



Welcome to the Ascension Adult Education Program!!

We want to commend you for having the courage to take that first step to change your life. We hope your experience in our classes will be positive and will help you accomplish the educational goals you have set for yourself.

The GED instructors are certified teachers with knowledge of the requirements necessary to pass the GED exam. The time it takes you to achieve your goal may vary depending on your prior knowledge and skills in the areas of study, your participation and attendance in class, your motivation to succeed, and the amount of time you can devote to your studies.

This handbook contains information that may be helpful to you as you progress through your class. As always, we would like to encourage you to continue your education after you have completed your GED exam. The higher educational facilities in our area are listed in this handbook. In addition, your instructor has current class schedules offered by these facilities.

Our staff would like to support you in continuing your education. If you would like to discuss any problems you may be having, your progress, or your plans for continuing your education, feel free to contact your instructor or call the Adult Education office at 621-2650. The office hours are Monday-Friday, 8:00 a.m. - 3:00 p.m.

Together, we can make this a successful learning experience!!

Sincerely,

The Adult Education Staff





Mission Statement

Mission:

Our mission is to provide appropriate education services to help adult learners become more effective and productive individuals, workers, parents, and community members who are able to adapt to the changing world.


Vision:

Our vision is to have a comprehensive educational program that meets the needs of self and the community and that supports continued life-long learning.

Values:

- " the students' physical and academic capacity to learn
- " safe, tolerant, and trusting learning environment
- " respect and acceptance for the learners and their choices
- " empowerment of the learner
- " professionalism of faculty and staff

Ascension Adult Education Adult Education does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or handicap in the operation of its education programs and activities.






Anti-Discrimination Policy


In accordance with the Title VI of the Civil Rights Act of 1964, the Ascension Adult Education Board of Education does not discriminate against any student based on race, color, or national origin. No student will be denied the benefits of, or excluded from participating in, any activity or program sponsored by the Ascension School Board. More specifically, the Ascension Adult Education Program does not:

- Prevent a person from enrolling in a school, class, or extracurricular school activity
- Arbitrarily place a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or national origin.
- Set higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
- Unequally apply disciplinary action based on a student's race, color, or national origin.
- Fail to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
- Administer tests or other evaluative measures that by design, or by grading, do not allow minority students the same opportunity to present a true measure of their abilities.
- Provide advice or guidance to minority students with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
- Provide facilities and/or instructional and related services to minority students that are inferior to those provided to non-minority students.

Student Harassment/Discrimination-Grievance Procedures

Filing a complaint - Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school





who shall inform a complaint manager of the allegation. The complaint should include the following information:


- Identify the alleged victim or person accused;
- Location, date, time, and circumstances surrounding the alleged incident;
- Identity of witnesses; and
- Any other evidence available

Investigation - within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student or student's parent/guardian (if student is under 18 years of age) and the supervisor who shall inform the superintendent. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and the identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary actions were taken. The investigation in response will be completed within thirty (30) school days. Copies of the report shall be kept in the complaint manager's file for one (1) year.

Decision of Appeal - If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made within five (5) work days to the superintendent of schools. The superintendent will review the investigation, make any corrective action deemed necessary and provide written response to the complainant. If the complainant is not in agreement with the superintendent of schools findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall within thirty (30) days from the date the appeal was received, review the investigation and the actions of the superintendent and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

Student Harassment/Hazing/Discrimination

It is the policy of the Ascension Adult Education program not to discriminate against any student, employee, or applicant based on sex. The Ascension Adult Education will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. The Ascension Adult Education program/ Ascension Parish School System will take all necessary steps to ensure that each student's learning environment and each employee's work environment is free to unlawful discrimination based on sex. No office, officer, or employee of the Ascension Adult Education program/Ascension Parish School System shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.






Handicap

It is the policy of the Ascension Adult Education/Ascension Parish School System not to discriminate on the basis of handicap. The Ascension Adult Education/Ascension Parish School System will not:

- Deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service the school district provides.
- Afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others.
- Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided others.
- Provide different or separate aid, benefits, or services to handicapped persons or to any class of handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are effective as those provided to others.
- Aid or perpetuate discrimination against a qualified handicapped person by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to the beneficiaries of the recipient's program.
- Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.
- Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service.

If any student feels they have been discriminated against, a complaint may be sent to :

Ginger Weber, Complaint Manager
Title VI/IX Coordinator
Ascension Adult Education
P. O. Box 189
Donaldsonville, LA 70346
225-621-2300 x216 or 473-7981 x216
weberg@apsb.org





OFFICIAL GED TEST CENTER

Ascension Adult Education Center
Louisiana Technical College—Ascension Campus
9697 Airline Highway
Sorrento, LA 70778
225-621-2650

Testing Centers recommend taking the official Practice GED before scheduling an appointment. An application and demographic form must be completed before scheduling a test date. See your teacher for details.

