

ALAMO ADULT EDUCATION

# Student Handbook

## 2023-2024



ALAMO  
COLLEGES  
DISTRICT

Alamo Adult Education

The Alamo Colleges do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, (210)485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

# Welcome

Welcome to the ALAMO ADULT EDUCATION program. Our program's purpose is to increase the opportunities for training in high demand occupations in the San Antonio area while at the same time boosting your basic education skills in reading, writing and math. All our career programs consist of a Smart Choice, CareerEASE, Job Training, Support Skills Class (Lab), and Job Development. To be in the ALAMO ADULT EDUCATION program, STUDENTS MUST ATTEND ALL CLASSES!

## Our goals:

1. Boost your college entrance scores
  2. Explore High Demand Occupations
  3. Get financial aid
  4. Learn the college application process
  5. Be confident in a college environment
  6. Get you ready for the pace & rigor of college classes
-

## **POLICIES AND PROCEDURES**

There are several groups of policies and procedures that govern the ALAMO ADULT EDUCATION/Adult Education and Literacy Programs. The programs are funded by grants from the federal and state governments. They are housed on Alamo Colleges' properties and some of the area independent school districts. The policies of each are required to be met by the programs, faculty, staff and students. As this is a student handbook, the concentration will be on the student side.

Without the funding for the programs, there would be no programs. It is very important that the student requirements of the grant, pertaining to attendance, baseline testing, progress testing, are met. Help us help you and others by being able to continue receiving grants to fund the educational programs that we offer.

### **Code of Conduct**

#### **ALAMO COLLEGES POLICIES AND PROCEDURES**

**Alamo Colleges Adult Education and Literacy Program Student Policies** are governed by Board Policy. As previously stated, board policies may be found on the Alamo Colleges website <https://www.alamo.edu/about-us/compliance/board-policies--procedures/> Below are a concise list of policies and procedures required by the ALAMO ADULT EDUCATION/Adult Education and Literacy programs.

#### **I. Academic Policies (ALAMO ADULT EDUCATION/Adult Education and Literacy programs)**

##### **A. Requirements for Registration**

Students are eligible to register for adult education classes as follows:

1. A student must be over the age of compulsory school attendance (18 years of age) as mandated by the Texas Education Agency, at the time of registration, unless otherwise noted below.
2. Students 17 years of age must have parental or guardian permission and be officially withdrawn from a Texas school.
3. Students who are 16 years of age and ordered by the court must have parental or guardian permission, and provide proper documentation from the court at the time of registration.
4. A Social Security number is required. Other forms of identification may be considered.
5. The student will be enrolled under the name shown on the document presented at registration and will use only this registered name for all references.

##### **B. Individuals with Disabilities**

Reasonable accommodations will be made for a student with disabilities.

##### **C. Placement Testing & Advancement**

1. A student is required to take a standardized test if not previously enrolled in the prior six months.
2. A student is placed according to test results.
3. Advancement to the next level is based on one of the following criteria satisfactory progress test score as determined by the NRS guidelines.

## **D. Attendance**

1. Classes begin promptly and tardiness is discouraged.
2. A student must attend the class for which s/he is registered unless s/he transfers to another class time or site. Exceptions shall be approved by the instructor and the adult education director.
3. Three consecutive absences may result in a student being dropped from the roll.
4. Students who are 17 years old, or 16 years old and ordered by the court, must attend class for the entire period of instruction. Failure to comply can result in the instructor and director notifying the appropriate officials of student's non-attendance.
5. Students who are on probation must attend class on a regular basis. Failure to do so can result in the instructor and director notifying the appropriate officials of student's non-attendance.

## **II. Student Regulations**

### **A. The following are not allowed in the classroom or on site:**

1. Carrying or concealing prohibited by law or considered dangerous to the student body.
2. Any unlawful manufacture, distribution, dispensation, possession or use of any amount of controlled substance, illicit drug or alcohol, as those terms are defined in state and federal law.
3. Use of tobacco products anywhere on school property or on other sites, if prohibited by that entity.
4. Any behavior the instructor has documented to repeatedly interfere with the instructor's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
5. Any behavior the instructor determines is so unruly, disruptive, or abusive that it seriously interferes with the instructor's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
6. Radios and CD players with headphones, "boom boxes," pagers, cell phones, or any electronic device if it disrupts the instructor's instruction or the study environment.
7. Soliciting and selling products or services.
8. Unauthorized collections.
9. Any activity not sanctioned by Alamo Colleges.

