



# **Crawford County Adult Education Center**

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## ***Student Handbook***

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## **Letter from the Director**

Welcome!

On behalf of the faculty and staff, I want to welcome you to the Crawford County Adult Education Center (CCAEC). Learning is a lifelong process, and your decision to continue your education is commendable. Enrollment in any of our programs is an important step toward accomplishing your goals. Thank you for giving us the opportunity to be a part of your education. If I can be of any assistance, please let me know. Again, congratulations on your decision to continue your education.

Sincerely,

Dr. Debbie Faubus-Kendrick, Ed.D

Director

## **STUDENT RESPONSIBILITY**

Each student should study this handbook and become familiar with the organization and regulations of the Crawford County Adult Education Center (CCAEC).

## **POLICY STATEMENT**

All statements reflect policies in existence at the time this handbook went to press. CCAEC reserves the right to change policies at any time and without prior notice.

## **MISSION OF ADULT EDUCATION**

The mission of the Crawford County Adult Education Center is to provide ongoing learning opportunities, preparing individuals for career advancement, post-secondary education, technological innovation, and life enrichment.

## **VISION**

Do it for you, education lasts a lifetime.

## **EQUAL-OPPORTUNITY/AFFIRMATIVE ACTION**

Crawford County Adult Education Center is an equal-opportunity institution and will not discriminate on the basis of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this policy should be addressed to Darla Melton, ADA Coordinator, or Dr. Debbie Faubus-Kendrick, Director, Crawford County Adult Education Center, 605 Alma Blvd. Circle, Van Buren, AR 72956, (479) 471-0019.

## **SERVICES FOR PEOPLE WITH DISABILITIES**

The Crawford County Adult Education Center is committed to the policy that all persons shall have equal access to its programs, facilities, services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation.\*

*\*In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity.*

Any questions regarding this policy should be addressed to Darla Melton, ADA Coordinator, or Dr. Debbie Faubus-Kendrick, Director.

You are your best advocate. Visit with your instructor about your needs for accommodations. Discuss the accommodations you will need and be open to suggestions your instructor may have for your learning plan. We may need documentation of your disability. If you do not have that documentation, we can help you get the necessary documentation. All documentation of disabilities will be kept strictly confidential. Many accommodations such as taped textbooks, large print books, and Braille textbooks are available, but we may need extra time to have these in place to meet specific needs.

## **ABOUT CCAEC**

CCAEC assists adults in preparing for post-secondary education, successful careers, and productive lives. Instruction is conducted in an informal learning environment, and includes classroom instruction, teacher-assisted individual instruction, teacher-led small group instruction, computer-aided instruction, as

well as video and audio instruction. An individualized education plan is developed for each student upon enrollment and allows the student to begin at the appropriate educational functioning level. Progression is at the student's own pace.

## **SERVICES OFFERED**

### **Arkansas High School Diploma**

GED® Preparation classes are available in mathematics, language, social studies, and science. Class times and methods may fluctuate between semesters based on student need. Classes offer instruction for adults who are preparing to pass the GED® exam or who desire to improve writing, math, and reading skills to prepare for employability, college entrance, or military enlistment.

### **English Language Learners (ELL)**

ELL classes are available to any student who would like to learn to read, write, and speak the English language. ELL works in total immersion to increase the vocabulary and verbal communication skills of various students of the countries of the world. ELL classes also introduce students to the ordinary terminology of everyday language. Beginning students will also learn phonetic skills and how to read in English.

### **Introduction to Craft Skills**

The Introduction to Craft Skills class was created for adults interested in obtaining skilled trade education. Upon successful completion of the program, students will have the opportunity to gain an OSHA 10 Certification and National Center for Construction Education and Research (NCCER) Certification. There are nine modules in the training as follows: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Introduction to Basic Rigging, Basic Communication, Basic Employability Skills, and Introduction to Material Handling. Students that complete the program may transfer to college or technical school and may have an opportunity to receive college credit for the course. Job opportunities may be available upon completion from local construction employers. Students will also have an opportunity to enter an apprenticeship for further training and employment.

### **Career Development Workshop**

Instructor-led classes include lesson topics such as Employability, Communication, Applied Mathematics, Reading and Language, Introduction to Technology, Customer Service, Time Management, and Ethics. Students will receive guidance on resume making, interviewing skills, and overall job readiness skills. This course is geared toward individuals looking to gain basic employability skills.

