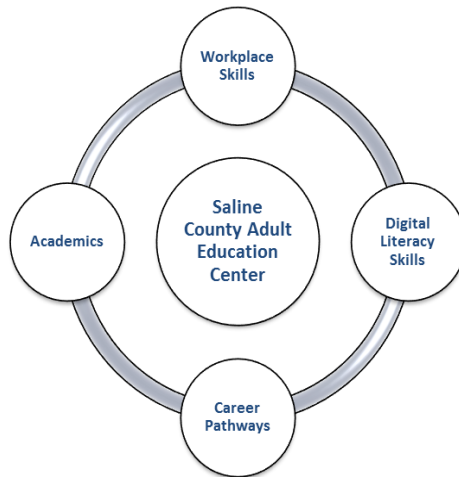


**Pulaski Technical College
Saline County Adult Education Program
Student Handbook**

2016-2017

16936 I-30 ♦ Benton ♦ Arkansas ♦ 72019 ♦ (501) 778-3235

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Instructors	Yvonne Cates Cindy Green Carly Nalley Wendie Reaves Lana Tollett Carol Tabor Velma Wilson	ycates@pulaskitech.edu cgreen@pulaskitech.edu cnalley@pulaskitech.edu wreaves@pulaskitech.edu ltollett@pulaskitech.edu ctabor@pulaskitech.edu vwilson@pulaskitech.edu
Assessment Coordinator:	Phillip Smith	psmith@pulaskitech.edu
GED Examiner and Secretary:	Monica Wells	mwells@pulaskitech.edu

HOURS OF OPERATION

Monday:	9:00 a.m. – 7:30 p.m.
Tuesday:	8:00 a.m. – 7:30 p.m.
Wednesday, Thursday:	8:00 a.m. – 4:30 p.m.
Friday:	8:00 a.m. – 2:00 p.m.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Pulaski Technical College makes every effort to meet special accommodation and access needs. For information on specific accommodations for individuals with disabilities, contact Yvonne Dougherty, the ADA Coordinator for Saline County Adult Education Center, 501-778-3235. Pulaski Technical College is committed to the policy of providing equal opportunity for all persons and does not discriminate in employment, admissions, programs, or any other educational functions and services on the basis of sex, disability, age, race, national origin, color or religion.

FOREWARD

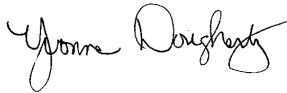
The Saline County Adult Education Center operates on an open-entry/open-exit basis. A student can enroll anytime during the year during an orientation class and exit when his/her goals are achieved. All classes and materials are offered free of charge to students without regard to race, religion, creed, nationality, disabilities, or gender. Proof of age is required to enroll.

Our Mission Statement: Saline County Adult Education Center's mission is to provide education and training courses to help the adult client upgrade his/her educational level and attain job readiness skills so that he/she can become a more productive member of society.

Saline County Adult Education Center is governed by Pulaski Technical College, 3000 West Scenic Drive, North Little Rock, Arkansas, 72118 (501-812-2200.) The program is funded by the Arkansas Department of Career Education. All instructors hold current Arkansas Teaching Certificates.

This handbook is designed to provide information concerning the center and its operation, to familiarize students with school regulations, and to serve as a reference for students and teachers.

In order for any educational program to be a success, it takes a team effort on the part of the school administration, staff, and students. We welcome you to our program and look forward to working with you.



Yvonne Dougherty
Director

DISABILITY SERVICES

Saline County Adult Education Center is committed to fulfilling all federal requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments of 2008. Approved accommodations are available to students who have documented disabilities and submit that documentation to the adult education program director. Students requesting accommodations must provide reasonably recent (within past five years) and complete documentation of their disability to document their needs. Students should provide sufficient notification of needs **upon enrollment in Saline County Adult Education Center.** Failure to **provide documentation to the director of Saline County Adult Education Center of accommodations and needs will result in no accommodations.** Pulaski Technical College Disability Services can be contacted at (501) 812-2738. Yvonne Dougherty is the ADA Coordinator for Saline County Adult Education Center (501-778-3235.) Students who feel they have been discriminated against under the Americans with Disabilities Act may file a written grievance with the Pulaski Technical College Vice President for Student Services, c/o Pulaski Technical College, 3000 West Scenic, North Little Rock, Arkansas 72118.

ACCOMMODATIONS for the G.E.D.®

Accommodations for the G.E.D.® are available. You may visit the following website for more information: <https://www.gedtestingservice.com> or ask any adult education instructor or the director for information. The adult education center ADA Coordinator, Yvonne Dougherty, can refer qualifying adult students aged 18+ for some forms of free assessment to the Arkansas Rehabilitation Center.

