. Bomb/False Bomb, Fire Alarm/Threat
Rule 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)
Rule 404. Assault/Battery on Staff
Rule 405. Sexual Abuse or Rape
Rule 406. Robbery
Rule 407. Selling, Attempting to Sell/Distribute or Purchase Drugs/Alcohol
Rule 408. Arson
Rule 409. Possession or Use of Firearm, Weapon, or Facsimile Weapon
Rule 410. Behavior Not Covered

**RULE 401. Terroristic Threatening — Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff:** Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees. (A.C.A. 6-17-113, duty to report all threats and acts of violence)

RULE 402. Bomb/False Bomb, Fire Alarm/Threat: A student shall not threaten a fire or bombing. A student shall not activate a bomb, fire alarm, or cause an evacuation.

RULE 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree): A student commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another student. (A.C.A. 5-13- 201, Batt. I; 5-13- 202, Batt. II; 5-13-204, Agg. assault; 5-13-205, 1st Deg. Assault; 5-1-102(19))

RULE 404. Assault/Battery on Staff: No student shall strike or attempt to strike a teacher or other school personnel. (A.C.A. 5-13- 201, Batt I; 5-13-202 — —serious physical injury, II Batt. II which also includes intentionally causing —physical injury II to teacher or employee.)

RULE 405. Sexual Abuse or Rape: Students shall not engage in sexual contact with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviant sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he is physically/mentally helpless. (A.C.A. 5-14-103 Rape—Y felony) 18

RULE 406. Robbery: Students shall not take property belonging to another person or the school by force, the threat of force, or with the use of a deadly weapon. (A.C.A. 5-12-102; 5-12-103)

RULE 407. Selling, Attempting to Sell/Distribute Drugs/Alcohol: A student who sells, attempts to sell, distribute drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities. (A.C.A. 5-64-401) Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000. (A.C.A. 5-64-401) Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the state of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

RULE 408. Arson: No student shall deliberately burn or attempt to burn school property. (A.C.A. 5-38-301)

RULE 409. Possession or Use of Weapon, Firearm, or Facsimile Weapon: No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile weapon, or any other instrument that is capable of inflicting physical injury or death. Weapons prohibited by law upon any school property or at any school-related event include, but are not limited to: any firearm/handgun (whether loaded or unloaded), knife, razor, ice pick, dirk, brass or metal knuckle, martial arts implement, box cutter, BB gun, pellet gun, pump gun, blackjack, sword, spear in a cane, billy club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death. (Gun-Free Schools Act of 1994: Act 567 of 1995; A.C.A. 5-73- 102; 5-73-104; 5-73-108; 5-73-119; 5-73-120; 5-73-122; 6-17-113; 6-21-608) The student will be suspended immediately, reported to legal authorities, and recommended for expulsion.

RULE 410. Behavior Not Covered: Pulaski County Adult Education reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules. (Inappropriate infraction will be specified.)



**Level IV – Consequences**

1. 1<sup>st</sup> offense of Level IV – documentation of the event sent by the teacher to the administrator. The administrator will contact the offender with the results of expulsion and will not be allowed back to any Pulaski County Adult Education Center. A 911 call and police report may be made by the teacher and/or administrator.

# **Conflict Resolution and Grievance Policies**

## **Student Process For Complaints/Appeals**

Please contact the Adult Education Director, Jolla Robinson, for information on appealing an administrative decision.

Students have the right to be immediately informed of alleged violations of standards of behavior as established by PCAE school regulations, and to be informed of appeal procedures. Students have the responsibility to know and obey school rules; are encouraged to express grievances in a polite and hospitable manner. Administrators and teachers have the responsibility to follow PCAE established procedures in disciplinary actions against students. Administrators are responsible for notifying and conferring with students in cases involving expulsion recommendations.

If a student and/or parent of the student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. All complaints must be submitted in writing.

## **Student to Student Conflict Resolution**

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complainant. A student shall bring evidence of a conflict to the assigned teacher.
2. If the complainant is not satisfied with the decision then the complaint must be directed to the Adult Education Director, Jolla Robinson at 501-234-3650 or email at [jrobinson@pcssd.org](mailto:jrobinson@pcssd.org).
3. The director of PCSSD Adult Education, Jolla Robinson, will review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties.
4. If either party is not satisfied the student will then contact the PCSSD Adult Education LEA Representative, Debora Cosen at 501-234-2000 or email at [dcosen4340@pcssd.org](mailto:dcosen4340@pcssd.org).
5. If either party is not satisfied with the decision of the LEA Representative, the complaint may be directed to the AR Department of Career Education.

