



ALAMO
COLLEGES
DISTRICT

Alamo Adult Education

Student Handbook



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Table of Content

- Welcome Message
- Policies and Procedures
- Code of Conduct
- - **Academic Policies (Alamo Adult Education)**
 - **Student Regulations**
 - **Student Rights and Responsibilities**
 - **Student Appeal Process**
- What is Alamo Adult Education?
- What is Smart Choice?
- What is CareerEASE?
- What is English as a Second Language (ESL)?
- What is High School Equivalency (HSE)/GED®?
- Support Services
- Students with Disabilities
- Workforce Services
- Website Notes
- Online Learning Support

Welcome Message

Welcome to the Alamo Adult Education.

Our program's purpose is to increase the opportunities for training in high demand occupations in the San Antonio area while at the same time boosting your basic education skills in reading, writing and math. All our career programs consist of a Smart Choice, CareerEASE, Job Training, Support Skills Class (Lab), and Job Development. To be in the Alamo Adult Education.

STUDENTS MUST ATTEND ALL CLASSES

Our goals:

1. Boost your college entrance scores
2. Explore High Demand Occupations
3. Get financial aid
4. Learn the college application process
5. Be confident in a college environment
6. Get you ready for the pace & rigor of college classes

Policies and Procedures

The programs are funded by grants from the federal and state governments. They are housed on Alamo Colleges' properties and some of the area independent school districts. The policies of each are required to be met by the programs, faculty, staff and students. As this is a student handbook, the concentration will be on the student side.

Without the funding for the programs, there would be no programs. It is very important that the student requirements of the grant, pertaining to attendance, baseline testing, progress testing, are met. Help us help you and others by being able to continue receiving grants to fund the educational programs that we offer

Code of Conduct

Alamo Colleges Adult Education and Literacy Program Student Policies are governed by Board Policy. As previously stated, board policies may be found on the Alamo Colleges website <https://www.alamo.edu/about-us/compliance/board-policies--procedures/> Below are a concise list of policies and procedures required by the Alamo Adult Education

I. Academic Policies (Alamo Adult Education)

A. Requirements for Registration

- Must be 18 years of age or older
- Have a valid photo ID
- Have not earned a high school diploma or high school equivalency (GED®)
- Must take an assessment related to barriers, academics, skills aptitude, and workplace readiness.
- Committed to completing the TX Opportunity High School Diploma and enrolling in a career pathway.
- Committed to completing the high school diploma
- Students must provide a copy of the high school transcript.

B. Individuals with Disabilities

- Reasonable accommodations will be made for a student with disabilities.

C. Placement Testing & Advancement

- Must take an assessment related to barriers, academics, skills aptitude, and workplace readiness.

D. Attendance

Students cannot have more than 3 absences and may be dropped from the course on the 4 absence.

- Students must inform their instructor if they will be late for class.
- Students are responsible for any work missed during an absence.
- An absence will be considered "excused" if it is due to a medical cause, including for an immediate family member for whom you are caring. All other absences will be considered unexcused –
- 6Three tardies or leaving early will equal one absence. It is your responsibility to make sure that you sign in. If you do not sign in, you will be counted absent.
- Students who arrive more than 10 minutes late, will be counted tardy. Additionally, students who arrive 15 minutes late will receive an absence.
- Students who do not attend the first week of class, will be dropped from the course.

Continuation: Code of Conduct

II. Student Regulations

A. The following are not allowed in the classroom or onsite:

- Carrying or concealing prohibited by law or considered dangerous to the student body.
- Any unlawful manufacture, distribution, dispensation, possession or use of any amount of controlled substance, illicit drug or alcohol, as those terms are defined in state and federal law.
- Use of tobacco products anywhere on school property or on other sites, if prohibited by that entity.
- Any behavior the instructor has documented repeatedly interfere with the instructor's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
- Any behavior the instructor determines is so unruly, disruptive, or abusive that it seriously interferes with the instructor's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
- Radios and CD players with headphones, "boom boxes," pagers, cell phones, or any electronic device if it disrupts the instructor's instruction or the study environment.
- Soliciting and selling products or services.
- Unauthorized collections.
- Any activity not sanctioned by Alamo Colleges.

B. Visiting Classes.

- All visitors are expected to enter any facility through the designated entrance and sign in or report to the building's main office or to the official Adult Education staff member on duty.
- Authorized visitors will receive directions or be escorted to their destination.
- Persons wishing to contact a student must check with the building's main office or with the Adult Education staff member on duty.