All applicants must be at least 17 years of age, be a resident of Louisiana, be enrolled and recommended by Ascension Adult Education, and pay the appropriate fee at the testing site. You will be asked to provide documentation which will verify social security number, age, and state of residence. Please ask your testing center what documents you need to bring with you when you schedule the appointment.

Persons 19 years and older may register and take the GED without enrolling in Adult Education Classes.

An individual may test three times during any one contract year. An individual may retest after a 30 day waiting period. The testing centers charge \$40.00 for the complete exam. A charge of \$25 for re-tests and cash ONLY is accepted.


To receive a GED diploma, you will be required to score an average standard score of 450 on the total test (total standard score of 2250) with no score below 410 on any of the five tests.

If the original diploma is lost, a duplicate diploma may be obtained by contacting the test center where the exam was administered or call the Louisiana Department of Education or go to the website www.louisianaschools.net.

WHAT ARE THE GED TESTS?

The GED Tests are five tests in the areas of Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. The questions in each of these tests require you to use general knowledge and thinking skills. A scientific calculator is used for a portion of the math test.

Even though you have not finished high school, you have probably gained knowledge and experience through reading, and informal training. The GED Tests are designed to measure the essential academic skills and concepts of a traditional high school education.





WHAT ARE THE GED TESTS LIKE?

With the exception of Part II of the Writing Skills Test, which requires you to write an essay, all questions on the GED Tests are multiple choice with five possible given answers.

The contents of the tests are as follows: *LANGUAGE ARTS*:

WRITING: PART I

50 questions, 75 minutes

30% Sentence Structure

30% Usage

25% Spelling, Punctuation, Capitalization

15% Organization

WRITING SKILLS: PART II Essay, 45 minutes

SOCIAL STUDIES: 50 questions, 80 minutes

40% History

20% Economics

25% Political Science and Government

15% Geography

LANGUAGE ARTS: READING: 40 questions, 65 minutes

75% Literary Texts

25% Nonfiction Texts

SCIENCE: 50 questions, 80 minutes

20% Earth and Science

45% Life Science

35% Physical Science

MATHEMATICS: 50 questions, 90 minutes

20-30% Number Operations & Number Sense

20-30% Geometry and Measurement

20-30% Data Analysis, Statistics, and Probability

20-30% Algebra





Official Practice Test for the GED

What is the GED Practice Test?

The Official GED practice test is designed to evaluate a candidate's readiness to take the full-length GED exam. The test includes half of the number of questions found on the GED exam. It is required by the state to take the practice test before taking the GED exam for those students under 19 years of age.

Where can I take the Practice test?

The practice test is given at the Ascension Adult Education Center, which is located at Louisiana Technical College—Ascension Campus, 9697 Airline Highway, Sorrento, LA, or at the Donaldsonville Adult Learning Center, Donaldsonville, LA 70346.

When can I take the Practice test?

The practice test is given on an appointment basis, and it is offered in the morning, afternoon, or at night throughout the month to help students fit it into any schedule.

How much does it cost?

Both Ascension Adult Education Centers charge a fee of \$10 for non-registered students.


What do I need to bring?

If you are 19 or older and have officially withdrawn from high school, all you need to bring is a Louisiana state driver's license or Louisiana state I.D.

If you are 17 (parent or guardian) or 18 years old, withdrawal form from the last attended high school, and a Louisiana state driver's license or Louisiana state I.D.

What do I do if I do not pass the Practice test?

The Adult Learning Center offers classes to help bring up your scores in reading, writing, science, social studies and math. Classes are offered in the day or at night, and they are all free. Certified teachers work with you to help accomplish your goal.





STUDENT STANDARDS

Regular class attendance is very important. Class schedules will be discussed at orientation and learners will decide on an attendance schedule that fits their needs. Students missing five (5) consecutive days of instruction without communicating with the Adult Education center will lose their time slot and will be reassigned what is available when returning.

Because the Center and the instructors expect a learner to attend, we require a phone call when a learner will be absent. To notify your instructor, adult learners should call 621-2650 (AAEC) or 474-2710 (DALC) before class starts and leave a message with the receptionist or on the answering machine.

Absentee Policy:

The following is deemed as unacceptable attendance:

Day Classes – 3 unexcused absences in 1 month

Night Classes – 3 unexcused absences in a quarter

Excused absences occur when the student calls the center and has a legitimate reason for not attending (i.e. illness, child ill, transportation issues, etc.).