## **Student to Teacher Conflict Resolution**

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his decision to the complainant. A student shall bring evidence of a conflict to the PCSSD Adult Education Director, Jolla Robinson at 501-234-3650 or email [jrobinson@pcssd.org](mailto:jrobinson@pcssd.org). A meeting will be scheduled with the director, teacher and student to discuss concerns or grievances.

2. The director of PCSSD Adult Education, Jolla Robinson, will review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties.
3. If either party is not satisfied the student will then contact the PCSSD Adult Education LEA Representative, Debora Cosen at 501-234-2000 or email at [dcosen4340@pcssd.org](mailto:dcosen4340@pcssd.org).
4. If either party is not satisfied with the decision of the PCSSD Adult Education director, Jolla Robinson, the complaint may be directed to the AR Department of Career Education.

## **Student to Director Conflict Resolution**

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his action and give his decision to the complainant. A student shall bring evidence of a conflict to the LEA Representative of PCSSD, Debora Cosen. A meeting will be scheduled with the LEA Representative, director and student to discuss concerns or grievances.
2. The LEA representative, Debora Cosen, of PCSSD Adult Education, will review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties.
3. If either party is not satisfied with the decision of the superior, the complaint may be directed to the AR Department of Career Education.

## **Anti-Bullying**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the administration. Students who bully another person shall be held accountable for their actions whether they occur on school property, off school property, at a school sponsored, and or at an approved function, activity, or event.

A school administrator or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report; consequently, the administrator and or designee shall make a record of the investigation and any action taken as a result of the investigation.

### **Definitions:**

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;

- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

“Electronic act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Cyberbullying of School Employees is expressly prohibited and includes, but is not limited to:

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;
4. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
5. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
6. Signing up a school employee for a pornographic Internet site; or
7. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, Pulaski County Adult Education's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, restroom, and hallway. Students, school volunteers, and employees shall be given copies of the notice.

Legal Reference: A.C.A. § 6-18-514  
A.C.A. § 5-71-217

Date Adopted: 1/19/2017

# Special Policies for 16/17 Year Olds

This policy outlines the requirements and procedures for enrolling and managing 16-17 year-old students in the Pulaski County Adult Education Program, in accordance with agreements with the Pulaski County Special School District and Jacksonville/North Pulaski School District.

## Eligibility and Enrollment Criteria

### 1. **Public School Students:**

- Must have completed 10 consecutive days of class in their public school.
- Must score at least Level 2 on the A, D, or M level TABE (Test of Adult Basic Education) in Reading, Math, and Language.
- Students must remain enrolled in their public school until they are officially accepted into the Adult Education program.
- All students aged 16-18 must pass the Arkansas Civics Exam. If proof of passing the exam in public school is not available, the student must take the exam with the Adult Education program.

### 2. **Homeschooled Students:**

- Must present a notarized "Intent to Homeschool" form from the local school district's superintendent, their Social Security number, and an Arkansas ID or Driver's License.
- Must take the TABE Locator, TABE, GED Ready, and GED Official Test at the Main Center.
- Must provide proof of passing the Arkansas Civics Exam or take the exam with the Adult Education program.

## Process for Public School Students

### 1. **Qualification for Enrollment:**

- After 10 consecutive days of class, the school counselor recommends the student for TABE testing by submitting the TABE Admissions Form to Pulaski County Adult Education in Jacksonville.
- The instructor will schedule the TABE test and notify the counselor. If the student misses the appointment, the counselor will be informed.
- Students must bring a state-issued ID and Social Security card to the TABE test.

### 2. **TABE Testing:**

- Students must first take the TABE Locator test.
- Students must score at least Level 2 on all parts of the TABE on the same day. If a student fails to achieve this, a court order and waiver are required for further consideration.

### 3. **Post-TABE Testing:**

- Counselors will discuss the testing results and options with the student and their parents/guardians.

