

Northwest Technical Institute Adult Education Center

STUDENT HANDBOOK

610 E. Emma, Suite 200
Springdale, AR 72764

NTIAdultEducationCenter@nwti.edu

(479) 751-0181



Famous GED® Recipients

Chris Rock, *Comedian & Actor*

Mark Wahlberg, *Actor*

Dave Thomas, *Founder of Wendy's*

Danica Patrick, *NASCAR Driver*

Jon Huntsman, *former US Ambassador to China*

Michael J. Fox, *Actor*

NWTI Adult Education Center

Mission Statement

To serve the community by providing free instruction in a supportive environment.

Objective

To help students:

1. Improve basic skills in reading, math, language, and technology.
2. Obtain an Arkansas High School Diploma.
3. Learn English as a second language.
4. Attain United States Citizenship.
5. Enhance and expand employability skills and options.

Hours

Monday through Thursday, 8:30 a.m. to 8:00 p.m. (*GED® Preparation*)

Monday through Thursday, 8:30 a.m. to 8:00 p.m. (*ESL*)

Friday, 8:00 a.m. to 1:00 p.m.

Individuals may enroll on Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday 8:00 a. m. to 2 p.m.

Summer Hours

Monday through Thursday, 8:00 a.m. to 4:00 p.m.

All Adult Education Services are *FREE* of charge.

In compliance with federal non-discrimination laws, the Adult Education Center does not discriminate in employment and education practices relative to race or national origin (Title VI of the Civil Rights Act of 1964), handicap or disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act), sex (Title IX of the Educational Amendments of 1972), or age (the Age Discrimination Act of 1975). The Coordinator and contact person for all the above civil rights areas is the Assistant Superintendent for Personnel and Support Services, Fort Smith Public Schools, P.O. Box 1948, Fort Smith, AR 72902-1948.

Enrollment Procedures

Any resident of Arkansas, 18 years of age or older, may enroll in adult education classes. The Adult Education Center works with Springdale Public Schools to serve students who are under the age of 18.

Enrollment and testing are conducted throughout the year. Classes are open-entry and open-exit, allowing students to enroll at anytime. The pace of learning and length of attendance is dependent on each individual student.

Prospective students interested in the GED[®] program, must have a photo ID and Social Security number if possible. For all other classes, a photo ID and Social Security number are preferred, but not required. Enrollment procedures include completion of an intake form, locator test, learning styles inventory, and orientation.

GED[®] Testing

GED[®] students enrolled at the center must make a score of 9.0 on all sections of the TABE (Test of Adult Basic Education) assessment before taking the GED Ready[®] test with free voucher provided by Adult Education Center. The TABE test includes reading, math, and language and takes about one and one-half (1½) hours. This enables teachers to diagnose, evaluate, and successfully place students. After 30 to 40 hours of instruction, the student may retake the TABE.

When students get 9.0 on all 3 TABE sections, they can take the GED Ready[®] test. Students must score at least 145 on each section of the GED Ready[®] test in order to take that section on the official GED[®].

Second language students planning to take the Spanish GED[®] test, qualify to take the GED Ready[®] test by passing the paper-based Spanish GED[®] Practice test.

The GED[®] test provides an opportunity to earn an Arkansas High School Diploma. The test includes Mathematical Reasoning (90 min.), Reasoning through Language (155 min.), Science (75 min.), and Social Studies (75 min.). A minimum score of 145 on each test is required for passing.

Programs Offered

Adult Basic Education (ABE)

Adult Basic Education is designed to improve any student's basic academic skill levels or to help prepare for the GED® program. Students are provided instruction and review in reading, math, English, and writing.

Arkansas High School Diploma (GED®)

GED® classes and labs offer instruction to adults who are preparing to pass the GED® exam or who desire to enhance essential skills. Instruction is provided in all four subject areas: Mathematical Reasoning, Reasoning through Language, Science, and Social Studies.

English as a Second Language (ESL)

English as a Second Language is designed for adults whose native language is not English. Classes are offered for a variety of skill levels, from beginning to advanced. ESL, Family Literacy, and Citizenship students are assessed with the BEST Literacy and placed in the appropriate class as determined by the scores. Classes, available at the center and at other locations in Springdale, are student-friendly and provide adults practice in reading, writing, listening, and speaking the English language.

Citizenship (EL/Civics)

Instruction and practice is provided to prepare individuals to pass the U.S. Citizenship test. Classes cover potential exam questions, practice interviews, historical events, civic duties and responsibilities, and other important information about the citizenship process.