DETERMINING APPROPRIATE EDUCATIONAL PLACEMENT

In accordance with the Arkansas Adult Education/Literacy Learning Disabilities Planning & Policy Manual, Pulaski Technical College Saline County Adult Education Center will abide by the following standards: If a student is evaluated and provides appropriate documentation that indicates mental retardation/deficiencies, developmental disabilities, or other limited intellectual capacity, then the program must evaluate, implement, and document one of the following procedures:

- a.) If the student described above is referred to our program by another agency, school, or organization, that agency/school/organization must include a set of *prescribed attainable educational goals* with the student referral. Saline County Adult Education Center will be responsible for reviewing those goals and will then decide if they can provide services towards meeting those goals with the student. If the goals are not in accordance with program service policies, the referring agency/school/organization will be required to seek other, more appropriate referrals.
- b.) If the student described above is not referred to Saline County Adult Education Center by another agency or organization, then the student or the student's legal guardian (where applicable) is responsible for developing the attainable educational goals. Saline County Adult Education Center will be responsible for reviewing those goals and will then decide if they can provide services towards meeting those goals with the student. If the goals are not in accordance with program service policies, the student will be required to seek other, more appropriate referrals.

SERVICES

CAREER DEVELOPMENT

The program has two certified Career Development Facilitators on staff to help you with your Career Plan, job search, resume, interview skills, etc. Contact Phillip Smith or Yvonne Dougherty.

CAREER READINESS CERTIFICATE for EMPLOYMENT

The program will join with the Department of Workforce Services to help you attain the Career Readiness Certificate which opens job doors in select industries in Arkansas. You can work on this while you work on your G.E.D.® Contact Yvonne Dougherty for more information.

COLLEGE READINESS

The program partners with the UALR and Henderson State TRIO programs. Representatives from each meet with students at the center to help students complete the FAFSA (PELL GRANT), enroll in post-secondary institutions and counsel on college studies. Contact Yvonne Dougherty for more information.

DISTANCE EDUCATION

The program offers distance education classes for students who want to study at home; a computer and internet access is required. Contact Yvonne Dougherty for information. Twelve (12) hours of face-to-face instruction is required.

INSTRUCTION

Instructional classes are offered free of charge to enrolled students: basic skills remediation, G.E.D.® prep, English Language Learners, financial literacy, employability skills and digital literacy skills.

MANAGED MATH CLASSES

The program offers scheduled 4-week focused math instruction to prepare students to take the G.E.D.® Daily attendance is required. Contact Yvonne Dougherty or Wendie Reaves.

REFERRAL SERVICES

The program has contacts with many service agencies that can help meet your basic needs. Contact any staff member for more information.

ENROLLMENT PROCEDURES

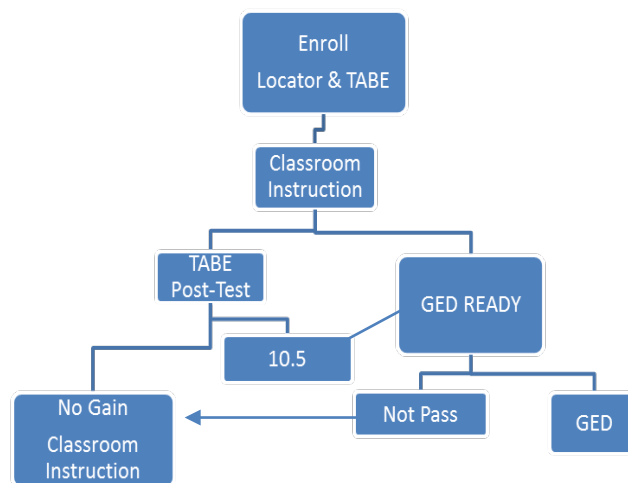
A new student must complete an orientation class (ask about times) and:

1. Present your Arkansas ID/DL and Social Security Card; copies will be kept in your permanent file.
2. Complete an enrollment application. Sign all documents in ink.
3. Take the LOCATOR assessment.
4. Take the TABE assessment.

NOTE: If you are late for an orientation session, you must wait until the next session starts.

INSTRUCTIONAL PROCESS

1. Your TABE test determines how many instructional hours you must complete.
2. Certified teachers will work with you one-on-one on your weak academic skills.
3. Gain required instructional hours in class.
4. Post-test with the TABE one calendar day after you complete the instructional hours. The student cannot gain additional instructional hours until he/she has completed the TABE post-test.
5. Either attend for more instructional hours and/or take the GED READY (G.E.D.[®] practice test.)
6. Take the Official G.E.D.[®]



CAREER PATHWAYS

Beginning July 1, 2016, Saline County Adult Education Center will implement portions of the required federal Workforce Initiative and Opportunity Act. Unemployed adults between the ages of 18 and 50 will be required to participate in the Career Pathways Program. NOTE: This requirement does not apply to ELL students.

ADULT STUDENT ATTENDANCE

While adults do not have mandatory attendance requirements, if any student misses more than 90 calendar days of attendance, then he/she is removed from the program and must re-enroll if they wish to re-enter the program.

