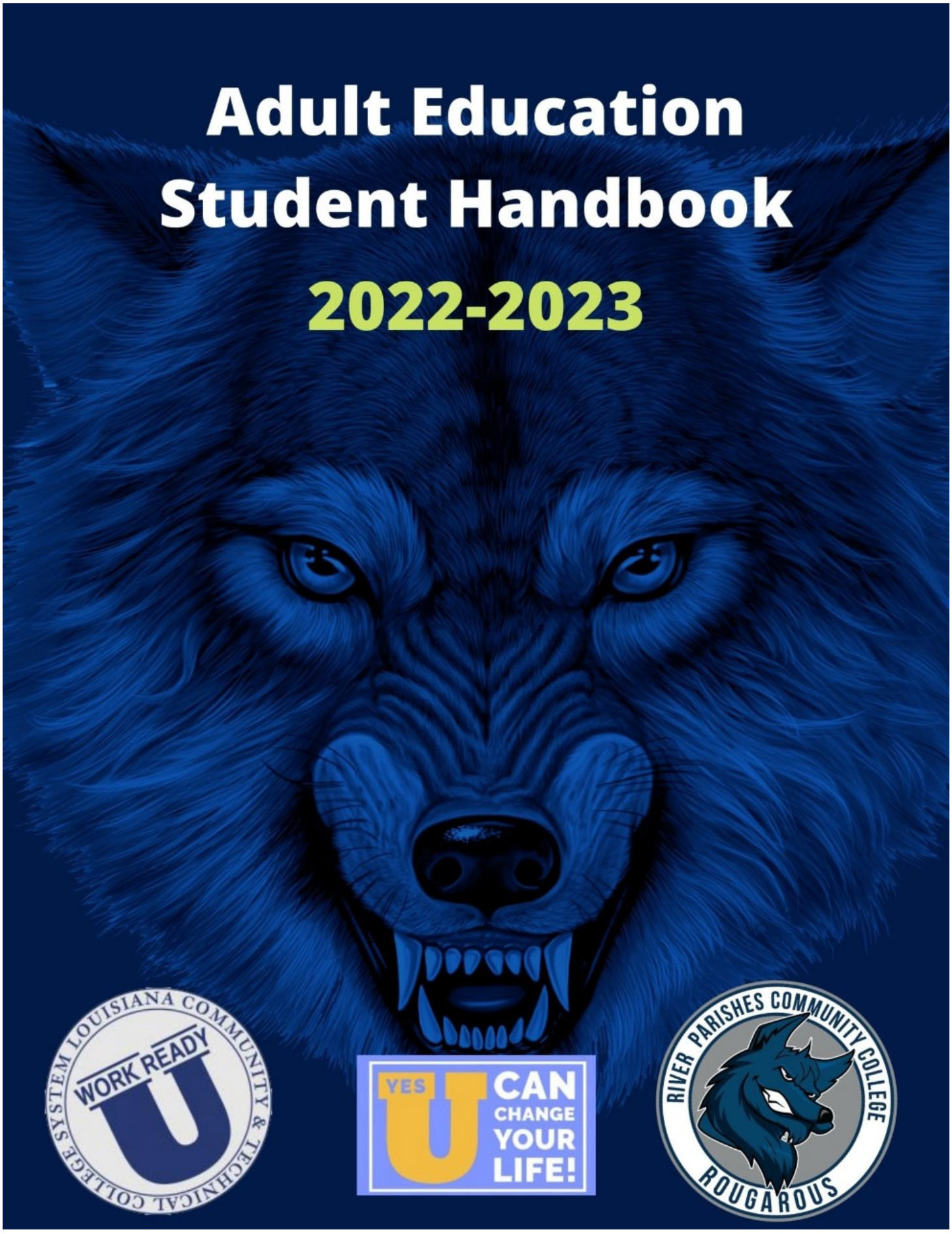
Adult Education Student Handbook

2022-2023



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River Parishes Community College

Department of Adult Education

Mission Statement

The mission of the RPCC Adult Education program is to engage, educate, and empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.

Vision Statement

RPCC Adult Education is the learning adult education of choice, meeting the needs of all we serve in a changing regional and global environment. RPCC Adult Education will continue to provide programs that foster economic vitality for all members of our region. In cooperation with our partners, our College will lead by example to improve the quality of life for the people we serve by:

- Promoting instructional excellence in all program areas
- Serving the lifelong learning needs of all citizens
- Expanding and enhancing programs to meet the evolving needs of our workforce
- Strengthening partnerships to advance the mission of the College
- Enhancing customer service to all who come our way
- Increasing the retention and success of our students
- Increasing community awareness of the College
- Infusing appropriate technologies for problem-solving and enhanced program delivery
- Developing responsive and effective education programs
- Enriching cultural and social awareness.

