



**South Arkansas College  
Adult Education Department  
Student Handbook  
2023-2024**

Last Updated: February 27, 2024



Dear Student,

Welcome to the SouthArk 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 student learning plan, provide you with experienced and knowledgeable instructors, provide relative and appropriate instructional materials/resources, provide blended learning methods to incorporate online and/or distance learning to help you reach your goals.

SouthArk Adult Education offers day and night courses on the East Campus 870-864-7182 and Warren Campus 870-864-8482.

Again, congratulations on your decision to continue your education.

Sincerely,

*Casey Rapp*

Casey Rapp  
Director of Adult Education

**SOUTH ARKANSAS COLLEGE**  
**Adult Education Department Student Handbook**  
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## Section 1 – Welcome

### 1.1 Adult Education Staff and Faculty

<b>Name</b>	<b>Title</b>	<b>County Served</b>
Casey Rapp	Director	Bradley & Union
Jon Bourn	TANF Coordinator	Bradley & Union
Tangy Ford	SNAP E&T Coordinator	Bradley & Union
Connie Short	WAGE Coordinator TANF Instructor	Bradley & Union Union
Helen Frosh	Assistant Director	Bradley
Joanna Carpenter	Student Advisor	Bradley
Vicky McDougald	PT Instructor - ESL	Bradley
Rita Courtney	PT Instructor – GED/ESL	Bradley
Sara Cook	FT Instructional Specialist/TABE Administrator	Union
David Kelley	FT Instructor – Re-entry/Alt Sentencing	Union
Andy Newman	FT Instructor – ELA	Union
Cleanthia Willis	Student Advisor	Union
Nancy Varnell	PT Instructor – ESL	Union

### 1.2 Adult Education Sites

#### **Union County**

South Arkansas College  
East Campus  
McGehee Building  
3696 East Main Street, El Dorado, AR 71730  
(870) 864-7182

Wings to Recover  
*(only for eligible re-entry students)*  
445 Industrial Rd, El Dorado, AR 71730

Arkansas Department of Workforce Services  
523 E. 6<sup>th</sup> Street, El Dorado, AR 71730

Email: [adulthoodeducation@southark.edu](mailto:adulthoodeducation@southark.edu).

Website: <https://www.southark.edu/academics/continuing-education/adult-education>

### 1.3 Student Responsibility

Each student should study this handbook and become familiar with the organization and regulations of the SouthArk Adult Education Program. The Adult Education Program is a part of South Arkansas College. Therefore, Adult Education students are governed by the same Student Rights and Responsibilities as stated in the official college course catalog.

### 1.4 Program Policy Agreement

SouthArk Adult Education follows policies enforced by the Arkansas Department of Workforce Services and Adult Education Section. Program specific policies are noted in the Student Handbook and Employee Manual and can be updated at the program's discretion.

### 1.5 Mission Statement

We strive to provide adult learners with the tools to improve and refine their academic skills, attain the General Educational Development® Credential, and the life skills that prepare the citizen for self-sufficiency and improvement in the quality of life.

### 1.6 Philosophy

The Adult Education program at South Arkansas College is founded on the belief that knowledge is the key to improving quality of life. Education puts students in touch with their, develops self-knowledge, and promotes meaningful decision-making. The Adult Education program attempts to increase student understanding of the value of education in gaining knowledge and developing skills necessary for a successful future.

### 1.7 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.

### 1.8 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 assessments approved by the Adult Education Section of Arkansas Division of Workforce Services. To provide various instructional strategies, methods, and resources to assist students in obtaining their educational goals.

### 1.9 Equal Opportunity and Affirmative Action

South Arkansas College is an equal opportunity institution and will not discriminate based on 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 South Arkansas College's Interim Vice President of Student Services, Dr. Stephanie Tully-Dartez, at [stully-dartez@southark.edu](mailto:stully-dartez@southark.edu) or 870-864-7155, 300 S. West Ave, El Dorado, AR 71730.