Family Literacy

The Adult Education Center, in partnership with the Springdale Public School system, offers classes in Family Literacy in elementary and middle schools throughout the community. Parents of students attending a participating public school may enroll throughout the year based on availability of seats.

Basic Skills/Test Prep Instruction

Adults who need extra help in areas such as reading, writing, or math, are welcome to contact or visit the Adult Education Center to determine if the desired services are available. Instruction in COMPASS Prep and other postsecondary entrance exams are also available.

Academic Transitions with Technology

Free training in keyboarding and computer skills are offered to adults of all levels through instructor-guided, self-paced lab classes. Each student receives training based on individual skill and need.

Workplace Education

Workplace education provides English language classes, citizenship training, high school equivalency instruction, and career preparation in several businesses and industries throughout Washington County. By providing these classes at jobsites, students have more learning opportunities to fit their busy schedules.

Distance Learning

The Adult Education Center offers online classes through Distance Learning. Online preparation for the GED® test, English classes, computer basics and training, and many other courses are offered to students working online. All courses are free. Adult Education Distance Learners can work from different mobile devices using an Internet connection. Students must have their own device and access their own Internet connection to work remotely.

Additionally, hybrid classes that support students both in the regular classroom and online, a virtual classroom, online resources for GED® test takers, career training, and other resources designed to make online learning effective and student friendly are built into the free Distance Learning program. Distance education allows students to continue pursuing their educational and career goals while also continuing their busy lives. Technology is the tool that makes this happen. Contact NWTI Adult Education for more information about Distance Learning.

WAGE (Workforce Alliance for Growth in the Economy)

WAGE® is a FREE job readiness training program funded through the Arkansas Department of Career Education, Adult Education Division. The program is offered at no cost to job seekers, current employees, and employers; the program is fully provided by taxpayer dollars through Arkansas Adult Education Centers.

WAGE® offers six certifications that can be earned to enhance a resume at a future or current employer while building new skills. More than one certification may be earned (stacked) by any individual. The certificates include the following:

1st Level Certificates

Customer Service I

2nd Level Certificates

Customer Service II

Bank Teller

Office Technology

Industrial

Career Preparation/Transitions

Career planning and preparation are available to individuals as needed. The center has a certified Career Development Facilitators (CDF) on staff, and offers assistance in career search and preparation, postsecondary educational pursuits, and workplace competencies. Certificates may be available for individuals completing certain coursework.

Rules and Regulations

In order that all adult education students may study uninterrupted, rules and regulations will be enforced and NWTI student policies will be followed. Students who do not abide by this policy, will be subject to the appropriate disciplinary action including dismissal from the program.

Attendance

Attendance is voluntary for those students over the age of 18. Younger students will be required to attend according the Teen Policy. Once on the NWTI campus, students should report to the Adult Education Center. Loitering or lingering around the campus is not allowed. Students should sign in and out on the appropriate form each time entering or exiting the building.

Dress Code

Appropriate dress for adult education classes is expected. Most attire is acceptable, as long as it does not display inappropriate wording (such as advertising for drugs, tobacco, alcohol, or sexually explicit activities) or other content that may be deemed offensive to others. Please maintain proper hygiene.

Children and Visitors

Children and/or visitors are not permitted in class or while students are studying or testing. Adult students are often bothered by such distractions and insurance/liability concerns do not allow the center to permit children and visitors on the premises.

Electronic Devices

Cell phones and pagers must be put on “silent” or “vibrate” before entering the classroom to help reduce distractions. Leave the classroom to text or talk on the phone. Other electronic devices, such as those that play music, are not to be used in the classroom. Headphones are not appropriate in the classroom.

Tobacco Use

There is to be **NO USE OF TOBACCO IN ANY FORM** in the Adult Education Center, Campus and Parking lot. Vaping is also not allowed in the Adult Education Center.

Drugs and Alcohol

Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on the NWTI campus or Adult Education Center premises. Specific campus policies may be found in the NWTI Student Catalog and Handbook.

Unallowable Actions

Engaging in acts such as stealing, gambling, profanity, verbal or physical abuse, and possession of firearms or other dangerous weapons is not allowed. Anything that constitutes disturbing normal center operations may be grounds for dismissal from the program.

Computer Use

Students are required to sign a NWTI Network Computing Policy before using any computer on campus. All equipment, including computers, should only be used for educational purposes.

