

National Park College



Adult Education Program

Student Handbook

7/13/2018



Adult Education Department

Dear Student,

Welcome to the National Park College Adult Education Program. We want to congratulate you on your decision to further your education.

Our purpose is to assist you in achieving your educational goals. We will help develop your individualized educational plan, provide you with knowledgeable instructors and provide appropriate instructional materials to help you reach your goals.

Our Adult Education Program offers day and night classes on the NPC campus, (501) 760-4335, and at our satellite center at 155 E. Grand, (501) 321-2744. Students who are over the age of 18 may attend either center. Sixteen and seventeen-year-old students must attend at the NPC campus.

Again, congratulations on your decision to continue your education.

Sincerely,

Bill Ritter

Bill Ritter
Director of Adult Education

NATIONAL PARK COLLEGE

Adult Education Program

Student Handbook

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STUDENT RESPONSIBILITY

Each student should study this handbook and become familiar with the organization and regulations of the NPC Adult Education Program.

POLICY STATEMENT

All statements reflect policies in existence at the time this handbook went to press. The NPC Adult Education Program reserves the right to change policies at any time and without prior notice.

MISSION OF ADULT EDUCATION

The mission of the Adult Education program is to provide adult learners with the opportunity to improve and refine their academic skills, attain an Arkansas High School Diploma, and attain the life skills that prepare the citizen for self-sufficiency and improvement in quality of life.

Learning is our focus; student success is our goal.

In our Adult Education Program, 1) everyone matters; 2) we want everyone to feel they can work and learn in a safe and caring environment; 3) all individuals are to be respected and treated with dignity and civility; 4) everyone understands, appreciates, and respects varied races, classes, genders, physical and mental abilities, and sexualities; and 5) everyone shares the responsibility for making Adult Education a positive place to work and learn.

ADULT EDUCATION PHILOSOPHY

The Adult Education Program at National Park College is founded on the belief that knowledge is the key to improving quality of life. Education is promoted as a tool to develop skills necessary for a successful future.

STATEMENT OF PURPOSE

The purpose of the Adult Education Program is to raise educational levels of adult learners. Furthermore, students may demonstrate an enhanced understanding of their world and exhibit improved academic skills that aid in attaining personal goals.

OBJECTIVES

To evaluate student needs upon enrollment and assist students in establishing realistic goals based on entry-level assessment. To periodically evaluate the academic progress of students using appropriate assessment instruments approved by the Adult Education Division of the Department of Career Education. To provide various instructional strategies and methods to assist students in obtaining their educational goals

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

National Park College is an equal opportunity institution and will not discriminate on the basis of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this policy should be addressed to Maggie Picking, Vice-President for Student Services, National Park College, 101 College Drive, Hot Springs, AR 71913. (501) 760-4203.

SERVICES FOR THE DISABLED

The Adult Education program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 1998; and by other applicable statutes and regulations relating to equality and opportunity.

Any questions regarding this policy should be addressed to Dr. Jerry Thomas, Vice-President for Student Services, National Park College, 101 College Drive, Hot Springs, AR 71913. (501) 760-4203.

You are your best advocate. Visit with your instructor about your needs for accommodations. Discuss the accommodations you will need and be open to suggestions your instructor may have. We may need documentation of your disability. If you already have that documentation, that's great—if not, we can help you get the necessary documentation. All documentation of disabilities will be kept strictly confidential.

Many accommodations such as taped textbooks, large print books, and Braille textbooks are available, but we may need extra time to have these in place to meet specific needs.

ADA (Title II) Policy

Americans with Disabilities Act of 1990 (ADA): It is the intent of NPC to work toward full compliance with the Americans with Disabilities Act and to make their facilities accessible to students, staff and visitors and to make the various instructional programs accessible to all people, or to provide reasonable accommodations according to the law. It is the policy of NPC that no individual shall be discriminated against on the basis of disability in the full and

equal enjoyment of the goods, services, facilities, privileges, and advantages or accommodations at the College.

SCHEDULE OF CLASSES

Classes are available both day and night on the NPC campus and during the day at our satellite center at 155 E. Grand. ESL classes are available on the NPC campus on Tuesday and Thursday evenings, and at various locations throughout Hot Springs. Registration is an open process; therefore, students may enroll at any time during the year. There is no charge for instruction, and the fee for our students to take the official GED® test is only \$16.