Classes will not be held if the Ascension Parish Schools or Louisiana Technical College is closed for bad weather. Students should listen to the radio or television for school closings. A holiday schedule is posted at each center.

Learners who have been referred to the Adult Education Program classes by social or court services need to know agency requirements for participation in adult education classes. Release of information forms must be signed and on file in the Adult Education Program offices before we can provide program information to case managers.

ACADEMICS

An enrollee must attend a one-on-one orientation with an adult education instructor to assess student skills and needs, and to formulate a study plan. The learner is expected to put forth his/her best effort and to take his/her studies seriously. The instructors make the assignments as the learner progresses in the program. If a learner has any concerns, he/she should discuss them with the instructors as soon as possible.

Learner success happens only when the learner and instructor share a good working relationship. The instructors evaluate learner progress and meet with the learner regularly. Reasonable progress by the learner is necessary to maintain participation in the program.





Learners must prepare for program goals:

- Improve education, technology and/or workplace readiness level
- Enter employment
- Retain or improve employment
- Obtain a GED
- Obtain placement in postsecondary education or training
- Achieve citizenship skills

Learners are encouraged to concentrate on a minimum of two goals and may change goals if their reasons for coming to the program change. Discussion with the instructor will help the learner determine his/her goals within the program.

TEXTBOOKS AND MATERIALS

Students must provide their own writing instrument (pencil, blue/black ink pen) and notebooks. Learners may not remove textbooks from Adult Education classrooms. The textbooks are used in class and students are encouraged to read books of their choice outside the classroom. A GED prep book may be purchased from a bookstore and public libraries often have study guides available for checkout.

The computer lab offers students the opportunity to work with and train on state-of-the-art equipment and the software is designed with the adult student in mind. Learners have the opportunity to gain experience on computer assisted-educational and office software. Any abuse of the equipment or system, including, but not limited to, music or software downloads, chatrooms, or pornographic web sites, will result in suspension or expulsion from the computer lab and/or program. All students must sign the Internet Usage Policy before using computers.



Model Notification of Rights under FERPA For Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official]

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written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask **Ascension Parish School District** to amend a record that

they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District

will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that **FERPA** authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with

legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: **FERPA** requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of **FERPA** are:


Family Policy Compliance Office


U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

[Note: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of right under FERPA.]



CLASSROOM CONDUCT/ LEARNER EXPECTATIONS


1. Students must attend a three-hour session. If a student must leave early, he/she must complete a check-out form prior to class starting and have it signed by teacher or teacher assistant.
 2. A student must sign in and out each time he/she enters AND exits a class session.
 3. Adult Education students are permitted to park in the student parking lots located on the side of the LTC building and in the rear of the Adult Education classroom buildings. Students should not loiter in the parking lot and may not return to the parking lot until they are leaving.
 4. Eating is permitted in break areas only. Never take food or drink into the classroom.
 5. Telephones are available at each center for the instructors and for learner emergencies. Learners should feel free to give the number to their childcare providers or anyone else who may need it in an emergency. The center phones should never be used for personal business.
 6. Only learners who are enrolled in Adult Education classes may be in the classroom. No visitors are permitted. If a learner is unable to find childcare, he/she should notify the teacher and come back to class as soon as care is found. Children are never permitted in the classroom.
 7. Appropriate behavior is required of all learners. No classroom disruption will be tolerated. A student who is warned about disruptive behavior and does not cease the behavior will be asked to leave the premises. Continued disruptive behavior will result in permanent dismissal.
 8. No drugs or alcohol are allowed on the premises. No learners under the influence of drugs or alcohol are allowed on the premises. If the learner refuses to cooperate, the proper authorities will be notified. Continued irresponsible behavior can lead to a minimum 24-month suspension or permanent dismissal.
 9. Cell phones, pagers, radios and headsets must be turned off during class. Cell phones may be used outside the buildings before class begins and after class ends. Turn off all ringing devices upon entering the instructional area. Students may not leave class to "take a call." If a student leaves class for a cell phone call, he/she will not be permitted to re-enter until the next session begins.
 10. No weapons of any type are allowed. If an instructor suspects a weapon is present, the police will be contacted immediately. Students will not be allowed to return to any Ascension Parish Adult Education Center for a minimum of 24 months.
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11. Smoking is not allowed inside any building on the LTC Campus. Smoking is permitted in designated areas for students 19 years of age and older. In addition, no chewing tobacco is allowed.
 12. No loud or vulgar language is allowed. Learners will be required to leave the premises if they cannot follow this rule.
 13. Fighting will not be tolerated. If you get into an argument with someone who you feel may become physical, tell your teacher immediately.
 14. Defacing school property and littering of the campus will not be tolerated.
 15. Soliciting is not allowed on the campus.
 16. Students must show proper respect to teachers, teacher assistants and fellow students at all times.