Parking

Students are expected to park in Community Clinic’s parking lot. The campus speed limit is no greater than 10 miles per hour. Students should not park in spaces designated for Community Clinic’s patients.

Bullying Policy

The purpose of this policy is to communicate to all employees that Northwest Technical Institute (NWTI) Adult Education will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

NWTI Education defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates NWTI Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. NWTI Adult Education considers the following types of behavior examples of bullying:

Verbal bullying: ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property

Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

Persistent singling out of one person.

Shouting or raising voice at an individual in public or in private.

Using verbal or obscene gestures.

Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).

Personal insults and use of offensive nicknames.

Public humiliation in any form.

Constant criticism on matters unrelated or minimally related to the person's job performance or description.

Ignoring or interrupting an individual at meetings.

Public reprimands.

Repeatedly accusing someone of errors that cannot be documented.

Deliberately interfering with mail and other communications.

Spreading rumors and gossip regarding individuals.

Encouraging others to disregard a supervisor's instructions.

Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).

Inflicting menial tasks not in keeping with the normal responsibilities of the job.

Taking credit for another person's ideas.

Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.

Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.

Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Northwest Technical Institute (NWTI) Adult Education Center is committed to ensuring the right of each student to learn in a safe environment without fear. Bullying-intentional, repetitive, and hurtful behavior directed at a victim-creates an imbalance of power that is harmful to the victim and is disruptive to the educational climate at school.

It is the policy of the NWTI Adult Education Center not to tolerate bullying in any form, be it verbal, written, physical, psychological, and/or electronic. It is the responsibility of each employee to take an active role in reducing bullying and to report any incident to the Director of Adult Education Center in writing or in an e-mail at the teacher's discretion. The Director of Adult Education center and the NWTI Human Resources

Manager are responsible for documenting any report of bullying, investigating the situation, and taking appropriate action.

NWTI Adult Education Center will not tolerate bullying of any kind. Students who believe they have been a victim of bullying should file a complaint by contacting the director. After an investigation of a complaint has been completed, and a record is made of the investigation, a student found to be in violation of this policy will be subject to disciplinary action including suspension and/or expulsion from the program.

Conduct Policy & Procedure

The Adult Education Centers as part of Northwest Technical Institute encourages each student to take personal responsibility for their actions while on campus or participating in school-related events. In addition, the community should be protected from any behavior or actions that may be destructive or harmful. Each student is expected to comply with all policies, rules, and regulations of the Adult Education Center and NWTI, as well as all local, state, and federal laws.

Specific rules are listed in the Adult Education Center Student Handbook and Northwest Technical Institute catalog and Student Handbook (p.50) which may be viewed on the NWTI website at www.nwti.edu. All students enrolling in the program will sign a statement indicating they have received a copy of the student handbook and agree to comply.

Any behavior or conduct, verbal or physical, which disrupts normal functions or violates the rights of others, will result in disciplinary action and possible expulsion. Any student terminated from the program for any conduct and disciplinary reason will not be allowed to return to the program without the approval of the Director of Adult Education.

The decision as to whether a specific student behavior is a conduct violation and the type of disciplinary actions imposed resides with the Director of Adult Education of his/her designee. Types of disciplinary actions/penalties include, but are not limited to the following:

1. Letters of Warning.
2. Restitution of center property, denial of certain privileges, or restriction of activities.
3. Mandatory counseling.
4. Suspension for a stated period of time.
5. Expulsion.

Below are the different levels of offense and rules that apply to all student enrolled at NWTI Adult Education Center. All Level One Offenses will result in immediate expulsion for the NWTI Adult Education Center. All Level Two Offenses will result in a letter of warning. If another issue arises with the same student, the student will be required to have mandatory counseling. After the third incident the student will be placed on suspension for a stated period of time. After the fourth incident the student will be expelled from the NWTI Adult Education Center. The Director will provide the contact information for other adult education centers in the area.