## 1.10 CONFIDENTIALITY

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 identifies the rights of students and their families with respect to student educational records kept by institutions. As part of the requirements of FERPA, SouthArk's Adult Education Center maintains students' confidentiality of all student records.

## Section 2 – Disability Accommodations

SouthArk Adult Education 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 these policies should be addressed to South Arkansas College's Interim Vice President of Student Services, Dr. Stephanie Tully-Dartez, at [stully-dartez@southark.edu](mailto:stully-dartez@southark.edu) or 870-864-7155, 300 Southwest Ave, El Dorado, AR 71730.

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 documentation, that's great. If not, we can help you get the necessary documentation. All documentation of disabilities will be kept strictly confidential.

### 2.1 - What are accommodations?

An accommodation is a legally mandated modification or service that gives a student with a disability an equal opportunity to benefit from the educational process. It may be useful to think of accommodations as adjustments to how things are normally done. If a student needs an accommodation for testing and/or in the classroom for learning, documentation of the disabling condition is needed for approval and arrangements to be made. The documentation will need to be provided by a licensed professional including the diagnosis, functional limitations, and requested accommodations. Documentation must be dated within 5 years. If documentation is older, the student will need to be re-assessed for updated records. Adult Education is able to help refer students to receive assistance for updated documentation.

Sample Accommodations:

- Extra time on tests
- Private room for testing
- Tests or texts available in audio format
- Ability to use calculators/dictionaries when otherwise not permitted

### 2.2 Requesting and Receiving Accommodations

To receive accommodations for instruction and/or testing, the student is to contact the ADA Coordinator to schedule an appointment. Contact information is below. The student will receive a response from the ADA Coordinator within 5 business days to schedule an appointment. During the appointment, the student and ADA Coordinator will privately discuss disability information, which will remain confidential. If available, the student should bring

documentation of the disability at this time. If it is not available, the ADA Coordinator will help collect documentation with student permission and authorized signature. The ADA Coordinator will process the student's request for accommodations within a reasonable amount of time according to the reasonableness of the accommodation(s), and will not exceed 90 days.

### 2.3 ADA Coordinator:

Casey Rapp is the ADA Coordinator to help Adult Education students through the process of receiving accommodations. For specific information about Adult Education program services for persons with disabilities, contact Casey Rapp at 870-864-8478 or [crapp@southark.edu](mailto:crapp@southark.edu).

## Section 3 - Adult Education Programs

### 3.1 Adult Basic Education (ABE)

ABE is designed for the adult learner who wishes to strengthen reading, writing, math, or life-coping skills. The program offers basic instruction for adults functioning below an eighth-grade level in reading, math, and/or language. Individuals are pretested to determine reading, math, and vocabulary entry levels.

### 3.2 GED® Readiness

GED classes offer instruction to adults who are preparing to pass the GED® exam or who desire to enhance essential skills. Four areas of instruction are provided: Reading through Language Arts, Social Studies, Science, and Mathematics. Individual instruction is based on the student's entry level and needs. Program completion is attained with passing the official GED® tests and receiving an Arkansas High School diploma.

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

ESL classes are designed to provide English language instruction to adult students whose primary language is not English. Adults receive instruction in English and in learning how to cope in American society. Beginning, Intermediate, and Advanced ESL classes are available. Some classes include instruction suggested by the US Immigration and Naturalization Service to prepare the student for the citizenship examination.

### 3.4 WAGE™

Workforce Alliance for Growth in the Economy (WAGE™) is an employer-driven workforce training program. It includes a partnership of local businesses, industry and community providers, along with the Adult Education programs, to help entry-level employees increase their skills and abilities to meet job demands and workforce needs of the community. Multiple certificates are available.

\* Most students who enroll in adult education will be eligible to receive a Workforce Preparation Certificate. This certificate provides necessary skills to obtain employment once the WAGE™ program or GED® program has been completed.