POLICIES REGARDING MINOR STUDENTS

Arkansas Adult Education Policies and Arkansas Law allow minor students (defined as those students aged 16 or 17) to attend adult education classes under special circumstances:

- **Public School Waiver:** the school district in which the student attends must agree to give the Test of Adult Basic Education (TABE) to the minor student who must score 8.5 on TABE Level A in Reading, Math, and Language. The school district must agree to release the student to the adult education center with a waiver form that has the school seal attached. Saline County Adult Education Center must agree to accept the student.
- **Home School:** the student must present a notarized intent to home school (that has been filed with the superintendent's office and has the school seal on it) for the current academic year and score 8.5 of TABE Level A in Reading, Math, and Language. The adult education center will administer the TABE.
- **Private or Parochial School:** The student must have a letter from the school principal on school letterhead stating that the student has been attending school for the current academic year and score 8.5 of TABE Level A in Reading, Math, and Language. The adult education center will administer the TABE.
- **Court Ordered:** The student must bring the court order. The adult education center will administer the TABE.

MANDATORY ATTENDANCE

Minor students must attend adult education classes for twenty (20) hours per week. A minimum of ten (10) hours per week attendance is required for those students who work at least thirty (30) hours per week; a verification letter on company letterhead must be presented to the adult education director if the minor student wishes to be excused for work purposes. Students can attend any time the center is open as long as he/she puts in the mandated hours per week. **Minor students MUST be picked up by 7:00 p.m. on Monday and Tuesday nights or 4:00 p.m. on Wednesday and Thursday afternoons. Staff cannot stay past closing time to sit with a minor student. If a student is not picked up on time, we will call the Benton Police Department after 30 minutes. After three (3) occurrences of not being picked up on time, the student will be expelled from the program.**

ABSENCES

Students are allowed two (2) absences per semester. We have three semesters per year and are defined as follows:

1. August 15 – December 31
2. January 1 – May 31
3. June 1 – August 14

An absence is defined as one week in which the student did not attend for the entire mandated hours. Example: if a student attends for 18 hours in any week but not twenty, then that week is counted as an absence.

PROBATION

If a minor student has a third (3rd) absence in a semester, then the student will be placed on probation and a letter will be mailed to the parent/legal guardian and the truancy court.

SUSPENSION

If a minor student has a fourth (4th) absence in a semester (or a second absence without a note), then the child will be suspended from Saline County Adult Education Center and has five (5) days to return to public, private, or home school.

CLOSED CAMPUS & TRANSPORTATION REGARDING MINOR STUDENTS

- Saline County Adult Education Center operates as a closed campus for minor students. Minor students may not leave campus.
- Saline County Adult Education Center does not provide transportation for minor students.
- Saline County Adult Education Center is not responsible for a minor student when he/she leaves campus at any time, including pickup after class, or exits the building for any reason.

RULES & REGULATIONS

Below is a partial list of rules and regulations. Saline County Adult Education center abides by Pulaski Technical College's Student Code of Conduct.

- Children are not allowed on campus.
- **Smoking:** No smoking or tobacco products are permitted on campus. **E-cigarettes are banned on campus.**
- **Alcohol and Drugs:** The use of alcoholic beverages, marijuana, and other illegal drugs is strictly prohibited on school grounds. Violators will be expelled and are subject to prosecution.
- **Weapons, firearms, pornography:** STRICTLY FORBIDDEN. Violators will be expelled and are subject to prosecution.
- Students who damage, destroy, sell, or otherwise dispose of school property entrusted to them will be charged to the full extent that the law allows and are subject to expulsion.
- Students who engage in such acts as stealing, gambling, profanity, and/or personal combat on school grounds make themselves liable to disciplinary and legal action.
- Students are expected to dress appropriately: shoes and shirts are required.
- Sexual harassment will not be tolerated.
- Bullying or other forms of harassment will not be tolerated.

PULASKI TECHNICAL COLLEGE STUDENT CODE OF CONDUCT

Any student found to have committed the following misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

Endangerment

- Physical or verbal abuse, threats, assault, mistreatment of any person on college property, or at college-sponsored and supervised functions. This includes engaging in any form of fighting.
- Action that endangers the health, safety or well-being of another person or group.
- Action that serves the purpose of endangering one's own health or safety.
- Interference with the freedom of another person to move about in a lawful manner.

Harassment, Intimidation, and Bullying

A student will be found responsible for harassment, intimidation or bullying if he or she engages in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes emails, text messages and Internet postings on web-sites or other social media), whether it be a single incident or a series of incidents, occurs on the premises of Pulaski Technical College Saline County Adult Education Center or off, or at any college-sponsored event, that is so severe or pervasive and objectively offensive that it substantially disrupts or interfered with the orderly operation of the college or the rights of any student or other member of the campus community and that:

- Involves intimidation or threats to another person’s safety, rights of personal privacy, academic pursuits, College employment or organizations or groups related to the College.
- A reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students.
- Creates an intimidating or hostile environment by substantially interfering with a student’s education, or by mentally impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community.
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person’s property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person’s family or household, or of damage to his/her property.
- Involves stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.
- Involves conduct that criticizes taunts, belittles or denies educational opportunity to an individual based on a documented disability.