### **Business Technology**

Instructor-led classes include lesson topics such as Technology, Microsoft Word, Microsoft Excel, Email Essentials, Google Drive, Employability, Communication, Ethics, and Customer Service. This course is geared toward individuals looking to advance their basic employability knowledge.

## **Pre-Apprenticeship**

CCAEC is working in partnership with the National Apprenticeship Training Foundation (NATF). NATF certified instructors will facilitate the courses offered at CCAEC. Currently this includes but is not limited to Industrial Manufacturing. Additional Pre-Apprenticeship opportunities may be offered in the future. Job opportunities may be available upon successful completion of the course from local employers. Students will also have an opportunity to enter an apprenticeship for further training and employment. Check CCAEC class offerings for a list of all available Pre-Apprenticeship courses.

## **College Preparatory/Pre-employment**

Instruction is available to help students prepare for further education or employment. This includes preparatory instruction for both the Accuplacer® and ASVAB exams, as well as instruction for individuals who wish to improve or review math, reading or language skills.

## **Workforce Alliance & Growth in the Economy (W.A.G.E™)**

Workforce Alliance for Growth in the Economy (W.A.G.E™) is an employer-driven workforce training program. It is a partnership of local businesses, industry and community providers, along with the adult education program, to help current employees and job seekers increase their skills and abilities to meet the demands of today's jobs and the workforce needs of the community. Students in the W.A.G.E™ program may earn six continuing-education certificates: Employability, Customer Service I, Customer Service II, Bank Teller, Industrial, and/or Office Technology. Through W.A.G.E™, participants must demonstrate mastery of basic computer skills, reading, math computation, problem solving, and communications. Employers may offer job applicants added consideration if they have earned a W.A.G.E™ certificate. Employers also use the W.A.G.E™ program for existing workers to gain skills required for high performance work standards and technical training.

## **EARNING AN ARKANSAS HIGH SCHOOL DIPLOMA**

For the thousands of Arkansans who have not completed high school, the issuance of the Arkansas High School Diploma based on the four GED® subtests provides the opportunity to demonstrate academic skills at a high school level of competency.

The GED® is accepted by most colleges and universities and provides individuals who did not complete high school with an opportunity to pursue further education and training. The military accepts the GED® if other qualifying criteria are also met. The GED® is accepted by the business and industrial community. The tests are in the areas of Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies.

- **Reasoning through Language Arts** includes the following test topics: Reading for Meaning, Identifying and Creating Arguments, and Grammar and Language. The test length is 150 minutes and is split into three sections 3 sections: 1 written essay (extended response), multiple choice and other question types (drag and drop, select an area, and drop down). Students will receive a 10 minute break between parts 2 and 3. Students are allotted 45 minutes for the written essay.
- **Mathematical Reasoning** includes the following test topics: Basic Math, Geometry, Basic Algebra, and Graphs and Functions. The test length is 115 minutes with a short break in between sections. The exam format allows for calculator use on the second section. The exam will consist of multiple choice, drag and drop, fill-in-the-blank, select an area, and drop-down question types. Test takers will be provided access to calculator reference sheet and math formula sheet

- **Science** includes the following test topics: Reading for Meaning in Science, Designing and Interpreting Science Experiments, and Using Numbers and Graphics in Science. The test length is 90 minutes, no breaks are given during the Science exam. Science exam format allows Calculator usage, access to calculator reference sheet. The exam will include question types multiple choice, fill in the blank, drag and drop, select an area, and drop down.
- **Social Studies** includes the following test topics: Reading for Meaning in Social Studies, Analyzing Historical Events and Arguments in Social Studies, and Using Numbers and Graphs in Social Studies. The test length is 70 minutes, no breaks are given during the Social Studies exam. The exam will include question types multiple choice, fill in the blank, drag and drop, select an area, and drop down.

## **GED Ready® Test**

The GED Ready® exam is the prerequisite for taking the Official GED® exam. There are four sections. Each can be taken separately from one another. A passing score on the GED Ready® is required before taking the Official GED®. There is no cost for the GED Ready®. It may be purchased and taken online. However, if the GED Ready® is taken outside of an approved Adult Education Center, the scores are invalid for official testing purposes.