We have two locations for ABE/GED classes:

NPC Campus	Grand Avenue Center	Jones School Center
Adult Education Building Monday-Thursday 8:00 am – 3:30 pm Monday, Tuesday and Thursday evenings 4:00 pm --7:30 pm (501) 760-4335	155 East Grand Monday-Thursday 8:00 am – 3:00 pm Closed Fridays (501) 321-2744	401 Linwood Ave Monday-Thursday 8:00 am-3:00 pm Closed Fridays (501) 760-4335

ESL Classes:

NPC Campus Adult Education Building Monday, Tuesday, and Thursday evenings 4:00 pm – 7:30 pm (501) 760-4335	Other classes are available- ask for a schedule in the Adult Education office
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An Academic Calendar is available in the Adult Education Department.

ABOUT ADULT EDUCATION

The NPC Adult Education program assists adults in preparing for postsecondary education, successful careers, and productive lives. Instruction is conducted in an informal learning environment, and includes teacher-assisted individual instruction, teacher-led small group instruction, computer-aided instruction, as well as video and audio instruction. An individualized education plan is developed for each student upon enrollment and allows the student to begin at the appropriate educational functioning level. Progression is at his or her own pace.

Adult Basic Education (ABE)

The ABE program offers instruction in basic literacy skills: reading, language, writing and math. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, writing, basic math computation, and math problem solving. The curriculum is designed to prepare the student for further education, enhance basic skills required for job placement or advancement, and empower students to achieve their goals. Each person may do individualized work at his/her own pace. Enrollment is open-ended; students may enter and exit the program as they choose.

General Adult Education (GAE)

The GAE program is designed to help students earn an Arkansas High School Diploma by passing the GED® Tests. Instruction is designed for students who need to improve reading, writing, or math skills to earn their GED. Reading and writing skills may be developed through the areas of science, social studies, and reasoning through language arts. Emphasis is on vocabulary development, comprehension improvement, and critical thinking. Math reasoning focuses on math computation and math problem solving skills.

Students in the GAE program may also be preparing to enroll in college, to enter the job market, or to further their careers.

English as a Second Language (ESL)

The ESL program is designed to provide English language instruction to adult students whose primary language is not English. ESL classes concentrate on speaking and listening in the beginning levels and progress to include reading and writing skills.

Computer Literacy

As a supplement to academic instruction, basic computer instruction is available for individuals with little or no previous computer training. This instruction is available through our WAGE program using Teknimedia software, and includes basic computer skills needed for the GED® Test. Lesson topics include Windows, word processing, hardware and software, the internet, mouse use, clicking, copying, pasting, drag and drop, and other needed skills.

College Preparatory/Pre-employment

High school graduates who wish to improve/review math, reading or language skills to prepare for further education or employment may enroll in adult education classes. Instruction is also offered to help prospective NPC students prepare for the Compass® test.

OUR WAGE™ PROGRAM

Workforce Alliance for Growth in the Economy (WAGE™) is an employer-driven workforce training program. It is a partnership of local businesses, industry and community providers, along with the adult education program, to help current employees and job seekers increase their skills and abilities to meet the demands of today's jobs and the workforce needs of the community.

Students in the WAGE program may earn six continuing education certificates: Employability, Customer Service I, Customer Service II, Bank Teller, Industrial, and/or Clerical. Through WAGE, participants must demonstrate mastery of basic computer skills, reading, computation, problem solving, and communications. Instruction is customized to local business and industry needs.

Employers offer job applicants added consideration if they have earned a WAGE certificate when qualifications between applicants are otherwise equal. Employers also use the WAGE program for existing workers to gain skills required for high performance work standards and technical training.

EARNING AN ARKANSAS HIGH SCHOOL DIPLOMA

The Adult Education program was developed to allow adults a “second opportunity” to prove acquisition of contemporary high school skills and life skills. For the thousands of Arkansans who have not completed high school, the issuance of the Arkansas High School Diploma based on the four GED® subtests provides the opportunity to demonstrate academic skills at a high school level of competency.

The GED is accepted by most colleges and universities and provides adults who did not complete high school with an opportunity to pursue further education and training. The military accepts the GED if other qualifying criteria are met. The GED is well accepted by the business and industrial community.