Disruption

- Conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the college or the rights of other members of the College community, including teaching, studying, research and college administration. This includes acts that occur both inside and outside the classroom setting.
- Each faculty member is his or her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on college property at any time. A faculty member has the right to temporarily suspend a student from his or her classroom for the remainder of the class whenever the student is disrupting the class to a point that there is no longer a learning environment.
- Intentionally and substantially interfering with the freedom of expression of others.
- Inciting and/or participating in campus demonstrations which disrupt the normal operations of the college.
- Obstruction or interfering with the freedom of pedestrian or vehicular movement on campus or at college-sponsored or college-supervised functions.
- Unauthorized commercial solicitation on campus.

Cell Phone Usage

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

Sexual Misconduct

- Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
- Obscene, lewd or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to others.
- Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities or comments.

Firearms, Fireworks, Explosives, Weapons

Possession, storage, or use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description on the Pulaski Technical College campus, or in areas controlled by the college, including vehicles, is prohibited. Possession of any tear gas type products in personal use quantities for the purpose of self-defense is permissible. The use of tear gas type products for purposes other than self-defense is prohibited.

Illegal Drugs and Alcohol

- Possessing, using, distributing, manufacturing or selling alcohol or other drugs on college property or at college authorized activities, even if the activity is not conducted on campus, is prohibited.
- Alcohol usage, regardless of age. Is strictly prohibited at any off-campus, college-authorized activity or travel. Appearing on college owned or controlled property or at a college sponsored event while under the influence of a controlled substance or any other intoxicating substance is prohibited.

Fire and Safety Violations

- Removal, damage or unauthorized tampering or activation of fire, safety, or any emergency warning equipment.
- Intentionally and falsely reporting bombs, fires or other emergencies to a college official.

Gambling

Gambling of any form on college property or at a college-sanctioned event is prohibited.

Property Violations

- Vandalizing, damaging, destroying or defacing public or private property.
- Stealing, attempted theft, unauthorized borrowing or use of any college property or the property of others.
- Unauthorized presence in, or use of college premises, facilities, or property including, but not limited to, unauthorized presence in any college building.

Computer Violations

- Unauthorized access or entry into a computer, computer system, network, software or data.
- Unauthorized alteration of computer equipment, software, network or data.
- Unauthorized copying or distribution of computer software or data.
- Use of another individual's identification and/or password.
- The use of campus computers to access or transmit pornography or inappropriate materials.
- Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language.
- Use of computing facilities and resources to interfere with normal operation of the PTC computing system.
- Illegal downloading, whether intentional or unintentional.
- Any other act that violates Arkansas law or the college computer guidelines that is hereby incorporated by reference.

All copyright and file-sharing infringements will be governed by the Digital Millennium Copyright Act. Violation of either computer or copyright law may result in disciplinary action including, but not limited to, probation, suspension, fines or jail.

Smoking

- The "Clean Air on Campus Act" prohibits smoking on each campus of state-supported institutions of higher education.
- The law defines "campus" as "all property, including buildings and grounds that are owned or operated by a state-supported institution of higher education."

- An individual or campus subject to the smoking prohibitions shall not discriminate or retaliate in any manner against a person for making a complaint of a violation or furnishing information concerning a violation to a person, campus or governing authority.
- Violators may face fines ranging from \$100-\$500.

Disorderly Conduct

Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, and disorderly or which unreasonably disturbs other groups or individuals is prohibited.

Other Violations

Any attempt to commit any of the offenses listed under this section, (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).

- Violation of published college policies, rules and regulations, including but not limited to, parking, smoking, solicitation, distribution of literature, sexual harassment and campus posting rules.
- Violation of federal, state or local laws. In all cases of alleged violations of public law or student code of conduct, the college reserves the right to review the allegations and exercise disciplinary sanctions (if any) in addition to any proceedings that occur as matter of public law.
- Aiding or abetting any violation of federal law, state law or local ordinance.

Pulaski Technical College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Student Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal litigation in court of criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this Code of Student Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

DISCIPLINARY PROCEDURES

The Dean of Students is the senior official responsible for the overall administration of the student discipline process at Pulaski Technical College.

DETERMINATION OF PROBABLE CAUSE

Any member of the college community may file a complaint with the Dean of Students against any student for misconduct. A charge shall be prepared in writing and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place, preferably within five days. The Dean of Students will make an initial determination as to whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Dean of Students or his or her designee may informally interview the complainant and/or other witnesses or request additional information from the complainant. When the Dean of Students has determined that there are sufficient grounds to believe that a violation of the Code occurred, disciplinary proceedings will be initiated.

DISCIPLINARY PROCESS

- All charges shall be presented to the accused student in written form by registered or certified mail or hand-delivered summons to attend a hearing with the Dean of Students, or his or her designee, and one additional college official.