### **B. Visiting Classes.**

1. All visitors are expected to enter any facility through the designated entrance and sign in or report to the building's main office or to the official Adult Education staff member on duty.
2. Authorized visitors will receive directions or be escorted to their destination.
3. Persons wishing to contact a student must check with the building's main office or with the Adult Education staff member on duty.

### III. Student Rights and Responsibilities

The Adult Education and Literacy Policies are intended to permit maximum individual freedom consistent with efficient functioning of the centers and class sites. Attendance is important and is based on student meeting enrollment requirements and conforming to school regulations concerning behavior.

#### A. The student has the following rights:

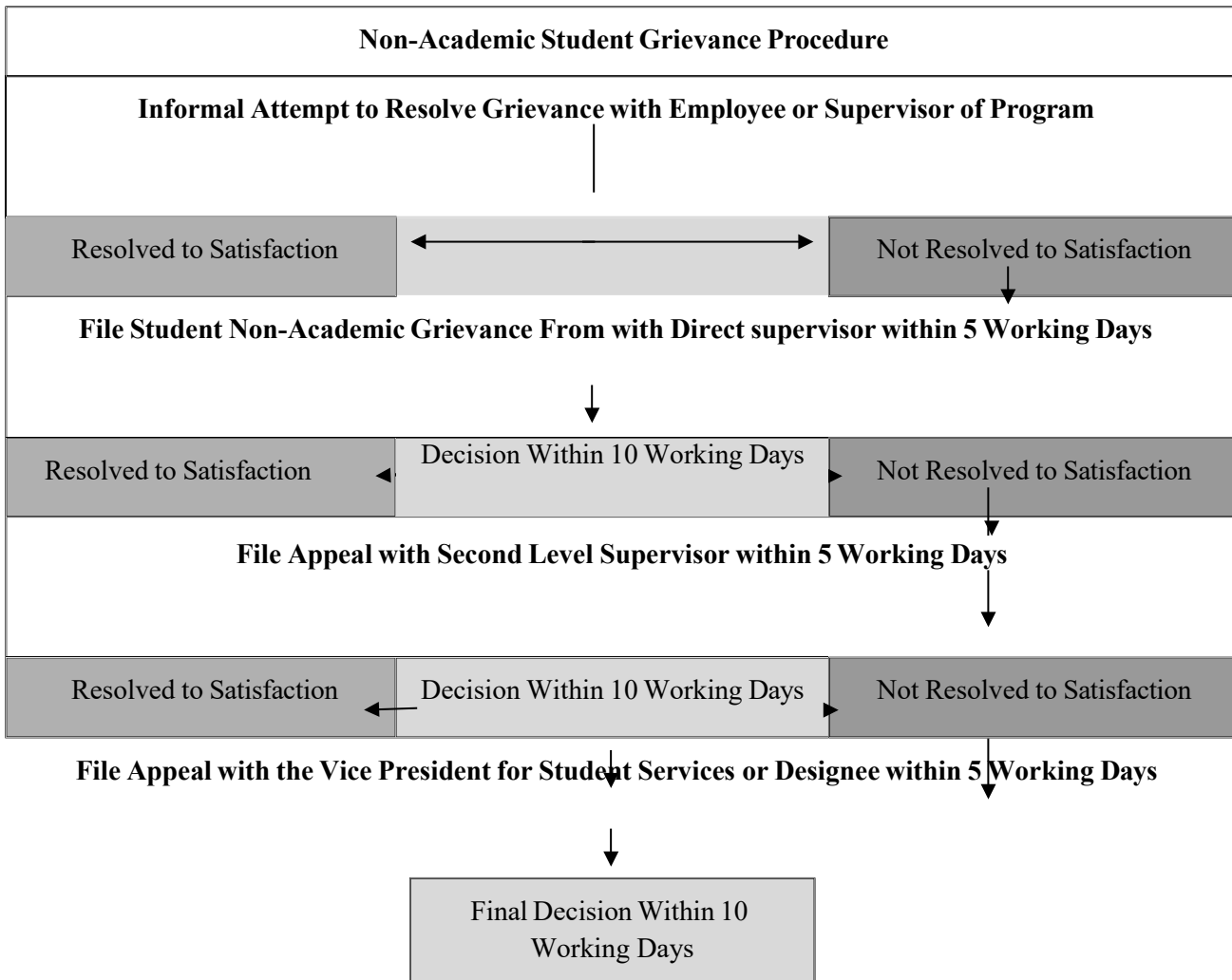
1. To the beliefs of his/her own established religion.
2. To legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the student.
3. To privacy of person and personal possessions unless a school official has reasonable grounds for suspecting that the student is concealing material dangerous to the student body, prohibited by law or the policies of Alamo Colleges.