### 3.5 Integrated Employment Training (IET) Programs

IETs provide Adult Education students the ability to dually enroll in Adult Education and other approved programs. These partnerships are designed to build a true integration of services to

meet three core requirements: adult education and literacy, workplace skills, and workforce training. Classes are designed and arranged to provide a co-teaching environment between the program instructor and ABE instructor. Students participating in an IET are required pre- and post-test in the assigned TABE test(s). IET programs are in development and will be announced as initiated.

## Section 4 – SouthArk Adult Education Procedures

### 4. 1 Student Eligibility

In order to be eligible for Arkansas Adult Education services, the student must provide proof of Arkansas identification or residency and complete admission/enrollment requirements. Students should also live in the designated service area of the program. SouthArk Adult Education receives state and federal funds to serve Union County and Bradley County residents. Adults age 18 and older are able to apply during enrollment periods. Under special circumstances 16- and 17-year-olds may be enrolled. Students age 15 and under are not eligible for Arkansas Adult Education services.

### 4. 2 Admission and Enrollment Procedures

South Arkansas 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 at SouthArk Adult Education is an open-entry, open-exit process. The school program year is from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year (07/01/2022 through 06/30/2023). Enrollment for the program year ends (or closes) on May 31<sup>st</sup> every year. Students who wish to enroll after May 31<sup>st</sup> will not be able to attend class until the new school year begins on July 1<sup>st</sup>. To enroll, students submit a valid, Arkansas identification (or proof of AR residency), complete an intake and release forms, attend an orientation class, and complete a pre-assessment of basic skills (TABE Test).

### 4.3 Adult Instruction

Once enrolled, the student will meet with the advisor to complete a Student Learning Plan and initiate the career coaching process. receive software login credentials. to attend class and are given a classroom schedule. Adult Education encourages blended learning, which is a mixture of learning in the classroom, learning on the computer, and learning online off-campus. Students can start online courses immediately after account set-up with Adult Ed employee. Online accounts are deactivated after 30 days of inactivity.

## Section 5 – 16/17-Year-Old Policy

Under special circumstances, persons 16 and 17 years of age may be enrolled in the SouthArk Adult Education Program. Students aged 15 and younger are not eligible to enroll. Public schools shall not release a student making application with GED services until the student meets testing score requirements and the Adult Education Program agrees to serve that student.



## 5.1 Acceptance Requirements

**Acceptance for 16/17-year-old prospects is determined after the following criteria are met:**

1. Provide a valid, Arkansas identification (ID or driver's license required)
2. Provide a signed Guardian/Parent Approval Form.
3. Complete intake and orientation and agree to requirements.
4. Meet initial testing requirements. Minimum **score of 535** in one subject in TABE 11/12 (Reading, Language, Mathematics). Accommodations can be provided.
5. Provide a School Waiver Form signed by the last attended public school (with official school seal).
6. Provide a signed Teen Student Contract and Warning Procedures form.

*Note: Students that are homeschooled must provide the same documentation as all other publicly enrolled students. Official school documentation of when the student was released from the public-school system is required for homeschooled students. Adult Education must have documentation that teens are not dually enrolled in secondary education and Adult Education for state/federal purposes.*

## 5.2 Re-Testing for Teens

If the minimum 535 score is not met, the student can return in two weeks to retest. After three failed attempts, the student meets with the Program Coordinator or Director to complete a Response to Intervention (RTI), which will be customized to the student with an action plan and deadline. After the RTI is fulfilled, the student requests approval for further testing. If the student is unable to obtain the 535 score after the RTI, the student will not be allowed to retest and is not eligible for Adult Education enrollment for GED. The student is required to return to private/public or home school. In rare situations the director may request a waiver from state leadership, which allows the student to enroll without a passing score.

Once accepted by the Adult Education Program, the 16 or 17 year old student is expected to stay in the program until successful completion of the GED® (Arkansas High School Diploma), the student's 18<sup>th</sup> birthday, or the student's return to the sending school district. **Students that are 16-17 years old are required to complete a minimum of 20 hours per week.** Hours can be completed in person. the student will be dropped from the program and must enroll in the home district.

