Program Locations*

**Sandburg Learning Center**
- GED Prep Classes
- English Classes
- College Prep Classes
- Disability Program Classes
- Health Care and Manufacturing Career Preparation Classes
- Academy Alternative High School
- Online Learning
- Family Literacy Program
- GED Testing Center

**Hennepin Technical College**
- College Prep Classes
- Career Preparation Classes

* Call the office for exact address of programs listed above.

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**ATTENDANCE LINE**
763-504-8310

If you are going to be absent, please call and leave your name, teacher name or room number, reason for absence and when you will return.

Please speak slowly and clearly. The information will be given to your teacher.

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**SCHOOL CLOSING INFORMATION**
763-504-8310

If Robbinsdale Area Schools are closed or opening late due to extreme weather conditions, the Adult Academic Program is usually closed as well. **Please call** to hear a message concerning any AAP class cancellations or late openings.

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**Adult Academic Program**
Sandburg Learning Center
2400 Sandburg Lane
Golden Valley, MN  55427

763-504-8300
http://ced.rdale.org

And check us out on Facebook

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**Student Handbook Summary**

Adult Academic Program

We help adult learners achieve their goals for success in college, on the job and in society.
Welcome to the Adult Academic Program!

Congratulations!

You have joined this program for a very good reason—achieving your educational goals. The amount of time it will take will depend on your background, skills and effort. Regular participation in the program is important to your success.

Please remember that our entire staff is here to help you achieve your educational goals. We care about your success!

Sincerely,
Theresa Zingery
Program Director

Program Hours:

**Adult Program**
Daytime: Mon-Thu, 9am-2pm
Evening: Tue and Thu, 4:30-8:30pm

**Academy Alternative High School**
Daytime: Mon-Thu, 8:30am-2pm
Evening: Tue and Thu, 4:30-8:30pm

**Special Classes**
See schedules in the program office

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Handbook Summary

This brochure is a summary of our student handbook. A copy of the complete handbook is posted in the Student Lounge and in all classrooms and is available for you in the office. It is also available online at http://ced.rdale.org/aaphandbook

Introduction

The Adult Academic Program staff offers the following ongoing support to its learners:

- Licensed, experienced teachers instruct through small group and whole class lecture as well as work with students individually.
- A counselor assists you in examining your vocational and educational interests and abilities.
- Educational assistants provide added support to both staff and learners.
- Specially trained teachers work with high school students who have special education needs or adults who have experienced a traumatic brain injury or stroke.

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Table of Contents

This is the table of contents from our student handbook. Please refer to the complete handbook for detailed information.

1. Achieving Your Goals
   - Self directed, independent study
   - Teacher-led classes in the GED subject areas
   - Four levels of English language instruction
   - Special classes—extra classes offered in a variety of subject areas including computer skills, citizenship and college preparation
   - Online learning—a variety of online study programs that can be done from home, the library or any of our open labs
   - Counseling services—career assessment, college planning and employment readiness services are available to students

2. General Information
   - Attendance policy
   - Books and materials
   - Building security
   - Computers
   - Confidential files and student records
   - Family Literacy program
   - Lunch/breaks policy
   - Materials fee
   - Parking
   - Transportation
   - Student behavior
   - Student Conduct Agreement
   - Student files/records