Adult Academic Program
Student Handbook

Welcome to the Adult Academic Program!

You have joined this program for a very good reason—your education. Choosing to attend the Adult Academic Program shows your commitment to continuing your education in a caring, supportive environment. The amount of time it will take for you to reach your goals will depend on your background, skills and effort. Regular participation in the program is important for your success. Our staff is committed to helping you achieve your educational goals.

This handbook will help you understand the policies and procedures of the Robbinsdale Area Schools' Adult Academic Program. It is written to help answer your questions and to ensure that you have a successful experience.

Please remember that the entire staff of the Adult Academic Program is here to help you. We care about your success!

Sincerely,

David Esposito
Program Director

Crystal Learning Center
305 Willow Bend, Crystal, MN 55428
763-504-8300   http://ced.rdale.org
INTRODUCTION
The Adult Academic Program (AAP) is part of Robbinsdale Area Schools’ Community Education. The program serves adults aged 17+ who desire to improve their basic skills in reading, spelling, writing or math. Students can also prepare for the GED test battery, complete high school level classes for a diploma, prepare for college or learn English as a Second Language. The program also has an alternative high school called the AAP Alternative High School, which offers credit recovery to students ages 17-20. Special classes are also offered at Hennepin Technical College through our partnership with the college.

The Adult Academic Program staff offers the following ongoing support to its learners:
- Licensed, experienced teachers instruct through small group and whole class activities, as well as work with students individually.
- A counselor for vocational services assists you in examining your vocational and educational interests and abilities.
- Educational Assistants provide varied support services to both staff and learners.
- Volunteers from the community work with learners in our classrooms.
- Specially trained teachers work with students who have experienced a traumatic brain injury or stroke
- Resource room staff provide information and referral services to help you with non-school issues that may impact your attendance or learning

PROGRAMS AND SERVICES
Crystal Learning Center
305 Willow Bend
Crystal, MN. 55428
763-504-8300

Adult Academic Program
Options include: Basic Skills refresher, GED preparation, High School credit attainment, Adult Diploma, English as a Second Language (ESL) and vocational/ post-secondary planning and preparation. Accuplacer and college preparation are also offered.

AAP Alternative High school
An alternative high school program focused on credit recovery.

Online Learning
A variety of learning programs that are available to students from any internet-connected computer. GED, college and career prep and ESL focused programs are offered, as well as computer skills training.

Family Literacy Program
A learning environment for children ages 33 months - 5 years whose parents are enrolled in the Adult Academic Program. The program also includes parent education.

Pearson VUE Testing Center
A testing site that offers GED and other testing with online registrations and scheduling.

Stroke and Brain Injury (SBI) Program
Instruction for adults who have experienced a traumatic brain injury or a stroke who wish to regain their academic skills.

College Preparation
Reading and writing preparation for college are offered at: Hennepin Technical College
9000 Brooklyn Boulevard
Brooklyn Park, MN 55445.
ACHIEVING YOUR GOALS
To help you achieve your goals, a variety of learning experiences are offered:

1) Individual Learning Lab: In the GED/Basic Skills lab, much of the coursework is self-directed, independent study or small group work. Learners work individually under the supervision of a teacher to meet individual goals. The teachers, educational assistants and volunteers staff the labs and are available to learners during regularly scheduled lab hours. Learners use a variety of instructional materials including computers, video, audio and print.

2) Small Groups: Group classes are held several times per week for one hour each. Teacher-led classes in reading, writing, science, math and social studies are offered.

3) ESL Instruction: we offer four levels of instruction to help students improve their English reading, writing, speaking and listening skills.

4) Special classes: Additional classes are offered on a variety of topics throughout the year. Potential topics include: computer skills, citizenship prep, college prep and job prep such as CNA, Medical Terminology or Manufacturing. Some classes offer college credits upon successful completion. As an AAP student, you will hear about these special classes from your teacher or from the counselor and you will have many opportunities to register.

5) Online learning: If you want to continue your learning, you can also participate in online study programs that can be done from anywhere you have an internet connected computer. Ask your teacher for more information on how to enroll in these programs.

6) Counseling services: Our school counselor provides learners with career and job readiness assessment, college planning, and general services.

In the Adult Academic Program, you will be able to work toward your goals at your own pace. However, successful learners remind us: You must actively participate on a regular basis in order to succeed. Making the commitment to attend regularly may mean you will need to make adjustments in other parts of your life.

GENERAL INFORMATION

ABE Program Hours (Adult Program)
Daytime classes: Basic Skills, GED preparation and English as a Second Language (ESL)
Monday – Thursday, 9:00 am to 2:00 pm

Evening classes: Basic Skills, GED preparation and English as a Second Language (ESL)
Tuesday and Thursday, 4:30 to 8:30 pm

SBI: classes have different hours from AAP with schedule determined by individual student needs. Please call 763-504-4097 for more details.