Innovation, excellence, and continuous improvement define our Adult Education program, where the focus is on the learner and the appreciation of diversity.

Diversity Statement

Each of us is responsible for creating a safer, more inclusive environment. We must treat every individual with respect. We are diverse in many ways, and this diversity is fundamental to building and maintaining an equitable and inclusive campus community. Diversity can refer to multiple ways that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief,

veteran status, or genetic information. These diverse identities, along with many others not mentioned here, shape our perspectives. We recognize that the diversity students, staff, and faculty bring to this campus must be viewed as a resource, strength, and benefit to enriching our organizational culture. At RPCC, we expect everyone to work to promote diversity, equity, and inclusion not only because diversity fuels excellence and innovation but because we want to pursue justice. Acknowledging our imperfections while also fully committing to work, inside and outside of our classrooms, to build and sustain a campus community that increasingly embraces these core values is everyone's responsibility.

Locations, Program Offerings, and Hours

Gonzales Campus:

Programs: High School Equivalency, Reading Intervention, Accuplacer Prep, English Second Language, Community Education, Distance Learning

925 W. Edenborne Parkway

Gonzales, LA 70737

Phone: (225) 743-8672

Email: workreadyu@rpcc.edu

Monday – Thursday: 9 am – 2 pm

Monday & Wednesday: 5 pm – 8 pm

Tuesday & Thursday: 5 pm - 8 pm

Reserve Campus:

Programs: High School Equivalency, Reading Intervention, Accuplacer Prep, English Second Language, Community Education, Distance Learning

181 Regala Park Road

Reserve, LA 70084

Phone: (985)-536-4418 Ext. 4264

Email: workreadyu@rpcc.edu

Monday – Thursday: 8 am to 2 pm

Tuesday – Thursday: 4 pm – 8 pm

Friday: 8 am – 12 pm

St. Charles Campus:

Programs: High School Equivalency, Reading Intervention, Accuplacer Prep, English Second Language, Community Education, Distance Learning

13145 Highway 90

Boutte, LA 70039

Phone: (985) 785-5080

Email: workreadyu@rpcc.edu

Monday – Thursday: 9 am – 1:30 pm

Tuesday & Thursday: 5 pm – 8 pm

St. James Satellite Location:

Programs: High School Equivalency, Reading Intervention, Distance Learning

Phone: (225) 461-7842

Email: workreadyu@rpcc.edu

Monday & Wednesday: 3:30 pm – 6:30 pm

Westside Campus:

Programs: High School Equivalency, Reading Intervention, Accuplacer Prep, Community Education, Distance Learning

25250 Tenant Road

Plaquemine, LA 70764

Phone: (225)-687-5500

Email: workreadyu@rpcc.edu

Tuesday – Thursday: 8 am – 12 pm

Tuesday & Thursday: 5 pm – 8 pm

Programs

High School Equivalency: A program designed for adults seeking to ascertain their high school equivalency who require additional competencies in reading, writing, speaking, problem-solving, or computation at a level necessary.

Reading Intervention: A reading program utilizing an award-winning evidence-based intervention package designed for adults learning with low reading competency. All Adult Education students reading at or below a sixth-grade level will be required to participate in reading intervention before proceeding to the high school equivalency program.

Accuplacer Prep: A program for individuals preparing for the English, Math, and Reading Accuplacer.

English Second Language: A program designed to help adults with limited English proficiency achieve competence in the English language.

Community Education: A short course (less than 8 hours) of an allowable activity under WIOA, such as job readiness, digital literacy, and health or financial literacy, to prepare students for continuing education or entry to employment.

Distance Learning: Formal learning activity where students and instructors are separated by geography, time, or both for most of the instructional period. Distance learning materials are delivered through a variety of media, including, but not limited to, print, audio recording, videotape, broadcasts, computer software, web-based programs, and other online technology. Teachers support distance learners through communication via mail, telephone, e-mail or, online technologies and software.

