

# **ADULT EDUCATION CENTER**

# **STUDENT HANDBOOK**



ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

2000 West Broadway | West Memphis, AR | 870.733.6871 | [www.asumidsouth.edu](http://www.asumidsouth.edu)

# Table of Contents

<b>Welcome</b>	<b>4</b>
<b>Site Directory</b>	<b>5</b>
Main Location	5
Arkansas State University - Mid South (Crittenden County)	5
Satellite Locations	5
Arkansas Department of Community Corrections (Crittenden County)	5
Cross County Library (Cross County)	5
Christian Fellowship Church (Cross County)	5
<b>Equal Opportunity Statement</b>	<b>6</b>
<b>Confidentiality Policy</b>	<b>7</b>
<b>Enrollment and Placement</b>	<b>8</b>
General Enrollment Process for Adult Students	8
General Enrollment Process for 16/17 Years Old Students	8
<b>Course Offerings</b>	<b>10</b>
Adult Basic Education	10
Career and College Ready	10
English as a Second Language	10
GED® Ready	10
Level Up Academic Enrichment	10
<b>Course Delivery</b>	<b>11</b>
Face-to-Face Courses	11
Fast Track Courses	11
Hybrid Courses	11
Online Courses	11
<b>Student Attendance</b>	<b>12</b>
General Student Attendance	12
16/17 Years Old Student Attendance	12
<b>The Student Code of Conduct</b>	<b>13</b>
General Rules	13
Physical Force and Fighting	15

Bullying	15
Appearance, Dress Code, and Hygiene	15
Smoking Regulations	15
Alcohol Beverages	16
Care of Property	16
Dispensing Medications	16
<b>Violation of the Student Code of Conduct</b>	<b>17</b>
<b>Referral Policy</b>	<b>18</b>
<b>Accommodation Policy</b>	<b>19</b>
<b>Student Grievance Procedures</b>	<b>20</b>

# Welcome

Welcome to ASU Mid-South Adult Education Center!

Our mission is to provide you with a comprehensive learning experience committed to helping you realize your goals. We strive to produce life-long learners by offering quality educators, instructional materials, and resources to help you to discover your own potential and develop your passion for self-improvement.

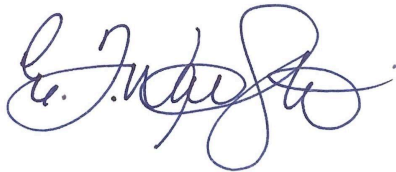
Whether you attend during the day or evening; online or in-person; daily or when you have time; a returning student after a several-year break; or need additional academic or career training to gain better employment, we are ready to help you succeed here.

We offer a variety of academic programs and services, as well as resources through our partners at ASU Mid-South, the Arkansas Workforce Center, East Central Arkansas Regional Library and others throughout Crittenden and Cross Counties. I hope you will explore all that our center has to offer.

The Adult Education Center measures its success on the support for and success of our students. Please take advantage of the resources, direct services, and programs offered. Take part in the Greyhound Experience – participate in the many co-curricular opportunities designed to increase career readiness skills, develop social emotional proficiency, encourage community engagement, and discover your own strengths and increase wellbeing. I invite you to check out all the resources available at ASU Mid-South!

Thank you for choosing ASU Mid-South Adult Education Center and helping to make our program the best in the state.

With Greyhound Pride,

A handwritten signature in blue ink, appearing to read 'E. Terrell Washington', with a stylized, cursive script.

E. Terrell Washington  
Director of Adult Education and Literacy

# Site Directory

## Main Location

### **Arkansas State University - Mid South (Crittenden County)**

2003 West Broadway

West Memphis, Arkansas 72301

Phone: (870) 733-6871

## Satellite Locations

### **Arkansas Department of Community Corrections (Crittenden County)**

228 W. Tyler, 2nd Floor

West Memphis, Arkansas 72301

### **Cross County Library (Cross County)**

410 East Merriman Avenue

Wynne, Arkansas 72396

Phone: (870) 238-5434

### **Christian Fellowship Church (Cross County)**

201 Commercial Avenue

Wynne, Arkansas 72396

# Equal Opportunity Statement

ASU Mid-South is committed to equal access to education and employment for all qualified persons regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or veteran status.