III. Student Rights and Responsibilities

The Adult Education Literacy Policies are intended to permit maximum individual freedom consistent with efficient functioning of the centers and class sites. Attendance is important and is based on student meeting enrollment requirements and conforming to school regulations concerning behavior.

A. The student has the following rights:

- To the beliefs of his/her own established religion.
- To legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the student.
- To privacy of person and personal possessions unless a school official has reasonable grounds for suspecting that the student is concealing material dangerous to the student body, prohibited by law or the policies of Alamo Colleges.

B. The student has the following responsibilities:

- To submit to baseline and progress testing as mandated by state law so that progress can be measured.
- To behave in a manner that does not disrupt or interfere with the educational process.
- To complete assignments as required by the instructor.
- To adhere to the Agreement for the Acceptable Use of the District's Electronic Communication System. Exploring or visiting computer programs not assigned by the instructor is not allowed. This includes Facebook, TikTok, Instagram, Twitter, pornography, music, or other non-educational internet websites. Websites can be visited only for the purpose of education, research, job search, career exploration and all must be under the direction of the instructor. Students using the computer to visit unauthorized sites shall lose their computer privileges and may result in dismissal from the program.
- To not modify, alter or change computer settings.
- To not have food or drinks near or next to computers and to adhere to food/drink restrictions as required at the various sites.
- To provide any information that may be useful in appropriate educational or emergency decisions including current telephone information
- To care for all textbooks, calculators, and other instructional materials which belong to AEL/GED. Textbooks and calculators are for classroom use only and are not to be removed from program property.
- To maintain and secure personal property. Alamo Colleges, Alamo Adult Education, or any partnering school districts are not responsible for the loss or damage of personal property.
- Failure to follow these responsibilities can result in immediate dismissal from the program and indefinite expulsion.

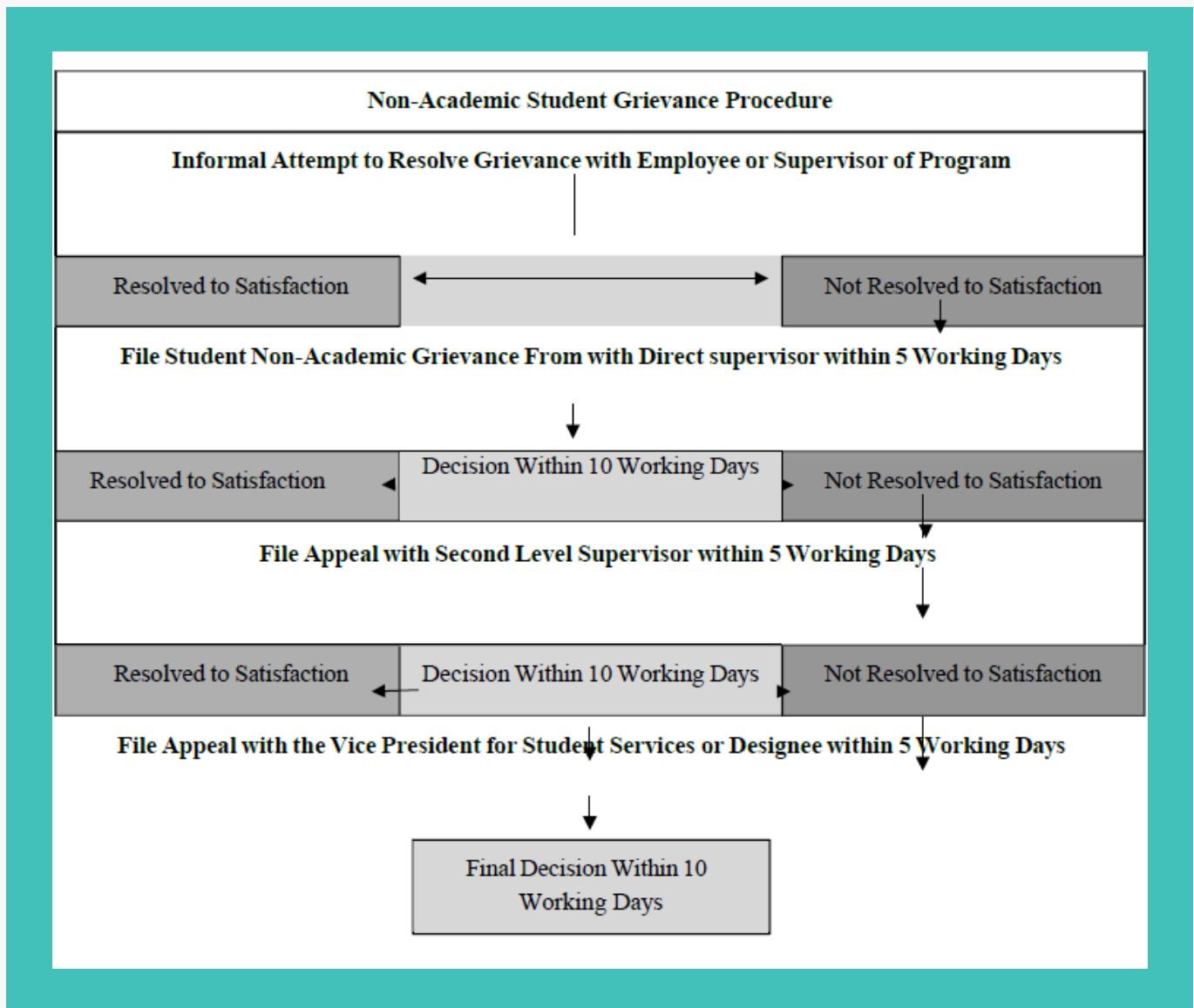
What is Alamo Adult Education?