The tests are in the areas of Reading through Language Arts, Mathematical Reasoning, Science, and Social Studies. The tests are both comprehensive and rigorous.

- **Reasoning through Language Arts** is a test that focuses on three essential groupings of skills: close reading of complex texts, clear writing (particularly of argument-based writing), and editing, understanding and using standard written English in context. Informational texts (including nonfiction drawn from science and social studies content areas as well as texts from workplace contexts) make up 75% of the source material while the remainder is drawn from literature.
- **Mathematical Reasoning** focuses on two major areas: quantitative problem solving and algebraic problem solving. It assesses the following mathematical practices: mathematical fluency, abstract problems, lines of reasoning, and evaluating reasoning and solution pathways.
- **Science** focuses on scientific reasoning skills. Skills assessed include: comprehending scientific presentations, investigation design (experimental and observational), reasoning from data, evaluating conclusions with evidence, working with findings, expressing scientific information, working with scientific theories, and applying concepts of probability and statistics in a scientific context. These science practices are assessed in three content areas: life science, physical science, and earth and space science.
- **Social Studies** focuses on the application of reasoning skills in a social sciences context. Skills assessed include: drawing conclusions and making inferences; determining central ideas, hypotheses and conclusions; analyzing events and ideas; interpreting meaning of symbols, words and phrases; analyzing purpose and point of view; integrating content presented in different ways; evaluating reasoning and evidence; analyzing relationships between texts; writing analytic responses to source texts; reading and interpreting graphs, charts and other data representations; and measuring the center of a statistical dataset. These social studies practices are assessed in the context of four areas: civics and government, United States history, economics, and geography and the world.

GETTING STARTED

Admission and Enrollment Procedures

National Park College seeks to serve all the community with its various courses, services, and facilities. This includes **FREE** Adult Education classes, **FREE** GED Ready Testing, and low-cost Official GED Testing.

Enrollment in the National Park College Adult Education Program is an open-entry, open-exit process. Individuals eighteen years of age or older may enroll in the program at any time during the year. Enrollment procedures include completion of intake forms, release forms, an orientation to our program, and an assessment of basic skills.

Under special circumstances, persons sixteen or seventeen years of age may be enrolled in the NPC Adult Education Program. Copies of the NATIONAL PARK COLLEGE ENROLLMENT AND DISMISSAL POLICY FOR STUDENTS SIXTEEN AND SEVENTEEN YEARS OF AGE and the NATIONAL PARK COLLEGE ATTENDANCE POLICY FOR STUDENTS SIXTEEN AND SEVENTEEN YEARS OF AGE are available upon request.

Once accepted by the adult education program, the 16 or 17 year old student is required to attend 20 hours per week. Full-time or part-time employment could possibly reduce the number of required weekly hours. Additionally, the student must stay in the program until he/she earns a GED, the student's 18th birthday, or the student's return to the referring school district.

ORIENTATION

A student handbook is available for each student. The handbook provides information regarding enrollment in the Adult Education Program, the rules and regulations of the program, and the student Code of Conduct.

Student Conduct

Students are expected to be mature and responsible in their general behavior. They are expected to attend classes punctually. Students are expected to obey national, state, and local laws; respect the rights and privileges of others; be forthright and honest in their social and academic conduct; and to conduct themselves in a manner which brings credit to themselves and the college.

Dress Code

We all want to be comfortably dressed and do not want a dress code to seem confining. However, our appearance does reflect the entire group, and we want that reflection to be a positive one. Either jeans or shorts are acceptable. We request no clothing with inappropriate messages, such as those that contain crude, vulgar, violent, or sexually suggestive messages.

Drug-Free Campus/Alcohol Free Campus

Students should be aware of the extremely dangerous health risks associated with the use of illicit drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by NPC.

Tobacco-Free Campus

Use of tobacco products, including smokeless tobacco, is prohibited on the NPC campus. This applies to all tobacco products including electronic products.

Firearms on Campus

In accordance with Act 226 of 2013 and Arkansas Code § 5-73-306(14), the possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the NPC campus, (b) in any building owned or controlled by the College, and (c) at any College event.

These provisions shall not apply to any campus security personnel employed by the College or any other certified law enforcement officer.