No employee of ASU Mid-South shall, on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or veteran status, be subjected to any discrimination prohibited by law. This policy applies to recruitment, employment, and subsequent placement, training, promotion, compensation, continuation, probation, discharge, and other terms and conditions of employment over which the college has jurisdiction.

Educational programs and activities which receive federal funds must operate in a nondiscriminatory manner. These programs and activities may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, and employment.

Also, the recipient of a complaint may not retaliate against any person because he or she opposed an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The U.S. Department of Education Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide a detailed discussion of discrimination prohibited by Title IX.

# Confidentiality Policy

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that “all academic and personal records pertaining to individual students are confidential and can only be inspected by the students, parents of 16/17-year-old students, and school officials. With this in mind, all staff and volunteers with ASU Mid-South Adult Education must adhere to a strict policy of maintaining the confidentiality of student information.

The school may release personally identifiable data from a student’s record only if written permission (Release of Confidential/Academic Information form) has been obtained. Students sign the Release of Confidential/Academic Information form when enrolling at any ASU Mid-South Adult Education Center. This form allows staff to share only the information which the student has signed to release. If additional information needs to be shared, the student must give additional permission. All requests to release information must be reviewed and approved by the Director of Adult Education.

Student records are kept in a locked file cabinet. Records containing sensitive information such as disclosure of disability are kept in a separate locked file with a student file log to record individuals who access this information. When any student has reached the age of 18 the rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

The ASU Mid-South Adult Education Center provides equal access to all programs and activities. For information about program services for persons with disabilities, contact Chaarity Munn, Disability Services Coordinator - [cmunn@asumidsouthedu](mailto:cmunn@asumidsouthedu) or (870)733-6871

# Enrollment and Placement

## General Enrollment Process for Adult Students

Adult Aged Students (18 years of age and older) should generally follow the enrollment process outlined below. Any deviations must be approved by the Director of Adult Education.

1. Present Proof of Residency as outlined by the Arkansas Division of Workforce Services, Adult Education Section
2. Register and complete the Appropriate Pre-Assessment within 12 hours of instruction. TABE for Adult Basic and Secondary Students and BEST Plus 2.0 for English as a Second Language Students
3. Complete an enrollment application. Sign and date all documents.
4. Take a Career Assessment Survey
5. Complete an Individualized Education Plan and register for Courses
6. Complete New Student Orientation (In-Person or Virtual)
7. Start Adult Education or ESL Courses

## General Enrollment Process for 16/17 Years Old Students

In accordance with Federal law and State policy, the step-by-step process for the enrollment process for 16/17 years old should be strictly followed. Deviations from the outlined process is not allowable.

1. Present Proof of Residency as outlined by the Arkansas Division of Workforce Services, Adult Education Section (Both Parent/Guardian and Student)
2. The Parent/Guardian must submit **ONE** of the following documents for enrollment:
  - a. Notarized copy of the notice of intent to homeschool that was provided to the superintendent of the local school district.
  - b. Notarized copy of the waiver to enroll in an adult education program on school letterhead and signed by the superintendent of the local school district or designee (i.e. Principal, Administrative or Central Office Personnel).



- c. Court Order verifying that the student has been referred to the Adult Education Center
- 3. Register and Complete the Appropriate Pre-Assessment. TABE for Adult Basic and Secondary Students and BEST Plus 2.0 for English as a Second Language Students.
- 4. Meet the minimum TABE score requirement of 535 on all sub-test as determined by the Arkansas Division of Workforce Services, Adult Education Section. The minimum score requirement is waived when a 16/17-year-old has been court-ordered to enroll in adult education.
  - a. Students who fail to make the minimum score requirement can retake one or more part of the TABE two weeks after the date of the failed attempt.
- 5. Complete an enrollment application. Sign and date all documents. (Both Parent/Guardian and Student)
- 6. Sign Parent Agreement (In Student Handbook)
- 7. Participate in a Student Conference with the Director of Adult Education and Lead Career Coach. Parents/Guardians are required to attend this conference. A case manager (i.e. Probation Officer, Social Worker, Counselor) must attend the meeting for justice-involved students.
- 8. Sign Parent Agreement
- 9. Take a Career Assessment Survey
- 10. Complete an Individualized Education Plan and register for Courses
- 11. Complete New Student Orientation (In-Person Only)
- 12. Start Adult Education or ESL Courses

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, and note-takers can be made available to assist in the hearing and appeals process. Please contact the Chaarity Munn, Disability Services Coordinator at (870)733-6871.