Absences or excuses need to be reported to the teacher or advisor. If absences become excessive, the student and guardian/parent will receive a disciplinary warning. If the student continues to have excessive unexcused absences, the student will undergo disciplinary action that can result in being expelled/dismissed from the Adult Education Program. Students aged 16-18 are required to pass the **Civics Examination** before they are eligible to take the GED® Ready (pre-test).

### 5.3 Transportation of Minors

16-17 year old students are not allowed to enter a vehicle of anyone other than their parent or guardian. 16-17 year old students must not leave campus until their daily schedule has been completed.

A 16-17 year old student may leave for lunch unless accompanied by a legal guardian.

16-17 year old students may not leave campus during the scheduled 15 min. breaks.

## Section 6 – Student Requirements

### 6.1 - Orientation

All students are required to attend an orientation class. Orientation provides students with consistent information about enrollment procedures, how to earn the GED® or high school equivalency diploma, how to earn WAGE™ certificates, attendance requirements, testing procedures, and more. Students will take a TABE test then meet with an advisor. Students must sign the Orientation Statement and Student Contract during Orientation to document and receive credit for their attendance.

### 6.2 – Attendance Policy

Most of Adult Education classes are based on a managed schedule much like college courses; therefore, classes begin and end at a specific time. Each class is scheduled for a mini-mester, which lasts four weeks. Students will receive a class schedule after completing the pre-test that includes the orientation date, mini-mester start date, and the class times. For more information, please contact your student advisor.

Students are required to print their names on the sign-in sheet in the classroom when class begins. Students will need to sign-in with their legal name as it is written on their identification card and student file. No nicknames or initials are to be used, so faculty can easily identify student and reward credit for all hours recorded on sign-in records. Students are required to sign-out when class is dismissed. Students will not receive classroom credit when not in the classroom. If a student exits the classroom for 15 minutes or longer, the instructor will mark through the sign-in sheet and give the student ZERO credit for class attendance.

For students enrolled in distance learning, students must use their assigned login and password. Students can access the curriculum at any time, whether in-class (computer lab) or out-of-class (off campus). When students are using Essential Education on campus, they are to select “in-class” hours when logging in. When students are off-campus (at home, at a borrowed computer, at the library, using their cell phone app, etc.), they are to select “out-of-class” hours when logging in. This helps the center track hours for approval. Essential Education will deactivate student accounts after 30 days of inactivity. Contact your advisor to reactivate your account.

### 6.3 – Assessment and Testing Policy

SouthArk Adult Education Program uses the TABE 11/12 assessment for GED, WAGE, and IET courses. The subjects measured are reading, language, and mathematics. The TABE Clas-E is used for ESL courses. The subjects measured are listening, speaking, writing, and comprehension. All students are to complete 40 instructional hours and post-test. In some instances, an early post-test waiver might be requested. Approval for the waiver is provided by the State of Arkansas.

All Adult Education students are required to complete instructional hours to remain enrolled in class. Students in ABE Level 1 – 5 and ESL Level 1 – 5 are required to post-test for educational gains. After completing the minimum amount of classroom hours based on TABE scores, students are eligible to post-test with the TABE. Students will not be able to post-test unless minimum instructional hours are credited or waiver is approved.

Once students have 40 instructional hours, they are placed on the testing alert list. Adult Education faculty and staff will contact the student to schedule his or her post-test at the students' earliest convenience. The advisor will remove access to web-based curriculum when online students do not post-test in a timely manner.

### 6.4 – Official GED® Testing

GED® students prepare for the GED® Ready Test or pre-test before taking the Official GED® Test. The test requires an understanding of the content area, not the recalling of specific facts and dates. A minimum score of 145 is required on all four sections of the GED® Ready Test. Once the minimum score is obtained per subjects, students can schedule the Official GED® Test. The passing score for Official GED® Test is also 145 in all subjects.