- At this hearing, the Dean of Students will review with the student the allegations contained in the complaint, the possible sanctions that can be imposed, and the rights and responsibilities of the student under this procedure.
- The charged student will be provided the opportunity to respond to the allegations and to present any information that he/she desires. The complainant and/or the accused student have the right to be assisted by an advisor. The advisor must be a member of the PTC community and may not be an attorney. The complainant and/or the accused student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly during the meeting. Delays to the meeting will not be allowed due to the scheduling conflicts of an advisor.
- Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration at the discretion of the Dean of Students.
- The Dean of Students' determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.
- Formal rules of process, procedure and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in Student Code proceedings.
- All disciplinary proceedings may be subject to audio tape recording. Any such recordings are the property of Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.
- In the event that the accused student neglects, refuses or fails to attend the hearing, the Dean of Students will make a determination based on the information available at the time. Failure to attend this hearing will not presume responsibility or non-responsibility.
- If the Dean of Students subsequently determines that disciplinary action is warranted, the charged student will be so notified in writing. All written notices will be hand-delivered or sent by registered mail to the address of the student as it appears on the official college records.
- A decision of sanction imposed by the Dean of Students may be appealed by the accused student or complainant to the Disciplinary Appeals Committee within five class days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Services. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the hearing with the Dean of Students and supporting documents for one of more of the following purposes:
 - a. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code of Student Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original conduct hearing. The written appeal should specifically outline the grounds for the appeal using one or more of the purposes listed above. If an appeal is upheld by the Disciplinary Appeals Committee, the matter shall be returned to the Dean of Students and attending college official for re-opening of a hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved

DISCIPLINARY SANCTIONS (Including in Lieu of Suspension)

In keeping with this policy's stated essential values, sanctions are designed to promote the college's educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms, harasses or threatens people or property. Some behaviors are so harmful to the college community or the educational process that they may require more serious sanctions: removal from specific courses or activities, suspension from the college or expulsion.

Disciplinary sanctions will draw upon the experience and professional judgment of faculty, staff and administrators and on a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Code of Student Conduct will be correlated to the seriousness of the offense, the student's attitude, the effect of the misconduct on the college environment, the student's record of misconduct and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to:

- **Formal warning:** A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- **Disciplinary probation:** Implies that the individual's standing with the college is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
- **Restitution:** Compensation for loss, damage or injury to the appropriate party in the form of money, service or material replacement.
- **Community Service:** Performance of a specified number of hours or tasks designed to benefit the community and help the student understand why his or her behavior was inappropriate. This sanction will be fulfilled whether on or off campus. On-campus service will be in a designated department.
- **Class or workshop attendance:** Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate.
- **Educational project:** Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- **Removal from specific courses or activities.**
- **Restriction from entering specific college areas and/or forms of contact with certain persons.**
- **Suspension:** Separation from the college for a specified period of time or until certain conditions are met. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his or her period of suspension.
- **Expulsion:** Permanent separation from the college.

The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, may violate various local, state and federal laws.

EMERGENCY SUSPENSION

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college administrative official may immediately suspend or alter the rights of a student pending a meeting with the Dean of Students. (The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property or any college function.) Except in extraordinary circumstances, that meeting shall be scheduled within two academic calendar days.

In circumstances where the conduct of a student constitutes an imminent threat or danger to the welfare or safety of the college community, a college administrative official may direct that the student immediately leave the college premises and may further direct the student not return until contacted by the Dean of Students.

At the hearing with the Dean of Students or his or her designee and one additional college official, the student will be given the opportunity to respond to the allegations and to present evidence. If the emergency suspension is continued, the student will receive notice in writing. Notification will be hand-delivered or sent by certified mail to the last address provided by the Registrar's Office. (Failure or refusal to take receipt of notification will not negate or postpone said action).

EMERGENCY SUSPENSION APPEALS PROCEDURES

The emergency suspension appeals process is the same as the disciplinary appeals process listed previously in this publication.

SEXUAL ASSAULT POLICY

Pulaski Technical College explicitly condemns sexual assault as a violation of an individual's human rights and dignity. Therefore, the policy of Pulaski Technical College is that members of the college community neither commit nor condone sexual assault in any form. This prohibition applies equally to male and female staff, faculty and students, to all persons on premises subject to College control and to those engaged to further the interests of the College. Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action. Pulaski Technical College is committed to providing an environment free from sexual assault. Therefore, the college administration strongly encourages all PTC community members to report incidents of sexual assault. To that end, reporting and investigating procedures are supportive of and sensitive to the victim. At the same time, they adequately safeguard the rights of the alleged offender.

DEFINITION/SEXUAL ASSAULT

Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." These sex offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category. As used in this policy, the term "sexual assault" is generally descriptive of conduct specifically prescribed as rape, carnal abuse, sexual misconduct, sexual abuse and sodomy under Arkansas Code Annotated 5-14-101 through 123.