Level One Offenses:

1. Students who negligently damage, destroy, lose, sell, or otherwise dispose of school property entrusted to them will be charged to the full extent of the damage or loss and are subject to prosecution under state laws and disciplinary action by the school.
2. NWTI Adult Education considers academic fraud/dishonesty/cheating to be conduct unbecoming to accepted standards, and will employ a zero-tolerance policy in regard to this issue. Falsifying any document pertaining to school activities will result in administrative dismissal. This includes fraudulently submitted homework assignments, class projects, and/or exams. Students who are suspected of academic dishonesty will meet with the instructor, department chair and/or administration. Student may be questioned or asked to show proof there is no concealed test material. If the student is

not compliant, he or she is subject to dismissal. Students administratively dismissed from an NWTI Adult Education will not be allowed to re-enter without the approval from the Director of Adult Education. Any student who feels they have been inappropriately expelled or suspended due to academic fraud/dishonesty may make an official grievance as outlined in the “Student Grievance Procedure” section of the Student Handbook.

3. Students who engage in such acts as stealing, interrupting classes or disturbing normal school operations, gambling, using profanity or vulgar language, engaging in personal combat, or possession of firearms and other dangerous weapons on campus make themselves liable to disciplinary action, probation, or expulsion.
4. There is to be NO SMOKING or any format of tobacco use inside the buildings or on campus. This includes vaping.
5. Alcohol and illegal drug use is strictly prohibited on campus. Persons found to be in violation of this rule will be suspended or dismissed immediately and will be subject to prosecution by local authorities.

Level Two Offenses:

1. Cleanliness and orderliness are necessary. Students are expected to make use of the disposal containers in each classroom and in order to promote cleanliness and orderliness.
2. Students are expected to dress appropriately for attending class.
3. Cars must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is 10 miles per hour.
4. Students will not use the office phones for making outside calls except in an emergency. Incoming calls for students will be noted and messages delivered during break or lunch periods, if possible, to the student’s instructor. No student will be called from class unless an emergency condition exists.
5. Students who inappropriately use the internet will be subject to disciplinary action, up to and including dismissal from school. See Network Computing Policy.

Student Conflict Resolution Policy & Procedure

A student having a complaint should present the matter to and discuss it with an instructor first. If the complaint is against the instructor, or the instructor does not resolve the problem, the student should then make an appointment with the Director of Adult Education. Complaints should describe the cause, specific information, and the corrective action desired. Complaints may be presented for, but limited to, the following: sexual harassment; discrimination on the basis of color, religion, age, race, sex, national origin, disability; bullying; or unprofessional conduct. Student privacy will be observed.

If the student’s complaint is not resolved, the student has the right to follow through with the NWTI Grievance procedure.

Student Grievance Procedures

It is the NWTI Adult Education Center’s belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at the center, please try to discuss your feelings with your Instructor, Advisor, or Director. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Advisor to Students; you must include the specific grievance/complaint and specific remedies sought.
2. The Advisor has five (5) working days in which to investigate and respond in written form.

3. If not satisfied, you may appeal within five (5) working days to the Director who must respond in writing within five (5) working days.
4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the President of NWTI, who will hear the complaint and render a decision within ten (10) working days.

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, note-takers, etc., can be made available to assist in the hearing and appeals process. Please contact the Counselor/ADA coordinator to request accommodations.

Graduation

Adult Education Center students, who successfully pass the GED® Exam, have the opportunity to participate in a formal graduation ceremony. The ceremony is in combination with the Northwest Technical Institute’s graduation event and is scheduled to be held on a Tuesday evening, June 22, 2018 at the Springdale Performing Arts Center. Upon permission, students will receive information on how to obtain graduation regalia (cap, gown, tassel) and order announcements.

Scholarships After the GED®

Northwest Technical Institute will pay tuition charges for any full-time, diploma-granting program of study for one academic year to a current GED® graduate.

The Luther H. Black Scholarship was set up to recognize a GED® graduate who demonstrates outstanding leadership, citizenship, and professional promise. Each award will be a minimum of \$1,000.00 (\$500 per semester) applied toward tuition, fees, and books.

The LEAP Scholarship is awarded to a student of Latino descent to cover tuition expenses for an entire diploma program at NWTI.

Other scholarships are available. Check with your post-secondary school of choice for scholarship opportunities.

2017-2018 Calendar

July 3-9	Center Closed—Summer Vacation
August 14-18	Center Closed for In-service
August 21-24	Registration
August 28.....	All Classes Begin
September 4.....	Center Closed—Labor Day
November 20-24.....	Center Closed—Thanksgiving
December 18-January 5	Center Closed—Christmas/New Years/In-service
January 8.....	Classes Begin/Resume
March 19-36	Center Closed—Spring Break
May 29.....	Center Closed — Memorial Day

Accommodations for disabilities are available upon request.

The NWTI Adult Education Center provides equal access to all programs and activities.

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