#### B. The student has the following responsibilities:

1. To submit to baseline and progress testing as mandated by state law so that progress can be measured.
2. To behave in a manner that does not disrupt or interfere with the educational process.
3. To complete assignments as required by the instructor.
4. To adhere to the Agreement for the Acceptable Use of the District's Electronic Communication System. Exploring or visiting computer programs not assigned by the instructor is not allowed. This includes MY SPACE, Face Book, Instagram, Twitter, pornography, music, or other non-educational internet websites. Websites can be visited only for the purpose of education, research, job search, career exploration and all must be under the direction of the instructor. Students using the computer to visit unauthorized sites shall lose their computer privileges, and may result in dismissal from the program.
5. To not modify, alter or change computer settings.
6. To not bring in outside disks, software, CDs, DVDs, flash drives, memory sticks or other storage devices.
7. To not have food or drinks near or next to computers and to adhere to food/drink restrictions as required at the various sites.
8. To provide any information that may be useful in appropriate educational or emergency decisions including current telephone information
9. To care for all textbooks, calculators, and other instructional materials which belong to AEL/GED. Textbooks and calculators are for classroom use only and are not to be removed from program property.
10. To maintain and secure personal property. Alamo Colleges, ALAMO ADULT EDUCATION, Adult Education and Literacy or any partnering school districts are not responsible for the loss or damage of personal property.
11. Failure to follow these responsibilities can result in immediate dismissal from the program and indefinite expulsion.

**IV. Student Appeal Process-**An appeal process is provided for a student who has a concern regarding any aspect of the program. There are both academic and non-academic student grievance procedures. They are found in full at <https://www.alamo.edu/about-us/compliance/board-policies--procedures/> under F.4.6 Academic Grievances (Policy) and F.4.7 Non-Academic Grievances (Policy) and F.4.7.1 Non-Academic Grievances (Procedure). Because policies and procedures are subject to change by the board, questions regarding policies may be directed to the District Ethics and Compliance Office at 210-485-0057.

The present **Non-Academic Student Grievance Procedure** flow chart is provided on the following page in an effort to simplify and summarize.



## **ALAMO ADULT EDUCATION**

### **Completion Ceremony Requirements**

Walking the stage is an important milestone for ALAMO ADULT EDUCATION students. ALAMO ADULT EDUCATION students seeking to participate in completion ceremonies must demonstrate the following:

- Completion of coursework series in selected structured pathway with passing grades or marks denoted on official Alamo Colleges Transcripts
- Demonstration of accomplished competencies by exam or
- High School Completion verified by Certificate if applicable
- Industry Certifications Passed if applicable
- Successful completion of Internship/Externship/Apprenticeship as applicable

ALAMO ADULT EDUCATION students are encouraged to attend a completion ceremony when eligible. Students not complete with their coursework will not be eligible to walk the stage. The following protocol applies to student regalia:

- Students with coursework/training successful completions will be eligible to walk the stage with a cap and gown.
- Students achieving High School Completions during ALAMO ADULT EDUCATION participation will wear achievement medals with cap and gown.
- Students that have passed Industry Recognized Certifications will wear a cord representing each passed Certification with a cap and gown.
- Students achieving passing scores of Medical Assisting Certification will wear the MA Pin with a cap and gown.

Achievements and job placements or continuing post-secondary enrollments will be announced as students cross the stage. Graduation is a formal event and students may be limited to how many people they can invite depending on the size of the class and venue.





ALAMO  
COLLEGES  
DISTRICT

## Alamo Adult Education

### Adult Education and Literacy

#### What is ALAMO ADULT EDUCATION?

The program is designed with specific programs to assist students who need basic skills classes **AND** want to complete a training program. ALAMO ADULT EDUCATION students enter college-level training **without** having to first complete developmental education classes. Developmental education classes are extra classes that help students to review and become proficient in the basics needed for college-level work and may be a prerequisite for entry in the college. ALAMO ADULT EDUCATION **combines** the classes with specific training programs which gives students a shorter path to technical education certifications.