## **Official GED® Exam**

The Official GED® exam provides an opportunity to earn an Arkansas High School Diploma. This is a series of exams that evaluate the ability to read, write and compute on a college and career-ready level. Like the GED Ready® exam, the Official GED® exam is given in separate sections. Each section will be scheduled and taken independently. The exam includes Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies.

The Official GED® exam requires an understanding of the content area and a level of computer literacy. A minimum score of 145 is required on each of the exam sections.

Applicants for the Official GED® must meet the following requirements:

1. Be a legal resident of Arkansas.
2. Present a government issued photo ID (driver's license or Non-driver ID).
3. Pass all sections of the GED Ready®.
4. Have a valid email address.
5. Complete the folder for Official GED® exam.

## **Official GED® Retest Policy**

Students may take an exam and two retests with no restrictions between retakes (for a total of three attempts) in that exam section. If a student fails the third attempt, he or she must wait 60 days for each additional attempt. Retake rules are enforced for all students.

## **Request for Official Transcript or Diploma**

If you need a copy of your GED® transcript or scores, log on to your MyGED® account or contact the GED® testing office in Little Rock at (501) 682-1980. You may also complete a GED® Transcript Request Form and fax it to (501) 682-1982. You may scan and email your request to [GED@Arkansas.gov](mailto:GED@Arkansas.gov).

If you have taken the GED® exam in Arkansas and wish to have an official copy of your scores mailed to a college/institution, employer, agency, or yourself, you must submit a written/signed request to the GED® Testing Office.

For your protection, the Privacy Act of 1974 requires written permission with your signed request in order to release GED® scores. Official score reports and/or GED® results will not be given over the telephone. For security and authenticity purposes, official transcripts/diplomas are mailed directly from the GED® Testing Office to the institution, employer, agency, or individual.

## **Graduation**

After earning an Arkansas High School Diploma, graduates are invited to participate in our graduation exercises. A letter of invitation to participate in the ceremony will be sent to each graduate at the address listed in our file. If you do not receive the letter, please contact our office.

## **GETTING STARTED**

### **Admission and Enrollment Procedures**

Crawford County Adult Education Center seeks to serve all the community with its various courses, services, and facilities. This includes **free** Adult Education classes, **free** GED Ready® exams, and **free** Official GED® exams.

Individuals eighteen years of age or older may enroll in the program at any time during the year. Enrollment procedures include completion of intake forms, release forms, an orientation to our program, and an assessment of basic skills.

### **16/17 Year Admission and Enrollment Procedures**

Under special circumstances, persons sixteen or seventeen years of age may be enrolled at CCAEC. Acceptance and continued enrollment into the program is at the discretion of the CCAEC Director.

Before a program can enroll a 16 or 17 year old participant, proper documentation includes a home school waiver, public school waiver, or a court order. The documentation must be presented to the program before an assessment is administered.

**In addition, the potential participant must be administered a TABE, level A or D in all subject areas and score a 563 in all subject areas. A 16 or 17 year old may be enrolled with a score below a 563 only with a court order. NO OTHER EXCEPTIONS APPLY.**

Once accepted by the adult education program, the 16/17 year old student is required to attend 20 hours per week. Any changes in hourly requirements must be approved by the director. All 16/17 year old students will be asked to sign a contract.

Programs with participants who are 16 or 17 years old must follow the guidelines outlined in Arkansas Act 1659 of 2001 and Act 604 of 2003. Refer to the Arkansas Adult Education Program Policies for further information on serving 16 and 17 year old participants.



## **Transition Workshop**

Transition Workshop is a requirement for all new students. Each student will receive and review a copy of the student handbook during the Transition Workshop. The handbook provides information regarding enrollment at CCAEC, the rules and regulations of the program, and the student Code of Conduct.

During Transition Workshop, students will review an individual learning plan, goal setting, and time management in addition to reviewing all available services at CCAEC. Students will also be given a technology assessment and learning style assessment to help in the process of studying. A Career Development Facilitator will be available to discuss career and college readiness with each student as well as goal setting.