### 6.5 – Graduation

Upon completion of the Official GED® Tests, graduates are invited to participate in the SouthArk Commencement Ceremony. Students are encouraged to walk in graduation and invite family/friends to celebrate this great accomplishment. Only students that earn their GED by the designated deadline will be able to participate and walk in the ceremony.

## Section 7 – Conduct Expectations

### 7.1 Standards of Student Conduct

The Adult Education Department expects students to meet the same standards of student conduct as all SouthArk credit and non-credit students. According to the SouthArk Course Catalog, "SouthArk expects students to conduct themselves as responsible members of the college community and to adhere to an appropriate code of conduct and dress..." Therefore, students are expected to wear appropriate clothing that is not revealing of excessive skin or under garments, distracting, or offensive while on campus. When students are on campus, they are expected to be in the appropriate classrooms and participating in their educational program. Students are not to misuse school equipment for personal reasons and are to abide by all classroom and lab rules. Student conduct that interferes with the education of other students, excessive tardiness, absenteeism, inability to pass required courses, unsatisfactory

progress in clinical performance, moral and ethical misbehaviors, poor interpersonal skills, insubordination, fighting, weapons, drug offenses, and other policy infractions may be subject to disciplinary action. All students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the reasonable rules of conduct, to protect private and public property, and to make effective use of their time in securing the benefits of a college education. Some of the selective-admission health-science programs have specific criteria regarding student conduct. Students are encouraged to refer to program policies in these matters. For more information, refer to the SouthArk Course Catalog.

## 7.2 – Technology Usage

South Arkansas College’s Adult Education Center provides computer technology, including internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. Inappropriate or unacceptable use of this technology may result in the loss of this privilege. College agents may monitor information on the college computer network or individual computers or computer systems. The Center intends that this technology will be used in a manner which:

- A. is conducive to learning.
- B. is free of illegal acts.
- C. shows respect for the rights and dignity of others.

This policy intends to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, SouthArk officials may, at any time, make determinations that specific uses are or are not appropriate or acceptable. It is not acceptable to use the college’s computer equipment or facilities to:

- A. Transmit or receive materials for any illegal purpose or act.
- B. Transmit or receive harassing, indecent, obscene, discriminatory, or fraudulent materials or messages.
- C. Transmit or receive any materials in violation of either state or federal laws (e.g., copyright laws).
- D. Send fraudulent or forged email messages using the account of another person.
- E. Use the account or password assigned to another person to gain access to college equipment, files, or the network.
- F. Damage, destroy, interfere with, or disrupt the operation of college-owned and -operated programs and/or equipment.
- G. Use technology for any partisan political purposes.
- H. Use technology for any commercial pursuits or activities.

Complaints regarding violations of acceptable use policy should be addressed to the chief information officer. In investigating such complaints, the chief information officer will consult with appropriate college officials. The results of this investigation will be turned over to the vice president for student services to initiate disciplinary action, if appropriate. In resolving complaints of unacceptable use, the college may invoke sanctions against the offender, which

may range from verbal warnings to suspension or expulsion for students, depending on the circumstances of each incident. Students who believe they have been treated unfairly may appeal through the appropriate appeals procedures outlined in this policy.

South Arkansas College makes no warranties of any kind, either express or implied, for the services it provides. The college will not be responsible for any damages suffered by users. Such damages include, but are not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its negligence or user errors and/or omissions. Any use of any of the information obtained via the Internet is at the user's own risk. South Arkansas College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user agrees to indemnify and hold harmless South Arkansas College, the college board of trustees, individual trustees, agents, and employees of the college from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the college's hardware, software, and network facilities. This indemnity will include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy. For more information regarding the personnel policy, refer to 4.08 Computers and Acceptable Use - Students in the Administrative Procedures Manual (APM) at <http://www.southark.edu/apm>.