# Course Offerings

## Adult Basic Education

ABE courses provide basic academic skills instruction in reading, writing, and math to adult learners functioning below the ninth-grade level. Students are given a placement test and the results are used to enroll students in the courses that best meet their needs. Our ABE Courses are generally offered at all of our locations with morning and evening availability.

## Career and College Ready

Whether you're exploring your interests, getting ready for college, starting your job search, or want to advance your career, the Adult Education Center has several in-person and online classes to help support your career development.

## English as a Second Language

ESL classes provide instruction in English-language skills including speaking, writing, listening and reading for students whose first language is not English. Managed enrollment classes are designed to help students improve reading and writing skills as well as conversational English. A placement test will evaluate each student's needs, allowing the instructor to target the areas which will be most beneficial to the student.

## GED® Ready

In Arkansas, anyone who is 16 years or older, not enrolled in or graduated from high school, and who meets the state eligibility requirements, can earn an Arkansas High School Diploma by passing the GED® assessment. The GED® test is a computer-based assessment that measures a student's educational level in four subject areas: Reasoning through Language Arts (RLA), Mathematical Reasoning, Social Studies, and Science. Our centers provide free instruction designed to prepare the student for the GED® test using online and hybrid courses.

## Level Up Academic Enrichment

Our Level Up Courses are open enrollment courses designed to provide additional support and remediation to students. In this class setting, Students often have the opportunity to get one-on-one support from an instructor or work and learn in a small group.

# Course Delivery

## Face-to-Face Courses

A face-to-face course is one in which class meetings are delivered fully on-site with face-to-face interaction between the instructor and student. A face-to-face course may make use of computers, the internet or other electronic media in the classroom. Students may be directed to additional online materials provided by publishers, or to other internet-accessible sources as part of their coursework.

## Fast Track Courses

Fast-track courses are offered in a condensed schedule which means that the course is accelerated. These courses have a strict attendance and independent study policy. Students must attend 80% of the face-to-face class meetings and complete a minimum of 5 hours of independent practice on TABE Academy Online or GED Academy Online in between face-to-face class meetings. To enroll in a Fast Track course a student must meet the minimum TABE Level requirement outlined in the course description or obtain the Director's approval.

## Hybrid Courses

A hybrid course has fewer on-campus meetings than a face-to-face course. A portion of the class meetings is delivered online in addition to face-to-face.

Hybrid courses use TABE Academy Online or GED Academy Online. Specific mandatory face-to-face meetings will be listed in-course schedule

## Online Courses

An online course has no required on-campus meetings and is provided through our Canvas Learning Management System. The online course has a fixed start date and end date.

# Student Attendance

## General Student Attendance

Students should attend classes according to their assigned schedules, be on time to all classes and obey all class rules. In order to make maximum progress, students are encouraged to meet the attendance guidelines for their courses outlined in their course syllabus. Attendance is strongly encouraged to achieve short and long term goals.

Students attending Face-to-face class meetings are responsible for signing into and out of class appropriately on designated attendance sheets. Students who do not properly sign into and out of class may not receive credit for that instructional time.

Failure to meet the required attendance could result in the following:

1. Verbal notice (phone call)
2. Written notice-(Letter, postcard, Facebook message, etc., sent to request students to return to class)
3. Dismissal from the program if any student misses more than 90 consecutive calendar days of attendance.

## 16/17 Years Old Student Attendance

Students who are 16/17 years old students are REQUIRED by law to attend 20 hours per week until all requirements for the GED® have been met. They are required to remain on campus during break periods and attend all scheduled classes. No teen student, having once arrived on campus, may leave campus without receiving permission from the Director's Office.

Failure to comply with mandated attendance could result in:

- **First Offense** - Informal Conference: Verbal warning
- **Second Offense** - Formal Conference: Written documentation sent to parents
- **Third Offense** - Dismissal: Letter to parents informing them that the student has been disenrolled and the next steps to be taken, both by the parent and the adult education center.