AAP Alternative High School Hours
Daytime Hours: Monday – Thursday 9:00 am - 2:00 pm
Evening Hours: Tuesday and Thursday, 4:30 - 8:30 pm

Attendance Policy
Attendance is very important to your success and is required by the State of Minnesota. If you attend less than 70% of the available hours, you may be dropped from the program. Your teacher will monitor your attendance and let you know if you are falling behind. Please tell your teacher if you have to leave our program or if your schedule changes and affects your ability to attend. Adults who have to stop out temporarily can receive a certificate showing hours completed and test scores.
Books and Materials
Some books, handouts and other materials are provided for you. These materials are for use in the classroom only and you should not write in them. In some cases, the teachers will let you check materials out for overnight use. Some books can be purchased; If you are interested in buying a book, check with your teacher. Learners must supply their own pens, pencils, notebooks, paper and, if needed, a pocket calculator.

Building Security
All visitors must check-in with the program office. Visitors are not allowed to accompany learners to the program without staff permission. During the lunch period, students may leave the building for lunch. Students who leave the building during any other time will not be permitted to return that day. Doors lock on a timer schedule after classes are underway.

Computers
The teachers will introduce you to the lab computers and help you get started. Please keep in mind that many people use the computers in the classroom and you may not always get to use computers immediately if they are full. When you are finished working, always save your work and remove your thumb drive. No disks or software may be brought from home and used in the Adult Academic Program computers. Food and beverages are not allowed in the computer area. No viewing of inappropriate content (sexual or demeaning) nor streaming music is allowed.

Confidential Files and Student Records
Each student will have a confidential file of important papers including transcripts and documented learning. Information in the confidential file will not be shared with any non-staff or agency without the learner’s written permission.

Family Literacy Program
An Early Childhood Family Education Program (ECFE) created for parents in the Adult Academic Program. Parents will have parent education classes in addition to their regular academic classes while their children play and learn. Open to families with children 33 months to 5 years.

Lunch/Breaks
You may take a break to use the restrooms or student lounge at any time or during designated break times. Smoking is permitted off of school property and no closer than 20 feet from a door. Lunch is available to be purchased in the cafeteria from 12:05 p.m. to 12:35 p.m. Some students may qualify for free or reduced lunch prices depending on the program in which they are enrolled. An application for reduced lunch prices must be completed to qualify.

Materials Fee (Adult students only)
Students are asked to pay a non-refundable instructional materials fee to help cover the cost of purchasing classroom materials that are used by all program participants. All students will be accepted into the program regardless of their ability to make this contribution. This is a one-time fee per semester for each student.

Parking
In the parking lot, please avoid the spaces marked as only for the local retailers and police.

Transportation
The Crystal Learning Center can be reached by city bus. For schedule information, go online or call the Metropolitan Council Transit Operations (MCTO) at 612-373-3333. Students can also ask for information regarding the different routes servicing the Crystal Learning Center.

Student Behavior
In order to promote a safe and effective learning environment, we ask all students to observe certain behavior guidelines as found in the Student Conduct Agreement. At registration, each student signs the agreement; failure to follow the rules can result in removal from the program.

_Here is a copy of the Student Conduct Agreement which every student signs at registration_

**Adult Academic Program - Student Conduct Agreement**

Welcome to the Robbinsdale Area Schools’ Adult Academic Program. In order to make sure that all students have a positive learning environment, the Adult Academic Program asks students to agree to the following rules:
1. Clothing and apparel which is known to have gang-related significance or may offend other learners or staff will not be allowed in the school.
2. Inappropriate use of the internet is not permitted. All non-academic use, including accessing of sexual or demeaning content or streaming music, is not allowed.
3. Students are not allowed to speak on cell phones in the classroom and any use in common areas should be quiet and brief and well away from classrooms.
4. Possession or use (including coming to school under the influence) of alcohol or narcotics on the school property is forbidden. Any student suspected of possession can be subject to a search and is subject to immediate dismissal without warning.
5. Weapons of any kind are forbidden on school property. Any student suspected of possession can be subject to a search and is subject to immediate dismissal without warning.
6. Respect must be shown to fellow students, staff, volunteers and all others on school grounds. Sexual harassment or harassment of any type (including bullying) will not be tolerated.
7. Any behavior that disrupts the learning environment is not allowed. This includes excessive talking, shouting, profanity, demanding immediate attention, insulting/intimidating comments or gestures, fighting, threats, failure to follow a staff request, etc.
8. Smoking, including e-cigarettes or vaping, is not allowed on school property (parking lots included) and should not be done on the personal property of neighbors.
9. Students must sign in/out their attendance times. Falsifying attendance hours is not permitted.

I have read the above rules and expectations for students in the Robbinsdale Area School’s Adult Academic Program and agree to them. Should I not follow the rules, I realize that I am subject to dismissal from the Adult Academic Program at the discretion of the Program Director in accordance with the program’s discipline guidelines.

Signature __________________________________________ Date __________________