Bullying

1. Prohibition Against Bullying and Harassment

Bullying and harassment are prohibited in National Park College Adult Education

2. Definition of Bullying

“Bullying” means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be included by the State of Arkansas, the U.S. government, or National Park College. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

3. Definition of Harassment

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school’s educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

4. Scope

This policy covers conduct that takes place in any National Park College property. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, and on school computers, networks, forums, and mailing lists. This policy applies to the entire NPC Adult Education community, including teachers, staff, students, parents and volunteers.

5. Notice

This policy will be made available to all students upon enrolling in our program and will also be included in any student codes of conduct, disciplinary policies, student handbooks and school websites.

6. Reporting Bullying and Harassment

All allegations of bullying or harassment shall be reported to the Adult Education Director or a designated staff member. Whoever is designated to accept complaints will also be responsible for investigating the allegation in a timely manner and determining appropriate

disciplinary action. The director or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

7. Anonymous Reports

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

8. False Reports

Students who file false reports of bullying or harassment will be subject to disciplinary action.

9. Parental Reports (for minor students enrolled in the teen program)

Reports alleging bullying or harassment may be filed with the director or the designated staff member by parents and Adult Education employees.

10. Responsibility of Students

Any student who observes an act of bullying or harassment should report the bullying or harassment to the director or the designated staff member.

11. Responsibility of Staff

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

12. Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

13. Investigation of Bullying and Harassment

Once reported, any allegation of bullying or harassment will be promptly investigated by the director or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

14. Discipline and Remediation

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; counseling; temporary suspension from the program; or dismissal from the

program. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident.

If necessary, counseling will be provided for the target and/or the student perpetrating the bullying or harassment.

15. Training and Prevention

Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

Sexual Harassment

Sexual harassment of students is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/ Secondary Act of 1972.

The College is committed to providing an environment of study and work free from sexual harassment. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

Unwelcome sexual advances toward any student should be reported to the Vice President for Student Services. Counselors, instructors, and any other employees who know of such situations are instructed to help students get such complaints to the Human Relations Coordinator, if assistance is needed. The student should follow the procedural guidelines established in the NPC Sexual Harassment Policy.

Stalking

The State of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993, (available in the Vice President for Student Services' Office). The law against stalking encompasses such courses of conduct as harassment (physical, written, telephone, or any other form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response.

Criminal Violations

Upon receiving a signed allegation of a criminal violation, the President or a designee will notify the proper law enforcement officials. Students, faculty, or staff members wishing to report a criminal violation that they feel has occurred on the NPC campus or at an NPC sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the Office of the President or a designee should the President not be available.

Fire

In the event of fire any person may sound the fire alarm. A student should notify the nearest faculty or staff member to ensure that the Piney Fire Department is called promptly.

Staff members and students should know where fire extinguishers are located and are asked to use them if possible. Everyone should evacuate the building and move to safety. The person reporting the fire should remain available to give the location to the proper authority and explain any necessary details.

Parking

Traffic signs are posted throughout the campus and students are encouraged to familiarize themselves with the posted speed limits, directions and parking areas. These traffic regulations are established by the State of Arkansas and failure to abide by these regulations constitutes a violation of state law. State and county law enforcement officials tow vehicles at the owner's expense if they are parked illegally or in an unauthorized area, including vehicles illegally parked in "Handicapped" and "No Parking" slots.

GENERAL CAMPUS INFORMATION

Health Services

NPC has a full-time nurse to serve all members of the campus community with primary focus on students. The nurse treats minor ailments, gives health advice, administers prescribed doctor's care, assists in emergencies, and acts as a referral agent. The nurse may be reached at Ext. 4131 or contacted by pager at 321-5639.

Accidents

When an accident of any kind involving students or visitors occurs on campus, immediately call the switchboard (dial O), the college nurse at Ext. 4131, or the Vice-President of Student Services Ext. 4203.

Severe Weather/Tornado

NPC will continue to address inclement weather situations consistent with the Governor's Policy Directive and the NPC Board policy. The general policy is that NPC does not close due to inclement weather unless necessary.

Based on local weather conditions, the President or Vice-President will determine when to employ the inclement weather policy. Local media will be used for notification of policy implementation between 6:00 a.m. and 6:30 a.m., if possible. The decision to cancel evening classes will be made by mid-afternoon and announced between 3:00 p.m. and 3:30 p.m. if possible. Local television and radio stations will be notified if the campus will close.