### 7.3 – Dress Code

We all want to be comfortably dressed and do not want a dress code to seem confining; however, our appearance does reflect on the entire group, and we want that reflection to be a positive one. We request no clothing with inappropriate messages, such as those that contain crude, vulgar, violent, drug use, or sexually suggestive messages. Clothing should also fit your body, be clean, have no offensive odors, and cover private undergarments and private body parts. Due to COVID-19, masks may be mandated by the SouthArk President and/or Arkansas Governor. If so, students are expected to wear masks while on campus in accordance with CDC guidelines. If student hygiene or dress is inappropriate, a team member may approach the student for a private discussion. If students need clothing or daily hygienic products, free items or referrals to locations for assistance are available.

### 7.4 – Drug Free, Smoke Free, Alcohol-Free Campus

All South Arkansas College campuses are drug free, smoke free, and alcohol free. Use of such items are strictly prohibited on campus. There are no designated smoking areas on campus due to state property. Students can receive a citation and fine up to \$500.00 for smoking on campus or other state property.

### 7.5 – Firearms on Campus

In accordance with Act 26 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 South Arkansas College 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. Concealed weapons are prohibited on campus without an Enhanced Conceal Carry Permit.

### 7.6 – Anti-Bullying and Harassment Policy

Bullying is defined as behavior seeking to harm, intimidate, or coerce someone perceived as vulnerable. South Arkansas College's Adult Education Department will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes (but is not limited to): direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Adult Education Department expects students and employees to immediately report incidents of bullying or harassment to an employee or supervisor. Employees who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be reported and promptly investigated. This policy applies to students while on campus or school grounds, during class periods and/or breaks. Students who are in violation of this policy will be subject to disciplinary action, which is listed below.

All allegations of bullying or harassment should be reported to any SouthArk Adult Education employee the student is comfortable speaking with. Anonymous reports may be submitted. The Adult Education Director will be informed of any bullying or harassment claims and will take each report seriously. An investigation of the allegation will be completed in a timely manner to determine appropriate disciplinary action. To report bullying or harassment to the Adult Education Director, contact Casey Rapp at 870-864-8478 or [crapp@southark.edu](mailto:crapp@southark.edu). Office location is at the SouthArk East Campus in McGehee Building in room 105 (near the front door).

### 7.7 – Disciplinary Policy and Procedures

The college recognizes the basic rights of the individual and provides guarantees to the students, which grow out of the fundamental conceptions of fairness implicit in procedural due process. Students found to be in violation of academic and/or non-academic offenses will undergo disciplinary action. Disciplinary action will be decided by the Adult Education Director and/or Dean of Workforce and Continuing Education. Students found guilty of this policy can be suspended or dismissed immediately. Alternative disciplinary actions will be considered on an individual basis depending on the severity of the offense(s). Alternative solutions include transitioning the student to online distance learning as the only instructional modality. The following rules apply equally to all students enrolled. Listed below are examples of academic and non-academic offenses that will result in disciplinary action.

Academic and Non-Academic Offenses:

1. Excessive tardiness for managed testing and/or managed class periods.
2. Excessive absenteeism for educational program.
3. Incorrectly signing-in and signing-out of the classroom. This includes skipping class while remaining signed-in, falsifying information on sign-in sheets, and/or not accurately representing actual hours the student spent inside the classroom.

4. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instrument of identification.
5. Furnishing false information or misrepresenting information to the college.
6. Threatening, bullying, attempting, fighting, or committing physical harm to any person on college-controlled property.
7. Damage, destruction, theft of personal or college property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, or robbery. College property also includes computers.
8. Unlawful possession, use or distribution of illicit drugs and alcohol on college property or at college-controlled activities.
9. Unauthorized possession or use of weapons, firearms, knives, and fireworks on college-controlled property.
10. Disorderly conduct, violent or drunken behavior; the use of abusive or obscene language on college property; or reporting to the campus under the influence of illicit drugs or alcohol.
11. Failure to comply with directions of college officials acting in the performance of their duties.
12. Unauthorized presence on or use of college premises, facilities, or property.
13. Making unwelcome sexual advances toward another student or college employee.
14. Selling or peddling items on college property without permission.
15. Violation of the college policy regarding Internet usage.
16. Any action that interferes with the educational process or the education of an individual.

