

LAURENS COUNTY ADULT EDUCATION STUDENT INFORMATION BOOK

www.laurenscountyadulthood.org



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Mission Statement

The mission of the Laurens County Adult Education program is to provide appropriate educational instruction for adults to increase their opportunities to accomplish their goals, to secure and maintain employment in jobs with sustainable wages, and to become lifelong learners.

RIGHTS

Attending Laurens County Adult Education is a privilege, not a right. Each student, however, has the right to learn, and each instructor has the right to teach. We ask that both students and instructors support each other and strive to create a positive learning environment.

RULES

We hope that each student will recognize that it is a privilege to participate in our Adult Education program, and we promise to provide you with instructors, classroom materials, and technology to help you meet your goals while in our program. In order to accomplish your goals, we need your cooperation by following our basic rules.

- ❖ Each student will be courteous and demonstrate respect for others.
- ❖ No one will interrupt learning and teaching.
- ❖ Everyone must use safe and appropriate conduct at all times.
- ❖ Everyone will respect the property of others. Our program uses property that belongs to others. The Higher Education Center is the property of Piedmont Tech; the Main Street Center is the property of Laurens School District 55, etc. We will, therefore, abide by the rules set by our program and also by the rules set by the property owners.
- ❖ Respect for property includes carefully using our textbooks and iPads.
NEVER remove a textbook or iPad from a classroom. All of our materials are used in morning, afternoon, and/or evening classes, so gently use all materials. Do not write in textbooks.
- ❖ No one may possess illegal or unauthorized drugs, alcohol, or weapons at any of our sites.
- ❖ No one may attend class if under the influence of alcohol or any unauthorized drug.
- ❖ We will not tolerate profanity towards anyone.
- ❖ Students who are not in class are expected to leave the campus immediately unless they are on an authorized break.
- ❖ Loitering in the parking lot is not permitted.
- ❖ **CELL PHONES (AND ALL OTHER ELECTRONICS) MUST BE MUTED WHILE YOU ARE IN THE CLASSROOM.** If you must take a phone call or text, please quietly exit the classroom and have your conversation in private.
- ❖ **CELL PHONES (AND ALL OTHER ELECTRONICS) MUST BE TURNED OFF (not just muted) AND STORED WITH THE LAB TEACHER WHEN YOU ARE IN A DESIGNATED TESTING AREA** (e.g., computer labs).
- ❖ Continuous abuse of our basic rules will result in the student's dismissal from the Adult Education program, and this means he or she will not be allowed to participate in any other such program in the county.

DRESS CODE EXPECTATIONS

We know that dressing appropriately is very important for entering the working world. Since each employer has certain dress expectations, we want to reinforce those expectations by requesting that you follow the guidelines listed below.

- ❖ No strapless, low-cut, or off-the-shoulder outfits may be worn.
- ❖ No tank tops may be worn. Tops must have sleeves or an over shirt must be worn over a tank top.
- ❖ No short shorts ("Daisy Dukes") may be worn.
- ❖ All tops must cover the midriff, whether the student is sitting or standing.
- ❖ Hats, caps, or other head coverings should not be worn inside the classroom.
- ❖ Hoods from sweatshirts or jackets must be removed as soon as you enter the building.
- ❖ No vulgar, obscene, or suggestive patches or writing on clothing will be permitted.
- ❖ Shoes must be worn at all times.
- ❖ No pants are to be worn below the hips. If pants are very loose, you will be expected to keep them pulled up to the waist at all times.
- ❖ No sunglasses are to be worn in the building without a doctor's note.

DRESS CODE/DISCIPLINE CONSEQUENCES

Dress appropriately, behave appropriately, and study to learn!

- ❖ 1st offense: WARNING*
- ❖ 2nd offense: DISMISSAL

* Major offenses may result in immediate dismissal and/or law enforcement action.

Violations for drugs, violence, and/or weapons will result in immediate dismissal and possible law enforcement intervention.

PROGRAM DEFINITIONS

The Laurens County Adult Education program provides academic instruction for adults who are seeking a GED® and improvement in academic skills. Once your needs have been determined, qualified instructors assist you in setting and attaining your goal(s).

First, you will be administered a **pre-test** to determine your basic skill level. This test is called the **TABE test (Test of Adult Basic Education)**. The results of your pre-test provide placement in a program and guide your instruction.

Appropriate classroom materials are available for you to use while in class.

(Remember, however, that you may not remove classroom materials to take home. Some books may be available for purchase in the HEC office.) Classes consist of group instruction as well as individualized, self-paced study. If you are enrolled in a location that has wireless Internet access, then you may also use an iPad for some of your instruction.

After the appropriate number of hours of instruction (most often 40 for GED® students and 60 for English as a Second Language – ESL – students), you will take another version of the TABE test, called a **post-test**. The purpose of the post-test is to assess your progress. ESL students are pre-tested and post-tested with the **BEST PLUS** or **BEST LITERACY** tests until they reach a certain level, at which time they are administered the TABE pre-test.