# The Student Code of Conduct

Arkansas State University Mid-South Adult Education Center is committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, including established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Consequently, students are expected to comply with all laws, College policies and campus regulations, conducting themselves in ways that support a scholarly environment.

## General Rules

- Learning takes place in the classroom. Students must make reasonable attempts and/or progress in the classroom. Failure to do so can result in dismissal from the program.
- Students are to sign in upon arrival and sign out when ready to leave. This is very important. Failure to do so can/will result in the student receiving no attendance for that day.
- Students are to assume responsibility for their actions, respect others, and protect private and public property.
- Students are expected to cooperate with the teacher at all times. Obstruction or disruption of teaching will not be tolerated. Failure to comply with authority will result in suspension from classes.
- Profane language will not be allowed.
- Refrain from blocking the doorway and/or corridor of any school building or property so as to deprive others of access thereto.
- Sexual harassment of students and employees will not be allowed and is a reason for immediate dismissal.
- Students are not allowed to have weapons, firearms, knives, or fireworks on school property. Having them is a reason for immediate dismissal. Physical abuse, verbal threats of violence, intimidation, and physical or mental harassment will not be tolerated.
- Smoking is not allowed on school property and can/will be punishable by fines.
- Do not leave personal belongings unattended. Adult Education will not be responsible for stolen property.

- Cell phones must be placed on silent mode. If you must take a call, please step outside and away from the door. Do not disturb other students.
- Class breaks should last no more than 15 minutes excluding lunch. Each class has a scheduled break time. Students are expected to be in the classroom at all times other than the designated break time. Excessive breaks are not allowed.
- Students should make sure personal business is taken care of during their class's break time. Learning takes place in the classroom. Those who are disruptive to the learning process will be removed from the program.
- Drinks are not allowed in the classroom around the computers. If a student brings in food or drinks into the classroom, he/she must sit at a table away from computer equipment.
- Faculty/staff will not answer questions about students to anyone but that student. Staff will not give out student names or even admit the person is a student to anyone over the phone.
- Students should provide their name at the request of any College personnel.
- Do not prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- Disregard reasonable directions or commands of teachers and other authorized center persons.
- Do not occupy any school building or properties with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- Students should never damage school property or property of staff and students.
- Blocking normal pedestrian or vehicular traffic at the centers, campus, or adjacent grounds is strictly prohibited unless under the direction of a College Official or center administrator.
- Make noise or act in any other manner so as to interfere seriously with a teachers' ability to conduct the class or any other activity.

## Physical Force and Fighting

- Any touching or application of physical force by a student to another person without consent, or threatening to do so, is a violation of these rules.
- No student shall intentionally or carelessly engage in any conduct which creates the risk of injury to another person.
- The striking or hitting of another person by a student is a violation of these rules. Fighting is a serious disciplinary offense and will not be tolerated. Students will be asked to leave the campus and not return to classes.

## Bullying

Bullying is an activity that will NOT be tolerated in the halls, classrooms or any location served. Because students enrolled in the Adult Education Center have agreed to the Code of Conduct outlined in this Student Handbook, consequences of this type of behavior are subject to disciplinary action.

All students are encouraged to report to the instructor and center staff any activity they experience or observe that could be considered bullying.

## Appearance, Dress Code, and Hygiene

The learning atmosphere of a school deteriorates when dress begins to affect attitude and performance in the classroom of the individual or becomes a distraction to others. Certain standards of good taste in dress must be enforced to avoid this deterioration of a learning climate. Dress and appearance must not present health and safety hazards or cause disruption of the educational process.

Proper dress and grooming is expected of all students. Students who do not adhere to healthy hygienic practices may be asked to leave the classroom. Doo rags, scarves, caps, and hats are not to be worn in the classroom. Articles of clothing which display offensive or suggestive symbols or slogans, and or drug or gang related matters are not allowed. Pants must be worn in such a way that they are not sagging around or below the hips.

## Smoking Regulations

Students are not to use or possess tobacco in any form on this campus. This is a **TOBACCO FREE campus**. As of August 1, 2009, there is no smoking/vaping on ASU Mid-South campus. This rule applies this rule to ALL off campus locations. Please go AWAY FROM THE BUILDING to smoke/vape and refrain from littering.