STUDENT LIFE DISCIPLINARY SANCTIONS

Sexual Assault Forcible and Non-Forcible Sex Offenses: The college will not tolerate sexual assault in any form, including rape and acquaintance rape. A student or employee charged with sexual assault can be prosecuted under Arkansas criminal statute and/or disciplined by the college. Even if criminal prosecution is not pursued, the college can pursue disciplinary action. Where there is probable cause to believe that the campus regulations prohibiting sexual assault have been violated, the campus will pursue strong disciplinary action through its own internal judicial channels. This discipline includes, but is not limited to, the possibility of termination, expulsion, suspension, disciplinary probation, counseling, mediation or educational sanctions or a combination. Any conduct that constitutes a sexual offense under Arkansas law shall also be subject to disciplinary sanctions under this policy.

SEXUAL ASSAULT VICTIMS RIGHTS

As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from the college in notifying the local law enforcement authorities. The Dean of Students and/or Human Resources staff will explain how to use the college internal complaint process. An individual has the right to file a complaint with the college and have a sexual assault complaint

investigated by the College and the right to participate in any disciplinary proceedings regarding the sexual assault complaint. If the individual wishes, two non-participating support persons may be present at such proceedings. The person accused may also have a representative present at such proceedings. The college will notify the individual as to the outcome of any disciplinary proceeding regarding the complaint subject to limitations of state and federal laws relating to data privacy practices. The person accused will also be notified of the outcome of such proceedings. The college will cooperate with law enforcement authorities in obtaining, securing and maintaining evidence in connection with the sexual assault incident. The college also will assist the individual in preserving any materials relevant to the campus disciplinary proceedings. The college will, in cooperation with law enforcement authorities, make efforts to shield the individual from unwanted contact with the alleged assailant, including the transfer of the victim to alternative classes if this option is available and feasible.

EDUCATION AND COUNSELING SUPPORT

Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help. Students seeking professional help may obtain a listing of referrals at Counseling and Advising Services. Those who would like to receive more information about options for pressing charges for reporting an incident, for filing internal complaints or finding counseling and educational materials can contact one of the college offices listed below: Human Resources • Dean of Students • Department of Police/Public Safety.

SEXUAL HARASSMENT POLICY

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed students may lodge a complaint immediately and confidentially. Any person found to have violated the college's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination or expulsion. Any disciplinary action taken will depend upon the severity of the offense. It is also a violation for any person to attempt, in any way, to retaliate against a person who makes a claim of sexual harassment.

RESOLUTIONS PROCEDURES

Students who believe that they have been sexually harassed should first seek an informal resolution as outlined below. If that is not possible, a formal resolution should be pursued. All complaints should be made within 30 days of the occurrence of the alleged harassment.

1. Informal Resolution: A person who believes that he or she has been subjected to sexual harassment should report the incident promptly to the adult education director. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable settlement is not made within 14 days from the date of the complaint, the complainant may initiate the formal complaint. During all informal attempts to resolve a complaint, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.
2. Formal Resolution: If a complaint cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the adult education director who will forward it to the Pulaski Technical College Dean of Students. All formal complaints will be given full, impartial and timely investigation. During such investigations, every effort will be made to protect the privacy rights of all parties; however, confidentiality cannot be guaranteed.

SANCTIONS

If an investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the college's policy against sexual harassment,

the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, and termination of employment or expulsion from the college.

SEX OFFENDER NOTIFICATION

U.S.C., 1092 (f) (1) (1)} is a federal law enacted on October 29, 2000. This law is intended to monitor the enrollment and/or employment status of convicted sex offenders at higher education institutions. The act requires any sex offender who is obligated by law to register in a state to also provide notice to each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. The Campus Sex Crimes Prevention Act also requires that higher education institutions issue a statement advising the campus community of the availability of this information. Arkansas Code Annotated 12-12-913 (b) provides that local law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the [Arkansas] Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection. Arkansas Code Annotated 12-12-903 defines the authority of the local law enforcement agency having jurisdiction in the municipality where the offender is attending an institution of training or education. The Pulaski Technical College Community Sex Offender Notification Committee is an administrative committee consisting of representatives from law enforcement, student services and public relations. Representatives from other offices may be involved as necessary. The purpose of this committee is to advise the Pulaski Technical College Office of Police and Public Safety in developing general guidelines and practices concerning notification procedures and in determining the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational purpose of the college. The notification plan, as determined by the committee, will be utilized once the registered sex offender's information is available on the Arkansas Crime Information Center's website or when there is sufficient information to warrant the enactment of the plan. The registered sex offender will be notified by the Pulaski Technical College chief of police once the college is prepared to enact the plan. Students who fail to register as a sex offender, when required to do so by law, with the PTC Police and Public Safety Department may be subject to immediate arrest and expulsion. Information regarding all public notices of level three and level four sex offenders who are registered with Pulaski Technical College is available on the college website. Additionally, a link to the Arkansas Crime Information Center website is also available on the college web site. A written summary of campus guidelines and the notification plan for each offender will be maintained in the PTC Police and Public Safety Department. Determinations regarding notifications will be made by the Pulaski Technical College Police and Public Safety Department, in consultation with the committee and other campus officials when necessary. Determinations regarding notifications shall be guided by the offender's risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. Treatment specialists may help guide the determination of notification on a case-by-case basis. Consistent with state guidelines, the notification plan should include who will be notified; who participated in the preparation of the plan, the approval of the vice president for student services or designee and the date the plan was made. The record should also indicate the dates of notification. When the risk assessment level is not available or has not yet been determined by the Arkansas Sex Offenders Assessment Committee, the Pulaski Technical College Community Sex Offender Notification Committee shall set forth notification guidelines based on the information that is available.