As a GED® student, when you reach a certain level on the TABE post-test, you will start taking the **GED-Ready®** subject area tests. These tests are practice tests to determine what you still need to learn before you take the four GED® tests (Reasoning Through Language Arts, Mathematics, Science, and Social Studies). If you score **at least 145** on an area test, then you may qualify for a scholarship to take the GED® in that area.

GED® testing is available on Monday afternoons and all day Thursday at the **Higher Education Center (HEC)**. The cost is \$37.50 per test (\$150 for all four tests). Once you earn your GED®, you will be invited to participate in an Adult Education Graduation Ceremony held in December and May each school year.

You will also study **Workplace Documents, Graphic Literacy, and Applied Mathematics** via a web-based program called **WorkKeys Curriculum**. When you reach at least Level 4 in each area, you will take the **WorkKeys® National Career Readiness** test. The WorkKeys® National Career Readiness Certificate (NCRC) will give you an advantage in employment opportunities.

PROGRAM FEES

- ❖ Yearly registration fee – There is no registration fee or fee for classes!
- ❖ TI-30XS calculator – cost is \$14 (includes manual) if you purchase from Laurens County Adult Education. You are NOT required to purchase a calculator. We have classroom sets available as well as testing sets available for TABE testing as well as GED-Ready® and GED® testing. You may also purchase this calculator at stores such as Office Depot, etc.
- ❖ Kaplan GED test preparation book – cost is \$27.50 if you purchase from Laurens County Adult Education. You are NOT required to purchase any books. We have classroom sets available. We do not have any Common Core Basics, Common Core Achieve, or Steck-Vaughn books available for sale.

PROGRAM REGULATIONS

1. Adult Education is a privilege and not a right. Students *choose* to participate in this program. There are no attendance regulations other than attending class and making progress towards taking the GED®. You will, however, be dropped from enrollment if you miss 30 days of class. If you are enrolled in Family Literacy activities that involve child care, you will also lose your child's place in the child care center at Main Street. You must make measurable progress to avoid being dismissed from the program.
2. There is no registration fee for enrolling in classes. There is no requirement to purchase any books or calculators.
3. You cannot have been expelled from a school district during the current school year unless the Adult Education Director approves your enrollment.
4. Adult Education is NOT high school. You must be mature enough and motivated enough to work individually without constant supervision.
5. Adult Education programs have a zero-tolerance discipline policy. Discipline problems, disrespect, profanity, and class disruption in any form is not tolerated. The consequence of this type of behavior is dismissal from the program.
6. GED® preparation is a holistic approach. You will be evaluated to identify your needs and areas in which you need to improve. Your progress will be regularly monitored after a pre-determined number of hours of instruction (usually 40 hours for GED®, 30 hours for students entering the program at a high level, and 60 hours for ESL testing).
7. You should plan to participate in a minimum of 30 hours of instruction before attempting the GED®. You should take the GED-Ready® tests before attempting the GED® itself. In some cases, students may enter the program at a high enough level to start with the GED-Ready® tests after the 12-hour orientation.
8. The minimum age for enrollment is age 17, with local school district approval. If you are 17, you and a parent/guardian/responsible adult representative are encouraged to meet with the Director as soon as possible.
9. You cannot be enrolled in another school and cannot have already earned a state High School Diploma in order to participate in the GED® program. If you are 17 or 18, there is a "school non-attendance" form that must be submitted to the state before you are allowed to take the GED®. The state GED® office requires a "Verification of High School Withdrawal" form, available in this office or at www.ed.sc.gov.
10. You must be at least 17 years old to take the GED®. (The only exception to this regulation is for 16-year-old students who are incarcerated with the Department of Juvenile Justice.) The GED® tests are administered in a

computer-based testing format only at Pearson-VUE certified centers. The cost is \$150 for all four tests (\$37.50 per test). It is possible to earn scholarship money for the GED® tests.

11. We welcome you into Adult Education and want you to know that, when you are successful in earning your GED®, that means we have done our jobs well. Our mission is to help you be successful.

SCHOLARSHIP INFORMATION FOR GED® TESTING

To earn a scholarship for GED® testing, you must meet the following requirements:

1. Complete your TABE pre-test.
2. Attend a minimum of 40 hours of class (30 hours for those enrolling at the Low Adult Secondary level (Level 5), or 12 hours for those enrolling at the High Adult Secondary Level (Level 6).
3. Complete your TABE post-test (not required for those entering at Level 6).
4. Obtain a score of 145 or better on your GED-Ready® test.

We also strongly recommend that you:

5. Earn a Silver or Gold WorkKeys® certificate at some point before you leave the program. This nationally recognized certificate helps you find a much better-paying job.