Staff

Administration

Sarina Lirette, MBA, Ed. D Candidate

Director of Adult Education

Raynell Hernandez

Coordinator of Adult Education

Instructors

Jamie Boudoin (Gonzales)

Pam Buron (Westside)

Daryl Comery (Gonzales)

Kay Heath (Remote)

Veda Hooker (St. James)

Sandra Horne (Reserve)

Clarence Jackson (Westside)

William McGee (Reserve)

Lou Noles (St. Charles)

Dawn Roberts (Reserve)

Jacqueline Sharp (St. Charles)

Specialist

Toni Doell (St. Charles)

Zariah Goff (Gonzales)

Data Specialist

Cynthia Fortner (Reserve)

2022 – 2023 Holiday Calendar

River Parishes Community College is closed for the following holidays*:

Month	Dates Closed
July	July 1 - 10, 2022
August	None
September	September 5, 2022
October	None
November	November 24 - 25, 2022
December	December 23 - 30, 2022
January	January 16, 2023
February	February 21, 2023
March	None
April	April 7, 2023
May	None
June	June 19, 2023

*Dates are subject to change. Additional closure dates will be announced if necessary

Attendance and Tardiness

The RPCC Adult Education staff will monitor student attendance. Students who do not meet the minimum required instructional hours by pre-determined assessment dates or who have excessive absences may be dropped from the program. Any exceptions will be made at the director's discretion.

If a student anticipates an extended absence, please inform the instructor that arrangements for distance learning may be made, if necessary. Excessive absences without proper documentation may result in the student's termination from the program. Students who are dropped from the program may have to complete additional paperwork and testing for re-entry into the program depending on the time period.

Tardiness, being late to class, affects students' education and increases the chances of failure. Tardiness interrupts lessons, class activities and interferes with the learning environment for all students. Consistently being late to class will not be excused and, if continuous, may result in the student being dropped from the program.

An Adult Education staff member will provide assistance to problem-solve issues related to attendance and progress towards academic goals.

Cellular Phones

Cellular phone use in the classroom is NOT permitted. While in class, cellular phones should be placed on silent or vibrate mode. Students should exit the classroom to place calls or answer incoming calls. Cellular phone use should be limited to emergencies only during class time.

Consequences for phone use during class:

First offense – a verbal warning to put the cellular phone away

Second offense – student will be asked to leave for the day

Children

Children are not allowed in classrooms or on the premises during class sessions. River Parishes Community College cannot assume responsibility for the safety and welfare of non-students.

General Standards of Conduct and Expectations

Any behavior interfering with the teaching, learning, or administrative process will not be tolerated. Students must abide by all program policies, rules, expectations, and regulations as outlined below.

Students are expected to:

- abide by all program policies and standards of conduct as outlined in this document and participate actively in the learning process as expected by their instructors,
- report to class on time,
- remain in the classroom during scheduled class hours,
- submit to all scheduled educational gains standardized progress testing,
- participate in the Distance Learning portion of the program as determined,
- demonstrate respect towards others at all times,
- refrain from condemning, criticizing, or complaining about others, and
- abide by all computer usage rules without exception.

Dress Code

Students must comply with the following dress and grooming standards:

- Shirts and blouses should be appropriate for school settings,
- Excessively short shorts, dresses, skirts, or blouses are not permitted,
- Muscle shirts, sleeveless shirts/blouses, transparent attire, tank-tops, spaghetti straps, low-cut attire, and other inappropriate attire are not permitted,
- Oversized clothing, ripped/torn pants, shorts, skirts, etc. that show undergarments are not permitted,
- Attire with gang, drug, alcohol, or sexual paraphernalia, and other offensive designs or logos are not permitted,
- Caps, hats, sunglasses, and hoods should not be worn in the classroom. Sunglasses may be used with medical documentation. Copies of medical documentation should be provided to the appropriate adult education staff member,
- Dress/grooming violations will be at the discretion of the site supervisor. Supervisors and instructors will use their best judgment to determine appropriate/inappropriate attire and dress code violations. The dress code policy will be strictly enforced, and
- Corrective actions will be taken if the adult education supervisor determines that a student violates dress/grooming standards.

Misconduct

Types of Misconduct:

- Physical or verbal abuse of anyone or threatening anyone while on River Parishes Community College or satellite locations,
- Use, distribution, or possession of alcoholic beverages, dangerous drugs or controlled substances while on River Parishes Community College or satellite locations,
- Disorderly conduct which inhibits or interferes with the educational process or which disrupts program administrative functions,
- Irresponsible behavior, including vandalism or destruction of River Parishes Community College or satellite location property,
- Gambling at a River Parishes Community College or satellite locations,
- Possession of any weapon at River Parishes Community College or satellite locations,

- Behavior choices that cause any disruption of the teaching, learning, and administrative process, and
- Sexual harassment of anyone at any Adult Education location or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

Smoking

RPCC campus facilities are smoke-free and tobacco-free. Smoking or tobacco use is NOT ALLOWED on all RPCC campuses. (This includes electronic cigarettes, chewing tobacco, cigarettes, and cigars).

General Housekeeping

RPCC facilities and other classroom spaces are public properties owned by the State of Louisiana. Students should pick up their trash and dispose of it properly. This includes the classroom, shop areas, student lounge, restrooms, and outside areas of the campus.

