



# 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 to your success and 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 School's 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,

Theresa Zingery, Program Director

**Sandburg Learning Center**  
2400 Sandburg Lane, Golden Valley, MN 55427  
763-504-8300 / <http://ced.rdale.org>

## INTRODUCTION

The Adult Academic Program is part of Robbinsdale Area School's Community Education. The program serves adults aged 16+ who reside in northwest Hennepin County and 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, Academy 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 lecture, 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 individually.
- Specially trained teachers work with students who have experienced a traumatic brain injury or stroke
- Resource and Welcome Center staff provides information and referral services to help you with non-school issues

## PROGRAMS AND SERVICES

### Sandburg Learning Center

2400 Sandburg Lane

Golden Valley, MN. 55427

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.

#### *Academy 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 3 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 testing with online registrations and scheduling.

#### *Adult Academic Disability 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 Collage**

**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 (GED preparation):** 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:** for non-native speaking learners, we offer 4 levels of instruction to help students improve their English reading, writing, speaking and listening skills.

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

**5) Online learning:** If you want to add to your classroom 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 how to enroll in these programs.

**6) Counseling services:** Our school counselor provides learners with career 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 Hours: Basic Skills, GED preparation and English as a Second Language (ESL)  
Monday – Thursday, 9:00 am to 2:00 pm

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

**The Adult Disability Program** has different hours with schedule determined by individual student needs. Please call 763 504 4097 for more details.

### Academy Alternative High School Hours

Daytime Hours: Monday – Thursday 8:30 am to 2:00 pm and Fridays, 9:00 am to 11:00 a.m. (optional)  
Evening Hours: Tuesday and Thursday, 4:30 – 8:30 pm

### Attendance Policy

Attendance is very important to your success. **If you do not attend at least 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**

Books, handouts and some 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 or paper and, if needed, a pocket calculator.

### **Building Security**

All visitors must check-in with the program office in room 102. Visitors are not allowed to accompany learners to the program without the permission of the program director.

*During the specified lunch period, learners may leave the building for lunch with the permission of a teacher. Students who leave the building during any other time will not be permitted to return that day.*

### **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) is allowed. Streaming music is not 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 3 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. You may not leave the building to take a break unless you smoke (in which case you must leave school property). Lunch is available in the cafeteria. Lunch is served from 12:05 p.m. to 12:35 p.m. The cost for an adult lunch is \$3.60. Some students may qualify for free or reduced lunch prices depending on which program they are enrolled. An application for reduced lunch prices must be completed to qualify. More information on this program is available in the office.

### **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**

Parking is in the designated lots by the main entrance on the West side of the building.

### **Transportation**

The Sandburg Learning Center can be reached by bus. For schedule information, call the Metropolitan Council Transit Operations (MCTO) at 612-373-3333. Students can also go to the office and ask for information regarding the different routes servicing the Sandburg 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 and failure to follow the rules can result in removal from the program, sometimes without warning.

***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 \_\_\_\_\_