- If all parties agree to proceed, the student will withdraw from the public school and schedule an enrollment appointment with the Adult Education Main Center.
  - Required documents for enrollment include the TABE Admission Form, TABE Test Results Form, TABE Conference Decision Form, and the Withdrawal Form from the public school.
  - The student must begin attending classes within five days of withdrawal from public school.
4. **Attendance and Progress Requirements:**
- Students are required to attend class 20 hours per week or 10 hours per week if working 30 hours per week.
  - Students with more than two unexcused absences will be returned to public school.
  - Students must make acceptable progress and adhere to the Adult Education center rules to remain enrolled.
5. **Testing and Retesting:**
- Students are required to retest on the TABE after every 40-60 hours of class time.
  - To be eligible for GED testing, students must meet specific score requirements on the TABE and GED Ready tests.
6. **GED and Civics Exam:**
- Students must pass the Arkansas Civics Exam with a score of at least 60% before taking the Official GED.
  - After passing the GED Ready test, the instructor will notify the state to clear the student for the Official GED test.
  - Students may retake the GED Ready or Official GED test if they do not pass, but certain conditions apply.

## Documentation and Reporting

- Clearly marked "16-17 year old student" on the student's attendance sheet, DRC copy, and student folder tab.
- Ensure all necessary documentation, including test results and waivers, is properly recorded and filed.

## Compliance

- This policy is aligned with state guidelines and must be strictly followed to ensure the eligibility and success of 16-17 year old students in the Adult Education program.

## **Forms Used for Enrollment in the Adult Education 16/17 Year Old Program**

The 16/17 Year Old Student Policy for Pulaski County Adult Education is a guide for counselors showing the steps required for a student to enroll in the adult education program. Some of the features most likely to be missed are underlined.

The Out of School GED Attendance Policy is used by the referring school and not required for adult ed purposes. Counselors may find that it is helpful to use so that the student and parents understand the general process required to enter the adult education program.

A copy of the TABE Admission Form is usually the first contact the adult education instructor has regarding the student. This has contact information about the school, as well as the student, and allows the student to test. The instructor will use this information to contact the parent or guardian to set up an appointment for the TABE test and notify all to bring valid ID. It will then be sent back to the counselor notifying him or her of the testing date.

After the student has finished testing and left the building, scores will be obtained and the results sent to the counselor on the TABE Test Results form. The counselor can easily see if the student has qualified for adult education.

The TABE Conference Decision Form is used when the counselor meets with the student along with the parent or guardian to give test results and discuss the options. All three must sign showing that those involved concluded that adult education is the best choice for the student.

A signed and completed Secondary Withdrawal Form from the student's school must accompany the student along with the documents above in order to enroll in the adult education program. Enrollment in the adult education program must take place within 5 days of withdrawing from school. An appointment is needed to enroll.

The Enrollment in Adult Education Policy may be given to the parent or guardian to serve as a checklist reminding them of the procedure for getting enrolled.

TABE Topics will remind students of the topics that will be tested on the TABE and may be given to the student by the counselor to help the student understand the nature of the test.

The Pulaski County Adult Education Main Center may TABE test Home Schoolers to see if they qualify to take the GED Ready. Those who have notarized Intent to Home School papers may contact:

Pulaski County Adult Education (Harris Elementary Annex)

4424B Hwy 161 N.  
North Little Rock, Arkansas 72117  
501-234-3650



# Pulaski County Adult Education Homeschool Policy

A homeschool student who is 16/17 years old may apply for enrollment to the adult education program by providing a copy of the Intent to Homeschool which was provided to the superintendent of the local school district. The copy should be notarized or stamped that it was received at the district office. The student should also present his/her Social Security number and Arkansas ID or Driver's License.

The student *and* parent or guardian must make an appointment and meet with the appropriate adult education staff to discuss academic options open to the student. The adult education administration will review the student's information prior to allowing the student to enroll. If accepted, the parent or guardian will notify the superintendent of the student's intent to enroll in the adult education program.

The student must agree to maintain appropriate conduct as outlined in the adult education handbook, attend class, and make reasonable progress toward obtaining a GED. In the event that the student does not attend class, conduct himself/herself appropriately, or make reasonable progress, the student shall be released from the adult education program and shall re-enroll in either public, private, parochial or home school within five (5) days from the date of release from the adult education program.

All students are required to take the Test of Adult Basic Education (TABE) in order to enter the Adult Education program. Results of this will also serve as a guide for what the student should study. A student with an NRS score of 1 to 4 on the TABE will be post-tested after 40 classroom hours of attendance. A student with an NRS score of 5 or 6 on the TABE will be post-tested after 30 classroom hours of attendance. A score of 535 with 12 hours of instruction is required to obtain vouchers for the GED Ready Test. A passing score of 145 at our testing center is required in each subject in order to take the Official GED in that area. A passing score on the Official GED test is also 145 in all four subjects. Students who enroll will be required to attend a minimum of twenty (20) hours per week of class until a GED is obtained. Class times are set Monday-Thursday, 8:00 am to 1:00 pm. Students who work full time may visit with the administrator about attendance requirements. Students who wish to pay for testing may contact the GED Test Examiner.