IV. Student Appeal Process-

An appeal process is provided for a student who has a concern regarding any aspect of the program.

There are both academic and non-academic student grievance procedures. They are found in full at <https://www.alamo.edu/about-us/compliance/board-policies--procedures/> under F.4.6 Academic Grievances (Policy) and F.4.7 Non-Academic Grievances (Policy) and F.4.7.1 Non-Academic Grievances (Procedure). Because policies and procedures are subject to change by the board, questions regarding policies may be directed to the District Ethics and Compliance Office at 210-485-0057.

The present Non-Academic Student Grievance Procedure flow chart is provided on the following page in an effort to simplify and summarize



What is Alamo Adult Education?

The program is designed with specific programs to assist students who need basic skills classes AND want to complete a training program. Alamo Adult Education students enter college-level training without having to first complete developmental education classes. Developmental education classes are extra classes that help students to review and become proficient in the basics needed for college-level work and may be a prerequisite for entry in the college. Alamo Adult Education combines the classes with specific training programs which gives students a shorter path to technical education certifications.

What is Smart Choice?

The program is designed with specific programs to assist students who need basic skills classes AND want to complete a training program. Alamo Adult Education students enter college-level training without having to first complete developmental education classes. Developmental education classes are extra classes that help students to review and become proficient in the basics needed for college-level work and may be a prerequisite for entry in the college. Alamo Adult Education combines the classes with specific training programs which gives students a shorter path to technical education certifications.

What is CareerEASE?

CareerEASE stands for Career Exploratory and Skills Enhancement. CareerEASE is the first step in being successful in a technical training program. It is designed for students to get the basic skills by basing instructions on the technical area in which they are interested in getting certification. Classes include both basic skills and support assistance from adult education and college faculty and staff.

CareerEASE:

- Prepares students for college classes and employment,
- Upgrades student skills in math, reading and writing,
- Assists students in skills needed to pass the GED2014 test in order to earn a GED,
- Explores high demand occupations,
- Assists with the college application and financial aid processes,
- Helps students to boost college entrance scores,
- Increases student confidence in a college environment of increased pace and rigor of college classes,
- Enriches students' lives,

...And much, much more!

What is English as a Second Language (ESL)?

ESL classes are for adult learners who wish to obtain basic mastery in speaking, writing, reading and listening skills in English. The program integrates career awareness curriculum with the ESL curriculum not only to help students increase English skills but to understand and act on the critical link between education and careers. Classes will focus on a certain career pathway such as: health, sales and service, business, and manufacturing.

ESL courses must lead to high school completion, transition into postsecondary education or training, or employment.

What is High School Equivalency (HSE)/GED?

High School Equivalency is a recognized alternative to a high school diploma. It is a diploma given to adults who were unable to receive a traditional high school diploma. You can now obtain a high school equivalency degree in the United States and its territories. GED means General Educational Development and can be pursued by persons, eighteen and older, who did not receive a high school diploma. Students 18 years of age and over who do not have a high school diploma may pursue their HSE.

Our students are enrolled in GED Academy (Essentials) as a tool to help support them in taking the GED test. There are 4 subjects a student must take to earn their GED.