In case of a tornado alert, students and staff should take cover in a lower level corridor, basement area free of glass exposure, or in spaces on the southwest side of a building below ground level.

In an effort to inform students, staff, and faculty of any college closing due to inclement weather, the following radio and TV stations will be notified:

Radio

- Hot Springs: KLAZ 105.9 FM , KXOW 1420 AM, KQUS 97.5 FM
- Hot Springs Village: KVRE 92.9 FM

Television

- [Little Rock KATV Channel 7](#)
- [KTHV Channel 11](#)
- [KARK Channel 4](#)

CODE OF CONDUCT

The following rules and regulations apply equally to all students enrolled in the Adult Education Program at NPC. A student may be dismissed from the program for any conduct below the accepted standard.

1. Each student is responsible for information made available through notices, announcements, general brochures, catalogs, or information provided by staff members.
2. Falsifying any document pertaining to school activities will be cause for dismissal from school.
3. Dress appropriately.
4. Cars must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is 5 to 10 mph. Park only in designated parking areas.
5. Students who leave campus during the school day will not be able to return to class without prior permission from the program director.
6. NPC is a tobacco free campus. No tobacco products are to be used on campus at any time, including electronic products. There are NO designated smoking areas.
7. The use of alcohol or illegal drugs while on campus is strictly forbidden.
8. Un-supervised breaks are not scheduled or allowed for 16-17 year old students.
9. Students who engage in such acts as stealing, interrupting classes or disturbance of normal NPC operations, gambling, profanity, fighting, or possession of firearms and other dangerous weapons make themselves liable to disciplinary action, probation, or expulsion.
10. Sexual harassment is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/Secondary Act of 1972. NPC is committed to providing an environment of study that is free from sexual harassment.
11. Stalking is a crime under AR ACT 379. The law against stalking encompasses such courses of conduct as harassment (physical, telephone, or any form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response.
12. Bullying will not be tolerated.
13. Personal business including phone calls and texts should be conducted outside of class time or during breaks. Cell phones should be turned off during class time.
14. Any student deliberately violating the internet policy will be terminated immediately.
15. Students who negligently damage, destroy, lose, sell, or otherwise dispose of NPC property entrusted to them will be charged for the full damage or loss and are subject to prosecution under state laws and disciplinary action by NPC.
16. Allowed tardies and absences are limited in managed enrollment classes. Generally, two absences and two tardies are allowed for each managed enrollment session. Students exceeding these limits may be removed from his/her managed enrollment classes and enrolled in open enrollment or distance education class offerings

Consequences

Students who consistently violate the Code of Conduct may be dismissed from the program. Students enrolled in the teen program may be required to return to the school that referred them.

STUDENT DISCIPLINARY PROCEDURE

In accordance with Policy No. 6.310, the Board of Trustees of National Park College charges the President of the College with the responsibility of maintaining appropriate standards of student conduct and authorizes the President to expel, dismiss, suspend, and place limitations on continued attendance and/or to levy penalties for disciplinary violations. The primary aim of disciplinary action is the redirection of student behavior toward the achievement of academic goals. The President has delegated the disciplinary function to the Vice President for Student Services. It is the responsibility of that office to implement and supervise the disciplinary process for students. When appropriate, the Vice President for Student Services is assisted in disciplinary determinations by the Discipline Committee. The committee is composed of twelve people, six faculty members and six students. A copy of this policy is available through the College web site or through the VP for Student Services office at 501-760-4203.

NPC Adult Education may discipline any student consistently violating the code of conduct with penalties up to and including dismissal from the program. Whenever possible, alternatives to dismissal may be used, such as (but not limited to): distance education, alternative learning environments, and individual instruction. The NPC Adult Education Director or teachers may use his/her discretion in matters of discipline on a case-by-case basis. Some behaviors will result in immediate dismissal from the program. These include (but are not limited to): fighting, illegal activities, and bullying. As a general guide, the following progressive consequences will be used in code of conduct discipline:

For the first offence, a teacher may issue a verbal warning.

For the second offence, the teacher will privately council with the students to develop strategies that will foster compliance with the code of conduct.

For the third offence, the student will be referred to the Adult Education Director and may be subject to class reassignment.

The fourth offence will result in dismissal from the program.