## **Alcohol Beverages**

No alcoholic beverages are allowed on campus. (If alcohol is smelled on student's breath, he or she will be asked to leave campus and appropriate disciplinary action will take place.)

## **Care of Property**

Students are responsible for the care of all books, supplies, equipment and furniture supplied by the school. Students who disfigure, abuse, or damage school property or equipment will be required to pay for repair or replacement of the items. In addition, students are reminded that the damaging or destroying of public property is a violation of the law, and they may be turned over to the authorities for prosecution.

## **Dispensing Medications**

ASU Mid-South Adult Education staff will not dispense any medication to students. No over the counter medications will be supplied by the school except for first aid supplies.



# Bullying

ASU Mid-South Adult Education Center defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates ASU Mid-South's Student Code of Conduct, which clearly states that all employees must maintain a positive work atmosphere with co-workers, students, and users of the college.

ASU Mid-South considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

The college encourages any employee or student who feels that he/she has been a victim of bullying to report such incidents to the appropriate Vice Chancellor, who serves as a neutral party in investigating the facts and interests of the individuals involved as well as those of the college. Complainants are urged to report incidents as soon as possible, since a delay in reporting may make it difficult to gather appropriate information and documentation. Complainants should report such allegations within twenty (20) calendar days of the alleged conduct. When discrimination/harassment complaints concern students only, the Vice Chancellor for Student Affairs or Associate Vice Chancellor for Student Success will assume responsibility for investigating such complaints and maintaining and keeping all records and appropriate documentation during the investigation.

Individuals with complaints of workplace bullying may file their complaint under either the grievance procedures or the discrimination and harassment procedures. Any individual filing a complaint of discrimination or harassment under one of these procedures waives the right to file the same or similar complaint under the other procedure.

# Violation of the Student Code of Conduct

Violating the Center and classroom rules and regulations will result in further disciplinary action. Final determination will be made by the Director of the Adult Education based upon the recommendations of center staff.

Failure to adhere to the rules stated in the above Code of Conduct Policy will/can result in the following:

- **First Offense** - Informal Conference: Verbal warning/notice
- **Second Offense** - Formal Conference: Written notice
- **Third Office** - Suspension/Dismissal from the program

**Please note, Any infractions related to physical force, fighting and bullying will result in immediate suspension or dismissal.**

# Restorative Justice Practices

## Overview

Restorative justice, at its most basic level, is a way for an individual to take responsibility for any harm they may have caused to another individual or the community. This process allows for all parties affected (victim, offender, and community) to process how the harm can be restored for the individuals involved. On a college campus often times students, staff, and faculty may find that they have been affected directly or indirectly by an individual or groups behavior. Restorative justice practices can provide the space for profound learning moments and reparation.

Restorative Justice is driven by four guiding principles:

- **Inclusive decision-making** - Putting the decision making back into the hands of the individuals that care most about the harm that has occurred.
- **Active accountability** - An offender cannot sit back and be judged. They must be engaged in the process and take responsibility.
- **Repairing harm** - Focuses on hearing a reparation to bring up the harmed party.
- **Rebuilding trust** - Rebuilding the relationships so that the offender can once again be trusted and the harmed party can feel safe.

The Adult Education Center offers all students who violate the Student Code of Conduct the opportunity to engage in a restorative student conference to mitigate tiered consequences outlined in the "Violation of the Student Code of Conduct" section of this handbook. A restorative student conference can be initiated by the student or center staff.

## Alternative to Suspension/Expulsion

Adult students (18 years of age or older) who participate in restorative student conferences are eligible to participate in an Alternative to Suspension. At the discretion of the Center Director and the Vice Chancellor of Learning and Instruction, students may continue to receive adult education services via distance learning.

Eligible students will work with the center director to develop a personalized student learning plan. The plan will consist of special testing times and days, structured career planning appointments during non-peak times, and teleconferencing academic advising sessions.