Graduation

All Adult Education students that complete their high school equivalency are invited to participate in the annual River Parishes Community College graduation ceremony in May. Eligible students will receive additional information about their participation before the graduation ceremony.

Scholarships

HiSET Scholarship

Adult Education through the Foundation for the Louisiana's Community and Technical Colleges provides a way to help students pay for the Louisiana High School Equivalency (HSE) test in either English or Spanish. The scholarship will provide financial support to test candidates that meet the eligibility criteria.

Scholarship awards are available in amounts up to $90 worth of vouchers to eligible first-time test takers demonstrating financial hardship and readiness to pass the Louisiana HSE test. Eligible students must be in good standing with the Adult Education program and be responsible for paying any retest fee.

Next Steps

Adult Education, through the Foundation for Louisiana's Community and Technical Colleges, is providing financial assistance to Adult Education graduates who enroll in an LCTCS college.

Awards will be available for four (4) consecutive semesters (based on eligibility) in amounts of:

- $250.00 for part-time students (6 – 11 credit hours)
- $500.00 for full-time students (12 + credit hours)

Awards are for one semester only. Recipients may re-apply for three additional consecutive semesters. All scholarship awards will be paid directly to the LCTCS college.

5 for 6

The 5 for 6 Scholarship is awarded to individuals without a high school diploma or equivalency who wish to enroll at a Louisiana Community and Technical College.

The 5 for 6 Scholarship will be applied to the student's account in the amount that equals the tuition charged for 6 credit hours; however, it will not cover the course-specific fees.

Release of Student Information

River Parishes Community College complies with the Family Rights and Privacy Act (a.k.a. FERPA) of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material sent to other educational institutions per regulations governing students' records.

Parents of non-minor students may NOT have access to personally identifiable student records without the un-coerced written consent of the student. RPCC may release directory-type information. FERPA defines "Directory Information" as information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed. River Parishes Community College defines directory information as the following:

- student's name,
- date of birth,
- telephone number,
- e-mail address, and
- dates of attendance.

To release information to a third party over the phone, an office must ask the third party to verify the following information:

- Student's full name
- Student's hometown and state
- Emergency contact information
- Campus attending
- Third-party name & relationship to student

Student Privacy Policy

River Parishes Community College complies with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users' right to privacy. Only persons who have a legal right in accordance with the law to access this information are allowed to access such records and information. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records. The Family Educational Rights and Privacy Act of 1974 (FERPA, also referred to as the Buckley Amendment) is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

Nondiscrimination and ADA Policies

RPCC is a member of the Louisiana Community and Technical College System (LCTCS). RPCC is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination. RPCC does not discriminate based on gender in admission to or employment in its educational programs or activities. The College's Title IX Coordinator, Ms. Shalither Cushenberry, can be reached at scushenberry@rpcc.edu or (225) 743-8500. The mailing address is P.O. Box 2367, Gonzales, LA 70707.

Student Rights and Responsibilities

Rights

1. The right to expect a quality education.
2. The right to develop their potential to the best of their ability.
3. The right to inquire about and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
4. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or group member.

Responsibilities

1. The responsibility to be fully acquainted with regulations published in the Student Handbook and other publications and to comply with them in the interests of an orderly and productive academic community.
2. The responsibility to know that student conduct reflects not only upon the student involved but also on the institution and the faculty, staff, and other students.
3. The responsibility to follow the principles of common decency and behavior expected of any responsible, mature individual.
4. The responsibility to fully accept the consequences of any action that might be detrimental to the student involved, the institution, faculty, staff, other students, and society in general.

Emergency Closure Plan

The Emergency Closure Plan for River Parishes Community College outlines the procedures to be followed for class cancellation and campus closure.

1. In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The Chancellor of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty, and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.
2. RPCC has initiated an emergency notification system with **Smart Notice** (https://public.coderedweb.com/CGE/B44738DA1DE2) to ensure that the campus community receives alerts within minutes of an accident or urgent announcement. In an emergency, Smart Notice will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and email. Students should register.
3. Every effort will be made to broadcast decisions about college closure via television, radio announcements, and the RPCC website. The Chancellor will delegate responsibility to notify the radio and television broadcast systems of the status of college operations. Students, faculty, and staff are not expected to endanger their safety to attend class or work.

Grievance

If a student has a grievance towards an Adult Education instructor or staff member, the student can contact the Director of Adult Education through email: slirette@rpcc.edu. If the grievance is towards the Director of Adult Education, the student can contact the Vice-Chancellor of Workforce through email: wseaman@rpcc.edu.

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