STUDENT GED® TEST DAY INFORMATION

- ❖ You must bring a valid South Carolina ID (SC Driver's License, SC Beginner's Permit, Identification card issued by the SC Department of Motor Vehicles).
- ❖ If your ID has expired, then you will be turned away from testing. There is no guarantee that you can make it to the DMV to renew your license, permit, or ID card, and make it back to the HEC in time to test. It is important that you check ahead of time to make sure your ID is valid.
- ❖ You will need a copy of your Social Security Number on file (we will black out all but the last five digits).
- ❖ Pearson VUE, the GED® test administration company, has very strict rules about clothing worn in the testing room. **DO NOT WEAR THE FOLLOWING:**
 - A hooded sweatshirt or top ("hoodie")
 - A watch
 - Large jewelry, including rings
 - Anything with chains on itAlso, you may not take candy, snacks, or drinks into the testing room.
- ❖ The only item you can take into the testing room is your ID. The only exception to this rule is cough drops. If you have a cough and need cough drops, then you will have to unwrap the cough drops before taking them into the testing room.
- ❖ **DO NOT WEAR PERFUME OR COLOGNE** on testing day. We have had a number of students complain about other testers' perfumes and colognes. Scents aggravate other's allergies and asthma; in addition, some people develop migraines when they are around strong scents.
- ❖ You will be provided a place to lock up your wallet, purse, jewelry, and other items not allowed in the test room, including sweaters, coats and jackets.

OTHER TESTING INFORMATION

1. Every new student is pre-tested upon entry into the program.
2. Tests are administered in a separate, appropriate, distraction-free test setting.
3. Only a trained Adult Education staff member will administer tests.
4. Your teacher will individually discuss your results with you and help you set your goals.
5. You will be assigned to the appropriate level, based upon your test results: Literacy, Basic, pre- GED®, or GED®.
6. We will treat your test results with the utmost confidentiality. Student permission must be obtained before we release any scores.

THE TEST ADMINISTRATOR WILL TAKE UP CELL PHONES AND ALL ELECTRONIC DEVICES PRIOR TO ANY TESTING. You will need to TURN OFF – not mute – your cell phone when you hand it to the test administrator.

ATTENDANCE RECORDS

You will sign in and out on the sign-in sheet which your instructor will have for you daily in the classroom. Your teacher will turn in this sheet to the data entry coordinator at the end of each week. The data entry coordinator will input your hours into the database at the end of each week. We will provide you with your cumulative hours if you need attendance information for any reason. **If you need a letter for your lawyer or other agency stating that you are enrolled in Adult Education, you must first pre-test, attend 40 hours, and post-test.**

If you are not in class, you are expected to leave campus immediately unless you are on an authorized break.

There will be no loitering in the parking lot.

DISTANCE LEARNING HOURS

You can earn distance learning hours by working on approved software from which the Curriculum Director can pull records (i.e., Career Ready 101, Rosetta Stone, TABE Academy, and GED Academy). To earn these hours, you must work on the software **OUTSIDE** of your normal class hours, regardless of whether you attended class that day. All hours on Friday, Saturday, and Sunday count as distance hours, as do hours on holiday breaks. If you attend a morning class, you can earn hours for working before 8:30 AM and after 12:30 PM. If you attend an evening class, you can earn hours before 5:00 PM and after 8:00 PM.

You must work on a lesson for a minimum of 15 minutes before we will credit you with distance learning hour attendance time. We will no longer count work that lasted just a few minutes or seconds.

REFRESHMENTS

At the HEC, there is a student lounge in the rear center section of the building. Piedmont Tech has placed a snack machine and a drink machine there for your convenience. At the Main Street Center, the student lounge is on the bottom floor of the main building. Remember: **DO NOT TAKE FOOD OR DRINK INTO THE CLASSROOMS OR COMPUTER LAB.** If you have a problem with either of the machines at the HEC, please report the issue to the Piedmont Tech office. Laurens County Adult Education does not own any of the drink or snack machines, and we do not refund money lost in them. Use machines at your own risk.

PARKING

At the HEC, you are to park in front of the building, and you will need a parking sticker. You will need to register for a static-cling parking sticker through the Piedmont Tech library. Your intake specialist has the application form. Use caution entering and leaving the parking lot, remembering always to circle to your right in the roundabout in front of the building.

At the Main Street Center, students must park behind the building, in front of the portables. One classroom is in a portable, but the other one is upstairs in the center of the main building. Use the downstairs entrance and go up the stairs to reach that classroom. The computer lab is located downstairs in the main building. Parking at the Main Street Center, Laurens Street Center, or United Ministries Center does not require a parking sticker.

WEATHER CONCERNS

We encourage you to listen to the local radio and TV channels for school closings and delays. Staff members and students will follow the schedules listing below, depending on their locations.

- ❖ HEC: follow Laurens 55 schedule
- ❖ Main Street: follow Laurens 55 schedule
- ❖ Ford ESL: follow Laurens 55 schedule
- ❖ Laurens Street Basic ABE: follow Laurens 55 schedule
- ❖ United Ministries: follow Laurens 56 schedule.