#### Disciplinary Procedures:

When students are subject to disciplinary action, the Adult Education Department will follow these disciplinary procedures:

1. Adult Education Director will be informed of the offense by the faculty or staff member.
2. Adult Education Director will speak with the student about the offense with or without the faculty or staff member. If needed, the Director will review the Student Handbook with the student and inform him/her of what policies are to be met and which policy was not followed.
3. Student will be given a verbal warning. Student will be given the opportunity to improve behavior and correct the problem.
4. If the offense continues, the student will be written up and documentation will be kept in the student file.
5. If the offense continues after verbal warning and write-up, the student will be required to attend class either strictly online or at another designated campus/site.
6. If the student does not comply with the alternative option in #5, the student can elect to drop out of the program OR be suspended for a designated period of time determined by the Director. The student will not be able to participate in any SouthArk Adult Education programs or activities during that time.
7. After the suspension period expires, the student may return to the program and resume class.

8. If offense continues and disciplinary action is unsuccessful, the student will be expelled.
9. Depending on the severity of the offense, the student can be expelled without suspension.

### 7.8 – Conflict Resolution & Grievance Process

Adult Education students who have a dispute or disagreement with faculty or staff about the equity and fairness of the decisions or procedures that affect their academic standing and/or progress toward completing their educational program may resolve conflicts in an informal or formal manner. Students are able to discuss such conflicts and/or make a verbal or written complaint with the Adult Education Director, Casey Rapp, at 870-864-8478 or email [clrapp@southark.edu](mailto:clrapp@southark.edu). Contact with the student will be made within a 10-day period after the complaint is received. The Adult Education Director will attempt to resolve conflicts quickly and directly after researching the complaint and speaking to others involved (if necessary). All complaints will be taken seriously, will be investigated promptly, and will remain confidential. Also, the student may contact South Arkansas College's Interim Vice President of Student Services, Dr. Stephanie Tully-Dartez, at [stully-dartez@southark.edu](mailto:stully-dartez@southark.edu) or 870-864-7155.

## Section 8: Referral Procedures

### 8.1 - Barriers

If a student has barriers that affect the ability to learn, we may be able to help. We have many partners and friends in the community that provide various types of FREE services. SouthArk Adult Education Program may be able to refer students to the following agencies:

- Department of Human Services (DHS)
- SNAP Employment & Training Program (E&T)
- TANF
- Department of Workforce Services (ADWS)
- Arkansas Rehabilitation Services (ARS)
- Community-based Literacy Council
- Transitional Employment Assistance (TEA)
- Workforce Innovation Opportunity Act (WIOA)
- SouthArk Student Services and Financial Aid
- SouthArk Scholarships for college
- AmeriCorps
- Others not listed here

### 8.2 – Post-Secondary Education

Students that want to enter post-secondary education upon receiving their GED® will be referred to the SouthArk Student Services. The South Arkansas College course catalog and program information is available at [www.southark.edu](http://www.southark.edu).

### 8.3 – Mentoring

Mentoring has a positive impact on student learning, progress, gains, outcomes, self-confidence, and future aspirations. The SouthArk Adult Education program takes pride in mentoring our students to be successful in our programs. The mentoring services we provide to



our students include but are not limited to navigating our programs, computer literacy, student conduct standards, soft skills, assistance with job applications and resumes, assistance with college and FASFA, referrals to help remove barriers, and more. We also encourage our students to mentor and support each other to develop networking skills and relationships.

#### 8.4 - AmeriCorps

SouthArk Adult Education is a future provider of the AmeriCorps Program, which provides mentoring services through an approved and trained AmeriCorps Member and Life Coach.

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**Adult Education Program**