#### What is Smart Choice?

Smart Choice is an Orientation and Registration for the student. Smart Choice covers enrollment processes into college, academic testing, college procedures, financial aid opportunities, career exploration and interest, target demand occupations, one on one interviews and advising, and much more. Students will create a Oneflow account and upload the required documents. Students will then schedule their CASAS assessment. The CASAS assessment is required of all students enrolling in the Alamo Adult Education classes.

#### What is CareerEASE?

CareerEASE stands for Career Exploratory and Skills Enhancement. CareerEASE is the first step in being successful in a technical training program. It is designed for students to get the basic skills by basing instructions on the technical area in which they are interested in getting certification. Classes include both basic skills and support assistance from adult education and college faculty and staff.

CareerEASE:

- Prepares students for college classes and employment,
- Upgrades student skills in math, reading and writing,
- Assists students in skills needed to pass the GED2014 test in order to earn a GED,
- Explores high demand occupations,
- Assists with the college application and financial aid processes,
- Helps students to boost college entrance scores,
- Increases student confidence in a college environment of increased pace and rigor of college classes,
- Enriches students' lives,
- ...And much, much more!

## **What is High School Equivalency (HSE)/GED?**

**High School Equivalency** is a recognized alternative to a high school diploma. It is a diploma given to adults who were unable to receive a traditional high school diploma. You can now obtain a high school equivalency degree in the United States and its territories. **GED** means **General Educational Development** and is able to be pursued by persons, eighteen and older, who did not receive a high school diploma. Students 18 years of age and over who do not have a high school diploma may pursue their HSE.

Our students are enrolled in GED Academy (Essentials) as a tool to help support them in taking the GED test. There are 4 subjects a student must take to earn their GED.

- Reasoning (Reading, Language, & Arts)
- Math
- Science
- Social Studies

The website, [www.ged.com](http://www.ged.com), is the start to finish tool for your high school equivalency. If a student is going to take the GED, explore the website and sign up for an individual account at MyGED Portal. It is free!

There is ongoing certification of testing sites. Students should be sure to call the test sites listed on the GED website before going to the test sites to register. Some are listed on the website but, have not completed certification. When calling the site, students should ask what they will need to bring with them when they register and the cost of the test. Students registering for a test will need a picture ID, such as a driver's license or passport. A school ID is not accepted. You will need your social security card. In the San Antonio area, the following do administer the test:

## **What is Vocational ESL?**

**VESL** means Vocational English as a Second Language. ESL classes are for adult learners who wish to obtain basic mastery in speaking, writing, reading and listening skills in English. The program integrates career awareness curriculum with the ESL curriculum not only to help students increase English skills but to understand and act on the critical link between education and careers. Classes will focus on a certain career pathway such as: health, sales and service, business, and manufacturing.

ESL courses must lead to high school completion, transition into postsecondary education or training, or employment.

---

## Support Services

### 211 – Finding Help in Texas

- 211 is a service of the Texas Health and Human Services Commissions.
- 211 can be called by dialing 2-1-1 or on the internet at <https://www.211texas.org>
- Information is available in more than 90 languages (your first selection when you call).
- Services are available based on residence zip code (your second selection when you call).
- 211 provides free information about services in your area. Examples include:

Food

Child Care

Shelter

After School Program

Rent Assistance

Senior Services

Utility Assistance

Disaster Relief

Counseling

Other Programs The

toll free access number is 1-877-541-7905

# Students with Disabilities

**Disability Support Services** In compliance with Section 504 of the Rehabilitation Act of 1973, the Alamo Colleges is committed to ensuring that all programs, services, and facilities are accessible to and provide equal opportunities for education to all students.

The disabilities services office at each college coordinates accommodations for students with permanent and temporary disabilities as defined by the Americans with Disabilities Act of 1990.

Students who meet the guideline criteria are encouraged to establish accommodations through the disability services office at the college where their classes are being taken. <https://www.alamo.edu/admission-aid/special-populations/disability-support-services/>

**TWC Vocational Rehabilitation** a state-federal partnership since 1929, helps people with disabilities prepare for, find and keep jobs. Work related services are individualized and may include counseling, training, medical treatment, assistive devices, job placement assistance, and other services. Eligibility criteria for this program include: the presence of a physical or mental disability that results in a substantial impediment to employment, whether the individual is employable after receiving services, and whether services are required to achieve employment outcomes. Our Vocational Rehabilitation (VR) program helps Texans with disabilities prepare for, find and keep employment. This program also helps students with disabilities plan the jump from school to work.

Texas Workforce Solutions - Vocational Rehabilitation Services offices are located in many cities around the state. You can contact them for information about services, to schedule an appointment to apply for services, or to determine what documents you may need to bring to an appointment.