A student who has two unexcused absences will be dropped from the program and proper authorities will be notified. The parent or guardian must call by 8:15 am if the student is going to be absent that day. Students are reminded that cell phones should be put away during class time. No other electronic devices are allowed. No guests are allowed and no student may leave campus during school time. Computers are to be used for the purpose of getting a GED. Students are not allowed on social or gaming sites.

I have read and agree to abide by this policy,

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

# Administrative Policies

## Confidentiality of Student Records

All student records are kept under lock and key. The information collected is information that is reported in LACES to be used in data sharing within the Arkansas Department of Career Education/Adult Education Division, and with the Arkansas Department of Workforce Services and the Arkansas Department of Higher Education, Counselors, Case Managers and Career Coaches.

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education record must be kept confidential and outlines the procedures for review, release and access of such information. Access to student information will be granted only to those individuals who have been determined to have a legitimate educational interest in data. Family or Friends cannot call to see if a person is attending class or if a student is progressing without written consent of the student.

## School Closing and Inclement Weather Policy

Pulaski County Adult Education follows the holiday and inclement weather policy of Pulaski County School District. Please listen to your local weather channels and radio stations, or you can go to [pcssd.org](http://pcssd.org) to see if Pulaski County School District is closed.

If Pulaski County Special School District closes due to COVID-19, all Pulaski County Adult Education sites will be closed. In the case of a closure at a specific Pulaski County Adult Education site (or all sites) due to COVID-19, we will post updates on our Facebook page ([pcssdadulted](https://www.facebook.com/pcssdadulted)) as well as [www.gedwage.com](http://www.gedwage.com). Students will be contacted by their instructor for Distance Learning. If a student needs immediate assistance, they may email [pcssdged@gmail.com](mailto:pcssdged@gmail.com).

### Holidays when schools will be closed:

- New Year's Day
- Martin Luther King, Jr. Day
- PCSSD Spring Break
- Memorial Day
- Summer Break – Week of July 4<sup>th</sup>
- PCSSD Teacher In-service Week – Week before K-12 school starts
- Labor Day
- Thanksgiving Week
- Winter Break – Last two weeks of December

# Covid-19 Guidance For Schools Quarantine & Isolation

As knowledge and resources have evolved during the Pandemic, the response to COVID-19 has been modified to balance the educational and physical well-being in public schools. Isolation is still appropriate for individuals who test positive for COVID-19 or for those who are symptomatic.

## Staff Positive For Covid-19

- If a staff member tests positive for COVID-19, he/she must notify the PCSSD Point of Contact. Doing so will help the employee avoid the PCSSD policy of excessive and grossly excessive leave. Email an image of test results from a medical facility ( i.e. urgent care, doctor's office); photos of home tests will be accepted. Please also include your duty/work location and date of the onset of symptoms.
  - Email: [covidcontact@pcssd.org](mailto:covidcontact@pcssd.org)
- If a staff member tests positive for COVID-19, he/she must isolate until fever free and symptoms are resolving for 24 hours.
  - Upon returning, staff is advised to take precautions to wear a tight fitting mask, socially distance, and avoid high risk populations (including elderly) for five (5) days.
  - If you are high risk/immunocompromised (or returning to a work location with high risk/immunocompromised population), then you should isolate an additional five (5) days to decrease the risk of spread of infection.

## Student Positive For Covid-19

- If a student tests positive for COVID-19, he or she must notify the PCSSD Point of Contact. Doing so will assist in monitoring student's attendance to avoid truancy. Email an image of test results from a medical facility (i.e. urgent care, doctor's office); photos of home tests will be accepted. Please also include your classroom location and date of the onset of symptoms.
  - Email: [covidcontact@pcssd.org](mailto:covidcontact@pcssd.org)
- If a student tests positive for COVID-19, he/she must isolate until fever free and symptoms are resolving for 24 hours. If immunocompromised, then the student should isolate an additional five (5) days.
  - Upon returning, the student is advised to take precautions to wear a tight fitting mask, socially distance, and avoid high risk populations (including elderly) for five (5) days