- Reasoning (Reading, Language, & Arts)
- Math
- Science
- Social Studies

The website, www.ged.com, is the start to finish tool for your high school equivalency. If a student is going to take the GED, explore the website and sign up for an individual account at MyGED Portal. It is free!

There is ongoing certification of testing sites. Students should be sure to call the test sites listed on the GED website before going to the test sites to register. Some are listed on the website but, have not completed certification. When calling the site, students should ask what they will need to bring with them when they register and the cost of the test. Students registering for a test will need a picture ID, such as a driver's license or passport. A school ID is not accepted.

Support Services

211 – Finding Help in Texas

- 211 is a service of the Texas Health and Human Services Commissions.
- 211 can be called by dialing 2-1-1 or on the internet at <https://www.211texas.org>
- Information is available in more than 90 languages (your first selection when you call).
- Services are available based on residence zip code (your second selection when you call).
- 211 provides free information about services in your area. Examples include Food
- Child Care
- Shelter After School Program
- Rent Assistance Senior Services
- Utility Assistance Disaster Relief
- Counseling Other Programs The
- toll free access number is 1-877-541-7905

Students with Disabilities

Disability Support Services In compliance with Section 504 of the Rehabilitation Act of 1973, the Alamo Colleges is committed to ensuring that all programs, services, and facilities are accessible to and provide equal opportunities for education to all students. The disabilities services office at each college coordinates accommodations for students with permanent and temporary disabilities as defined by the Americans with Disabilities Act of 1990.

- Students who meet the guideline criteria are encouraged to establish accommodations through the disability services office at the college where their classes are being taken.
- <https://www.alamo.edu/admission--aid/special-populations/disability-support-services/>



Continuation of Students with Disabilities

TWC Vocational Rehabilitation a state-federal partnership since 1929, helps people with disabilities prepare for, find and keep jobs. Work related services are individualized and may include counseling, training, medical treatment, assistive devices, job placement assistance, and other services. Eligibility criteria for this program include: the presence of a physical or mental disability that results in a substantial impediment to employment, whether the individual is employable after receiving services, and whether services are required to achieve employment outcomes.

Our Vocational Rehabilitation (VR) program helps Texans with disabilities prepare for, find and keep employment. This program also helps students with disabilities plan the jump from school to work.

Texas Workforce Solutions - Vocational Rehabilitation Services offices are located in many cities around the state. You can contact them for information about services, to schedule an appointment to apply for services, or to determine what documents you may need to bring to an appointment.

Locate your nearest Texas Workforce Solutions - Vocational Rehabilitation Services office that provides services for people with disabilities by searching on ZIP code, city or county.

Please see our Vocational Rehabilitation Guide to Applicants to learn about the process of applying for VR services.

For more information: 1-800-628-5115 or <https://www.twc.texas.gov/programs/vocational-rehabilitation>



Website Notes

1. Apply Texas (<https://www.applytexas.org/>)

- user name
- password

2. FAFSA user name (<https://studentaid.gov/h/apply-for-aid/fafsa>)

- Password
- PIN # \
- Parent PIN #

3. Schools of Interest

- School name Code
- School name Code
- School name Code
- School name Code
- School name Code

4. ACES (Alamo Colleges Educational Services) (<https://www.alamo.edu/>)

- user name = <last name and last 4 digits of social security number>
- password = <first 2 letters of last name upper case, plus your birth date MMDDYY>

Online Learning Support

Alamo Adult Education students have access to some of the leading online courses available.

Check with your Distance Learning Instructor to provide you with login information, user name and passwords.

GED.com website: (<https://www.ged.com/>)

- Username:
- Password:

Burlington: (<https://app.burlingtonenglish.com/account/login>)

- Username:
- Password:

Essential Education (GED Academy)(<https://app.essentialed.com/start/alamocolleges>)

- Username:
- Password:
-

Your Success Coach

Your Success Coach also has an extensive resource listing and can refer you to various resources you may find helpful. He/she will be meeting with each student individually to assist in locating helpful support services.

My Success Coach is _____Telephone # _____

If you are thinking about dropping out of class, please talk with your instructor and/or your Success Coach first! They can help you get more out of class or suggest a better class to meet your needs. If you do not feel comfortable talking to your instructor, please contact the support staff or supervisor at your instructional site.



Thank You

Contact Information :



210-485-0278



<https://www.alamo.edu/about-us/offices-departments/departments/economic-workforce-development/alamo-adult-education/>



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