No one will disrupt the learning atmosphere. Suspension or expulsion will result in behavior that is not appropriate in an adult learning environment.

Any rule violation can result in a learner being permanently dismissed from the entire Ascension Adult Education Program.

Students should be picked up within 15 to 20 minutes after finishing classes. Instructors will not remain after class to wait with students for transportation.





Dress Standards for Adult Education Students

Although there is no formal dress code, learners are asked to dress as they would for the workplace. Learners will be required to leave for the day if they are inappropriately dressed.

1. **Males:**

Long pants and shirts are allowed. Jeans are allowed but must not be cut, ripped, torn, or have frayed hems. Pants must be worn at the waist with a belt. Shirts may be polo-type, T-shirts (without offensive printing of any kind on front or back) or button-up. No advertisements, printing, monograms etc. on shirts relating to tobacco, alcohol, sex, or other contraband.

2. **Females:**

Long pants, dresses, or skirts/blouses are allowed. Skirts/dresses must reach the top of the knee-cap. Shorts of any kind are not allowed. Jeans are allowed but must not be cut, ripped, torn, or have frayed hems. Pants must be worn at the waist. Low-rise hip huggers are not allowed. Shirts/blouses shall be appropriately sized. Shirts/blouses must be appropriately buttoned. Female students must be covered appropriately


3. **Hair:**

- Hair must be neat, clean and well-groomed.
- Head covering, skullcaps, hats, caps, hair rollers, kerchiefs, bandanas, sweatbands, hoods or any other headgear are not allowed.
- Long handled combs are prohibited for safety reasons.
- Symbols and/or styles that identified with gang membership, affiliation or representation are not allowed.
- Extreme hair styles that detract from the educational setting are not allowed. Hair may not be dyed colors other than natural hair colors (i.e. no blue, green, pink, purple, etc.)
- Hair carvings are not allowed.

4. **MISCELLANEOUS:**


- Revealing or tight garments considered inappropriately sized are not allowed.
- Accessories with inappropriate decorations or advertisements are not allowed. This includes but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or ethnic bias.
- If students are issued an Identification Badge, they must be worn at all times. Replacement badges will cost a fee of \$5.
- The following items may not be worn:
 - Garments that have holes worn or torn in them
 - Heavy chains, spike necklaces, bracelets, or other inappropriate types of jewelry
 - Nose rings, lip rings, eyebrow rings, tongue piercing rings, studs or any other visible body piercing(s) are not allowed.
 - No flip flops (shoes must have backs or straps).





Adult Education is preparation for the workforce. Acceptable attire is a requirement. Adult Education Instructors have the responsibility and the right to determine the appropriateness of attire and grooming for the adult education setting.






PARTIAL LIST OF
SUPPORT SERVICES
AVAILABLE TO PARTICIPANTS*

Ascension Parish School Board	621-2300
Office of Family Services	644-0484
Job Service - One Stop (WIA)	47-7394
Gonzales	
Donaldsonville	473-5712
LA Technical College – Ascension Campus	675-5397
Catholic Community Services	336-8770
Ascension Council on Aging	
Gonzales	621-5750
Donaldsonville	473-3789
Ascension Parish Library	
Gonzales	647-3955
Donaldsonville	473-8052
Community Opportunities in East Ascension (COEA)	621-2000
www.comuntyopportunities.org	

STATEWIDE ASSISTANCE

Disabilities Information Access Line	1-800-922-DIAL
Rehabilitation Services	1-800-543-2099
Louisiana Learning Resource Center	(504)-765-2417
American Printing House for the Blind	1-800-223-1839
Child Protection Hotline	(504)-342-0095
Citizens for Developmental Disabilities	(504)-342-0286
Department of Labor	(504)-342-3111
Department of Social Services	(504)-342-0286
Bureau of Disability Determinations services	(504)-925-3533
Chez Hope	1-800-331-5303
The Work Connection	1-800-351-4378





*If additional information is needed please ask a staff member.

I have read and understand the Classroom Conduct and Standards and the Dress Standards for adult education.

Printed Name

Signature

Date

If student is under the age of 18, a parent/guardian must also sign.

Printed Name

Signature

Date

I have read and understand the **FERPA statement** in the enclosed packet.

Signature of Student

Signature of Parent


I have read and have knowledge of the support services that are available in the surrounding area.

Signature of Student

Signature of Parent

Teacher Signature

Date





“An Equal Opportunity Employer”