STUDENT GRIEVANCE PROCEDURES

It is NPC Adult Education'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 NPC Adult Education, please try to discuss your feelings with your Instructor. 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 Adult Education Director; you must include the specific grievance/complaint and specific remedies sought.

2. The Director 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 Vice-President for Academic Affairs who will hear the complaint and render a decision within five (5) working days.

STUDENT ASSESSMENT

Test of Adult Basic Education (TABE)

The TABE is designed to assess reading, mathematics and language skills for adults. It is administered upon enrollment and periodically thereafter. The test enables teachers and administrators to evaluate skill levels and allows the instructor to place examinees in appropriate levels of adult education instruction and to measure academic progress.

GED Ready™ Test

The GED Ready™ Test series is the prerequisite for taking the Official GED Test. The test is in four sections and can be taken in multiple sessions. A passing score on the GED Ready Test is required before taking the Official GED Test. The GED Ready Test is given at all NPC Adult Education locations. There is no cost for the GED Ready Test for students scoring at or above 9.0 GLE on the TABE test. The GED Ready Test may be purchased and taken on-line. HOWEVER, if the GED Ready test is taken anywhere other than an approved Adult Education Center, the scores are invalid for official testing purposes.

Official GED® Test

The Official GED® Test provides an opportunity to earn an Arkansas High School Diploma. This is a series of tests that evaluate the ability to read, write and compute on a college and career ready level. Like the GED Ready test, the Official GED Test is in four sections. Each section will be scheduled and taken independently. The test includes Reasoning through Language Arts; Mathematics Reasoning; Science, and Social Studies.

The Official GED test requires an understanding of the content area, and a level of computer literacy. A minimum score of 145 is required on each of the four test sections. The Reasoning through Language Arts section is 145 minutes long; the Mathematical Reasoning section is 115 minutes long; the Science section is 90 minutes long; and the Social Studies section is 90 minutes long.

Applicants for the Official GED Test must meet the following requirements:

1. Be a legal resident of Arkansas
2. Present a government issued photo ID (driver's license or Non-driver ID).
3. Pass all four sections of the GED Ready Test
4. Have a valid email address

5. Have a credit card, debit card, or pre-paid card with a balance of at least \$16
6. Complete the folder for Official GED Testing
7. Be 18 years of age and not enrolled in high school
8. If 16 or 17 years of age, the student must have met the qualifications for entry

Typically, the Official GED exam is given two days a week during daytime hours. The test is given in the Testing Center on the NPC main campus, Fisher Building, Room 217.

To pass the test, a student must score a minimum of 145 on each area of the Official GED test. The Official GED test costs a total of \$120. Arkansas is providing a \$104 scholarship for the test, leaving each student responsible for \$16. This \$16 must be paid through an on-line test scheduling service (GED.com) using a debit card, credit card, or pre-paid card. Each Arkansas GED student will be allowed two free re-tests with each test purchase. Occasionally, scholarship money is available to pay the student's portion of the testing fee. Students having questions about the availability of scholarship money should contact the director.

RETEST POLICY

GED Ready Retest Policy

National Park College Adult Education students who must re-take a portion of the GED Ready Test may do so after attending 12 hours of classroom instruction.

Official GED Retest Policy

Test takers may retest at the next scheduled test date for a total of three times in each test section.

Those who have taken any section of the Official GED test three times (first time and two retests per subtest) must wait sixty (60) days before being allowed to take that subtest again.

TRANSCRIPTS

Initial diploma and transcript are FREE to test-takers who pass the GED test.

Request for Official Transcript or Diploma

If you have taken the GED test in Arkansas and wish to have an official copy of your scores mailed to a college/institution, employer, agency, or yourself, you must submit a written/signed request to the GED Testing Office. See the link below for the request form. You may send your request by mail or fax to:

Arkansas GED Testing Office

Three Capitol Mall
Luther S. Hardin Building
Little Rock, AR 72201
Fax (501) 682-1982

You may scan your request to: GED@arkansas.gov

For your protection, the Privacy Act of 1974 requires written permission with your signed request in order to release GED scores. Official score reports and/or GED results will not be given over the telephone. For security and authenticity purposes, official transcripts/diplomas are mailed directly from the GED Testing Office to the institution, employer, agency, or individual.