Locate your nearest Texas Workforce Solutions - Vocational Rehabilitation Services office that provides services for people with disabilities by searching on ZIP code, city or county.

Please see our Vocational Rehabilitation Guide to Applicants to learn about the process of applying for VR services.

For more information: 1-800-628-5115 or <https://twc.texas.gov/vr-general-services.html>

## Workforce Services

The Texas Workforce Commission, 28 Workforce Development Boards and their service contractor's work together to provide workforce solutions for Texans. Locate your nearest Workforce Solutions office by searching on ZIP code and type of services.

**Services includes: Employer Services, Job Seeker Services, Child Care Assistance**  
<https://twc.texas.gov/directory-workforce-solutions-offices-services>

**Your Career Navigator** also has an extensive resource listing and can refer you to various resources you may find helpful. He/she will be meeting with each student individually to assist in locating helpful support services.

My Career Navigator is \_\_\_\_\_

Telephone # \_\_\_\_\_

If you are thinking about dropping out of class, please talk with your instructor and/or your Career Navigator first! They can help you get more out of class or suggest a better class to meet your needs. If you do not feel comfortable talking to your instructor, please contact the support staff or supervisor at your instructional site.

---



## Website Notes

1. **Apply Texas**    user name \_\_\_\_\_  
                                 password \_\_\_\_\_

2. **FAFSA**            user name \_\_\_\_\_  
                                 password \_\_\_\_\_

                                 PIN # \_\_\_\_\_ \

                                 parent PIN # \_\_\_\_\_

### 3. **Schools of Interest**

1. School name \_\_\_\_\_

Code \_\_\_\_\_

2. School name \_\_\_\_\_

Code \_\_\_\_\_

3. School name \_\_\_\_\_

Code \_\_\_\_\_

4. School name \_\_\_\_\_

Code \_\_\_\_\_

5. School name \_\_\_\_\_

Code \_\_\_\_\_

### 4. **ACES (Alamo Colleges Educational Services)**

user name = <last name and last 4 digits of social security number>

password = <first 2 letters of last name upper case, plus your birth date MMDDYY>

## Online Learning Support

ALAMO ADULT EDUCATION students have access to some of the leading online courses available. Check with your Distance Learning Instructor to provide you with login information, user name and passwords.

Edmentum website: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Burlington: \_\_\_\_\_









ALAMO  
COLLEGES  
DISTRICT

Alamo Adult Education

## STUDENT COMMITMENT LETTER

FIRST NAME:

LAST NAME:

ADDRESS:

CITY, STATE ZIP:

CELL or HOME:

The program is designed with specific programs to assist students who need basic skills classes AND want to complete a training program. ALAMO ADULT EDUCATION students enter college-level training without having to first complete developmental education classes. Developmental education classes are extra classes that help students to review and become proficient in the basics needed for college-level work and may be a prerequisite for entry into the college. ALAMO ADULT EDUCATION combines the classes with specific training programs which gives students a shorter path to technical education certifications.

Alamo Adult Education classes include: Smart Choice, CareerEASE, Job Training, Support Skills Class, and Job Development. I understand that failure to attend and complete all the ALAMO ADULT EDUCATION classes is grounds for ALAMO ADULT EDUCATION to drop you from the program and tuition scholarships.

My purpose and my commitment for me in this class is to prepare for college level courses and the college environment. Success in any endeavor is not possible without dedication. By enrolling in this class, I have made the decision to take the next steps toward career and college achievement. I will, to the best of my ability, participate in and complete the required classes. During the next several weeks, this includes:

- My attendance
- Baseline Test
- Progress Test
- Completion of all assignments, during and after class
- Ask all questions I may have of any available staff (Supervisor, Instructors, Advisors, Classroom Aide, etc.)

*Failure to comply with any of these conditions may lead to a hold on your college and/or continuing education transcript in addition to a bursar's hold. By signing this pledge you acknowledge the expectations and terms of the program. We value our integrity to expect a positive outcome on every student.*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



ALAMO  
COLLEGES  
DISTRICT

## Alamo Adult Education

### Acknowledgment of Receipt

Complete, including signature and date.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Instructor: \_\_\_\_\_

I acknowledge the receipt of the Alamo Colleges ALAMO ADULT EDUCATION/ Student Handbook. I will follow the policies and procedures of Alamo Colleges, partnering school districts and the state and federal grants supporting the program in which I am registered.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date