# Referral Policy

A student who feels he/she has barriers or problems with getting his/her education and needs help, can be referred to an agency that might be of help. We refer students to the following agencies:

- Arkansas Department of Human Services
- Arkansas Division of Workforce Services
- Arkansas Rehabilitation Services
- Arkansas Department of Health
- ASU Mid-South Career Pathways Initiative
- ASU Mid-South SNAP E&T
- Domestic Violence Centers
- TRIO Equal Opportunity Center
- Other agencies as needed

Students who want to enter post-secondary education upon receiving their GED® credential, will be referred to our Lead Career Coach for assistance. Any Adult Education Center Staff Member can refer you for internal and external services.

For information about program services for persons with disabilities, contact the Director of Adult Education or Disability Services Coordinator at (870)733-6871.

# Accommodation Policy

Accommodations are changes made to give each student an equal opportunity to learn. Students who know their rights and responsibilities, can help themselves learn better by finding accommodations that meet their specific needs.

## Sample Accommodations

- Extra time
- Private room for testing
- Take individual tests on different days
- Tests on tape (audio)
- Textbooks on tape (audio)
- Calculator or talking calculator
- Frequent, supervised breaks during testing
- Large-print or Braille test
- Assistive technology devices for classroom use

Contact the Enrollment Coordinator for information on how to apply for test accommodations at (870)733-6871. Accommodations can be made for the TABE, BEST Plus 2.0, GED® exams.

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, and note-takers can be made available to assist in the hearing and appeals process. Please contact the Chaarity Munn, Disability Services Coordinator at (870)733-6871.

# Student Grievance Procedures

Individuals with complaints concerning staff, curriculum, and student discipline (including specific discipline policies), or other day-to-day operational or management issues should address those complaints according to the following sequence:

- **LEVEL 1** - Teacher or other staff member against whom the complaint is directed
- **LEVEL 2** - Director of Adult Education
- **LEVEL 3** - Vice Chancellor for Learning and Instruction

Program staff shall work with concerned students to define the problem, develop possible solutions, and implement the solution to the extent possible. Individuals with complaints regarding such matters are required to follow the sequence outlined above.

Students who have a complaint should contact the Program Director. A meeting will be scheduled within five (5) business days from the date the complaint is submitted. If the meeting cannot be held within five business days, the student must be told in writing when it will be scheduled and the reason for the delay.

The meeting will be arranged with the Director, a witness of the Director's choosing, and a witness of the student's choosing. If a solution cannot be reached, the student will submit a written grievance report to the Vice Chancellor for Learning and Instruction. The Vice Chancellor for Learning and Instruction or designee will schedule a conference within five (5) days from the date the grievance is submitted. The Vice Chancellor for Learning and Instruction will then make a recommendation for a solution to the Director and the student involved.

# Student Handbook Signature Page

I acknowledge that I have read the Student Handbook of Arkansas State University Mid-South Adult Education Center. As a student of the Adult Education Center, I agree to follow and abide by the written/verbal guidelines outlined in the Student Handbook.

I understand that this program is open-entry, open-exit, and my failure to follow the rules and regulations of the Arkansas State University Mid-South Adult Education Center may result in my suspension or expulsion from one or all of the program locations.

---

Student Signature

---

Date

---

Parent/Guardian Signature  
(Required for all 16/17 year old)

---

Date

# Parent Agreement

## I acknowledge that:

- ASU Mid-South Adult Education Center has a unique and diverse student body. 16/17 years old students may be attending classes with other students who range in age from 16 to 80.
- Parents should contact the Adult Education Office if they need academic information, as instructors are prohibited from discussing a student's information with anyone other than the student.
- Students are expected to follow ASU Mid-South Adult Education Center policies as outlined in the Student Handbook.
- Students must attend in-person classes a minimum of 20 hours per week. *A minimum of 10 hours of attendance per week for students who work 30 or more hours per week.*
- Students who work must provide the Adult Education Center with a copy of their valid employment certificate or work permit.
- Students are expected to check-in weekly with our Lead Career Coach or designee.

I have read this agreement and understand that by allowing my child to participate in ASU Mid-South Adult Education Center, I am responsible for following the policies outlined in this agreement as well as those outlined in the Student Handbook. I understand that in the event my student does not attend class as mandated in this policy or make reasonable progress toward the completion of the adult education curriculum, the student shall re-enroll in either a public private parochial or home school within five days from the date the student is released from the adult education center.

---

Student's Name Printed

---

Parent/Guardian Signature

---

Date