For a copy of the form to request an official diploma or transcript, [Click Here](#)

Forms to request GED scores may also be obtained in the Adult Education office, or are available on-line from the NPC website:

www.NPC.edu

Click on Community

Click on Adult Education

(on second line of the first paragraph) Click *Request for an Official Transcript/Diploma here*

On Right, in box that says DOWNLOAD click: TRANSCRIPT REQUEST FORM

Print

The form can then be mailed or faxed to:

Arkansas GED Testing Office
Three Capitol Mall
Luther S. Hardin Building
Little Rock, AR 72201
Fax (501) 682-1982

GRADUATION

After earning an Arkansas High School Diploma by passing the Official GED Test, graduates are invited to participate in our graduation exercises each May. A letter of invitation to participate in the ceremony will be sent to each graduate at the address listed in our file. If you do not receive the letter, please contact our office.

SCHOLARSHIPS

Students who have earned their Arkansas High School Diploma (GED®) at NPC and attended the Adult Education program for a minimum of fifteen hours are eligible for a **50% tuition scholarship**. They must enroll at NPC as a full-time student within one year of earning their GED. This scholarship is dependent on the availability of funds. The NPC Scholarship office can provide information on other scholarships or financial aid available to students.

CONFIDENTIALITY POLICY

Confidentiality of Student Information

The information below represents only a synopsis of the federal regulations and does not include state requirements. It may be important to view the entire document to fully understand the legal requirements. (full text of the federal regulations can be found at: www.ed.gov/policy/gen/guid/fpco/ferpa/students.html).

Why is confidentiality important?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be upheld by all school employees. There are significant sanctions and penalties that can be imposed for violating this law. In fact, one of the conditions for receiving federal funds requires procedures and adherence to FERPA. Reasons for confidentiality under FERPA: Confidentiality of student information protects embarrassing personal information from disclosure. This is particularly true where the wrongful release of information about children and families might also lead to discrimination or cause prejudicial treatment. The confidential provision also protects family security. This maybe pertain to; personal safety or job security where the release of specific information might lead to loss of employment. Finally, confidentiality needs to be assured for families and students to seek needed services without fear of retaliation, discrimination, prejudicial treatment, or stigmatization. If students or families believe confidential information will not be maintained, they may be less likely to seek needed mental health services, free lunch, exceptional children services, or a host of other critical services.

What are educational records?

Educational records are those records that are directly related to a student that contain personally identifiable information and are maintained by National Park College Adult Education. Records are kept in the sole possession of the institution, are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Records can be:

1. Written documents

2. Computer media
3. Microfilm and microfiche
4. Video, or audio tapes/CDs •
5. Film
6. Photographs

Are there limits to FERPA?

There are important limits to FERPA that permit the following:

1. Disclosure to school officials who have been determined to have legitimate educational interests as specified under the rules of FERPA.
2. The information is designated as directory information by the school.
3. Disclosure is pursuant to a lawfully issued court order or subpoena.
4. The student is enrolling in another school and information needs to be shared.
5. Disclosure to local or state educational authorities auditing or enforcing federal or state programs.
6. Disclosure to the parents of a student who is a dependent and not of emancipated age.
7. Limits would also exist where life threatening or criminal activities are divulged, such as; suicide threats, drug and alcohol use on campus, and abuse.

Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. It is also important to be aware of a companion U.S. code to FERPA that places Limits on surveys: Under the U.S. Code 20 Protection of Pupil Rights include the following limits on surveys, analysis, and evaluations: No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning— (1) political affiliations or beliefs of the student or the student's parent; (2) mental or psychological problems of the student's family; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating, or demeaning behavior; (5) critical appraisals of other individuals with whom respondents have close family relationships; (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; (7) religious practices, affiliations, or beliefs of the student or student's parent; or (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent.

How to file a complaint of an alleged violation

If you believe the privacy of your protected information has been violated, you should file a written complaint with the director of adult education within 7 days of the perceived violation. The complaint will be investigated by the director or his/her designee and a written response with summary of decision will be provided to the complainant within 14 days. If the complainant disagrees with the decision of the investigator, a written appeal can be filed with the Vice President for Academic Affairs (VPAA) within 7 days. The appeal will be investigated by the VPAA or his/her designee and a written response with summary of decision will be provided to the complainant within 14 days. The decision of the VPAA will be considered final.