NOTIFICATION PLAN

Pulaski Technical College, pursuant to Act 989 (The Sex and Child Offender Registration Act of 1997), will be conducting a campus notification regarding the listed Registered Sex and Child Offender. Campus notification

applies to all offenders required to register under Act 989. The plan will include the following: offender's name and risk level, scope of notification, date of notification, how the notification took place, names of those who prepared the plan and date the plan was made. Each offender is assigned a risk level assessment for his/her potential to re-offend. This assessment is determined using a procedure by which an offender's history and characteristics are reviewed in order to assign the offender to one of three levels of risk of re-offense, which help determine the plan of action for the offender's community notification.

LEVEL 1 LOW RISK- Individuals with no prior history of sexually acting out, strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.

LEVEL 2 MODERATE RISK- Individuals with limited or circumscribed prior history of sexually acting out, who possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns. Individuals may have mild or well-controlled mental disorders and/or developmental disabilities.

LEVEL 3 HIGH RISK- Individuals with histories of repeat sexual offending and/or strong antisocial, violent or predatory personality characteristics. Sexual compulsions are likely to be present but may be kept under control when relapse prevention plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.

LEVEL 4 SEXUALLY VIOLENT PREDATOR- Individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorders of sexual attraction, mental illness, or personality disorder that distorts thinking, interferes with behavioral control and predisposes the person to acts of predatory sexual violence.

Federal Education Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Student education records are considered confidential and may not be released to anyone other than the student without the written consent of the student; this includes the student's parents and spouse. Exceptions to this policy include information that is considered directory information and disclosure to the following: Pulaski Technical College personnel with a legitimate educational interest; Federal, state, and local officials as specified by law; Research and accreditation representatives. Some information, termed "directory information," may be released without the student's written permission. Directory information includes the student's name, address, phone number, dates of attendance, degrees received, major/program, height/weight of athlete, e-mail addresses, full or part-time status, and the date of birth. Students have the right to request that directory information be withheld as confidential. The student should contact the Registrar to make such a request. Requests will remain in effect until the student submits a written request to remove the hold. Pulaski Technical College assumes that failure on the part of any student to request the withholding of the directory information indicates approval for disclosure. Students can designate other persons to have access to their educational records and/or conduct business with the college on their behalf. To do this, the student must complete a consent form with the Office of the Registrar. The form is in effect until the student revokes it in writing or has not been enrolled for two calendar years. Persons accessing a student's records must provide photo identification and all requests are subject to the standard processing time and fees (If any). Any additions or changes to the consent form require completion of a new form. A student may request to examine his or her records. Each request will be granted within 45 days of receipt of the request. Copies of the records will be provided upon written request. Students, who believe that the

records are inaccurate or misleading, should notify the registrar in writing, clearly identify the part of the record that needs to be changed, and explain why that record needs to be changed. Students also have the right to file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with requirements of FERPA. Questions concerning the Act should be referred to the Dean of Enrollment Services (or Registrar). Copies of the policy and a directory of education records listing all institutional student records are available in the Office of the Registrar.

The contact information for the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland, Avenue, SW
Washington, D.C. 20202-5920

Telephone (201) 260-3887

Individuals who use TDD may call the Federal Information Relay Service at 1 (800) 877-8339

COMPLAINT PROCESS

Pulaski Technical College receives and resolves complaints using a variety of methods. Students having complaints about specific instructors or other academically related issues may utilize the academic due process appeal procedure.

Students should first attempt to resolve the issue with the employee involved. If the complaint is not resolved after a meeting with the employee, the complainant should discuss the matter with the employee's immediate supervisor. If, following a meeting with the appropriate supervisor, a resolution is not possible then the complainant should file a formal complaint.

Formal complaints must be made in writing and signed. Formal complaints should be submitted to the Pulaski Technical College Office of the Provost.

The complaint should include:

- 1.) Complainants name, phone number and student ID number
- 2.) Date and details of the incident
- 3.) Any supporting documentation or information regarding the incident
- 4.) A description of efforts made to informally resolve the issue (if applicable)
- 5.) Name, phone numbers and addresses of any witnesses of the incident
- 6.) Complainant's desired resolution

The Provost will investigate each formal complaint and notify the complainant of the outcome within ten (10) business days of formal written complaint.

EMERGENCY OPERATIONS

Steps for Emergency Operations Procedures are on classroom walls along with Marked Exit Routes. Follow the directions of staff if an emergency occurs.

If the building is evacuated for any reason, we will meet behind the Dan's I-30 Diner as a rendezvous point. Get out of the building as quickly as possible if an evacuation is ordered.

SAFETY & SECURITY

1. Do not leave valuables out in the open on your desk or in your car. We have lockers for your use. Pulaski Technical College Saline County Adult Education Center is not responsible for lost or stolen items. If something is stolen from you while on campus, notify the director or instructor. The Benton Police Department will be called.
2. If you have been harassed, threatened, attacked or bullied, immediately report it to an instructor or the director and/or dial 9-1-1.
3. If you have a conflict with another student, report it to an instructor or the director. You can file a written grievance report with the director within five (5) days of the incident. The director will take appropriate action.
4. If you do not drive, make arrangements to be picked up at the time that the center closes. The staff members of Saline County Adult Education Center are not required to stay with you while you wait for your ride.

2016-17 Academic Calendar

July 4 - 8, 2016	CLOSED: HOLIDAY & Teacher Training
July 18 – 22, 2016	CLOSED: Teacher Training
Monday, August 22, 2016	First Day of Classes for Minor Students Ages 16 and 17
Monday, September 5, 2016	CLOSED: HOLIDAY
November 21 – 25, 2016	CLOSED: HOLIDAY
December 19, 2016 – January 02, 2017	CLOSED: HOLIDAY
Monday, January 16, 2017	CLOSED: HOLIDAY
Friday, May 26, 2017	Last Day of Attendance for Minor Students Ages 16 and 17
Monday, May 29, 2017	CLOSED: HOLIDAY

Inclement Weather:

The Saline County Adult Education Center closes for inclement weather when Pulaski Technical College closes. Check your local tv or radio stations for information or go to <http://www.pulaskitech.edu/> .

GED READY/GED® Policies

GED READY

1. A student/walk-in client must have an email, a valid Arkansas ID and create an account at <https://ged.com/>.
2. A student/walk-in client must take and pass the GED READY with a minimum score of 145 before he/she can take the Official G.E.D.®
3. A student/walk-in client must take the GED READY at an approved PEARSON VUE testing center or adult education center.
4. A student/walk-in client can take the GED Ready/G.E.D.® in sections. For example: take the Math Section on the GED Ready, pass it, and then take the Official G.E.D.®; proceed to another section.
5. The cost is for the GED Ready is \$24 (or \$6 per section) and must be paid by debit or credit card.
6. If a walk-in client scores 144 points on any portion of the GED READY, the client can retake the GED READY at the next testing date. GED Ready testing dates for walk-in clients are by appointment only. To make an appointment call Phillip Smith at 501-778-3235. He/she will have to pay the fee to re-test. If a walk-in client scores less than 144 on the GED Ready, then he/she will have to wait 30 days before taking the test again or enroll as a student.
7. The student/walk-in client must present proper identification and complete a GED Blue File Folder before they can take the GED READY.
8. When the student/walk-in client passes the GED READY, results will be sent to the Arkansas GED Examiner, who will process the request and approve the student/walk-in client to take the Official G.E.D.® in the Pearson Vue System.
9. Once a student has passed the GED READY, the student/client does not have to re-take it again.

OFFICIAL G.E.D.®

1. The student/walk-in client may register at ged.com to take the Official G.E.D.® and schedule an appointment to take the test. Payments are \$16 (\$4 per section) and made with a debit or credit card.
2. The student/walk-in client gets two free re-tests on the Official G.E.D.® After failing the Official G.E.D.® three (3) times, then the student/client must wait 60 days before taking the Official G.E.D.® again and must pay for it again.

NOTE¹: Minor students ages 16 or 17 who are waived from a public school or court ordered must enroll in the adult education program and attend classes before they can take the GED READY. Minor students who have attended private or parochial school or are home schooled can take the GED READY as indicated above with proper identification and paperwork. Proper paperwork includes a notarized intent to home school or a letter of enrollment on private/parochial school letterhead.

NOTE²: All students wishing to take the GED READY and Official GED® must be legal residents of Arkansas, defined as *“a person who spends most of his/her time in Arkansas, pays property tax, or who possesses a valid Arkansas driver’s license.”* They must also have a valid, government-issued id: driver’s license, state id, passport, military id.

NOTE³: A person wishing to take the GED Ready/G.E.D.® as a walk-in client cannot be enrolled in a public or private school.

Test times are:

GED READY

Language Arts:	90 minutes
Math:	60 minutes
Science:	45 minutes
Social Studies:	30 minutes

GED®

Language Arts:	155 minutes
Math:	120 minutes
Science:	95 minutes
Social Studies:	75 minutes

Test takers must present a valid id: military ids, valid driver’s licenses, passports or other valid forms of government-issued ids.