## **Digital and Financial Literacy**

All students will receive Digital and Financial Literacy embedded into their assigned program of study. During the State of Arkansas 91<sup>st</sup> General Assembly, Act 480 was introduced to create the personal finance and job readiness act. The Department of Education, in consultation with the Department of Career Education and subject to the approval of the State Board of Education, has been charged with developing the standards for personal and family finance, which can be found within Act 480. Financial literacy must be integrated into the curriculum and is not a standalone, approved federal activity.

## **Test of Adult Basic Education (T.A.B.E.<sup>®</sup>)**

The TABE<sup>®</sup> is designed to assess reading, mathematics and language skills for adults. The assessment enables teachers and administrators to evaluate skill levels and allows the instructor to place examinees in appropriate levels of adult education instruction. This assessment is also used to measure academic progress. The assessment is given upon enrollment and then again at 40 hours to track progress.

## **Schedule of Classes**

Classes are available during both daytime and evening hours on the CCAEC campus. ELL classes are available on the CCAEC campus Tuesday and Thursday evenings. Registration is an open process; therefore, students may enroll at any time during the year. There is no charge for instruction.

## **GENERAL CAMPUS INFORMATION**

### **Children and Visitors**

Children and/or visitors are not permitted in class or while students are studying or testing. Students are often bothered by such distractions and insurance/liability concerns do not allow the center to permit children on the premises.

### **Fire**

In the event of fire, any person may sound the fire alarm. A student should notify the nearest faculty or staff member to ensure that the fire department is called. Staff members and students should know where fire extinguishers are located and are asked to use them if possible. Everyone should evacuate the building and move to safety. The person reporting the fire should remain available to give the location to the proper authority and explain any necessary details.

## Accidents

When an accident of any kind involving students or visitors occurs on campus, immediately contact the Director or appointed designee.

## Severe Weather/Tornado

CCAEC will continue to address inclement weather situations consistent with the Governor's Policy Directive and the Van Buren School District policy. Based on local weather conditions, the Director will determine when to employ the inclement weather policy. Local television and radio stations will be notified if the campus will close. CCAEC follows the Van Buren School District closes. If VBSD is closed, CCAEC will close. In case of a tornado alert, students and staff should follow staff or instructor direction.

## Illness

Students with communicable illnesses or infections should stay home from school until well or under treatment. Examples: fever of 99 degrees or above, impetigo, chickenpox, pink eye, ringworm, scabies, head lice, vomiting, diarrhea, or flu-like symptoms. If you are unsure about your condition, please call and consult with the director or staff.

## Electronic Devices

Cell phones must be put on "silent" or "vibrate" before entering the classroom to help reduce distractions. Please leave the classroom to text or talk on the phone. Other electronic devices, such as those that play music, are not to be used in the classroom. Use of a personal laptop or tablet must be approved by the director. During exams, all belongings and devices should be turned off and locked up.

# RULES AND REGULATIONS

## CODE OF CONDUCT

The following rules and regulations apply equally to all students enrolled at the Crawford County Adult Education Center. A student may be dismissed from the program for any conduct below the accepted standard.

1. Arrive on campus in time to be in class and ready to work at the scheduled time.
2. Treat staff, students, and property with respect. Failure to do so will result in immediate dismissal.
3. Student must attempt or make reasonable progress in the program.
4. If unemployed or employed part time, students should complete a minimum of 20 hours per week. If employed full time, students should complete a minimum of 10 hours per week. Distance Learning is available. Failure to do so can result in dismissal from the program.
5. Do not loiter on campus before class or after class is dismissed.
6. No visitors are allowed on campus.
7. Stay in assigned classroom during class time. Do not prevent other students or staff from completing their work.
8. Take breaks inside and outside the building in designated areas only. Please take care of personal business during this time. **Excessive breaks are not allowed.** Learning takes place in the classroom.
9. No food/drinks in the classroom without teacher permission. Food/drinks are not allowed around the computers.

10. Computers are **NOT** to be used for social media.
11. Cell phones should be turned off or set to vibrate while in class.
12. Wear appropriate clothing. No halter/tank tops, sagging pants, short shorts.
13. No foul/bad language. No profanity.
14. No smoking or tobacco products on campus. Adults 18 and older must leave campus to smoke in the designated area. Use of alcohol or drugs while on school property is not permitted and will result in immediate dismissal.
15. Complete all assigned classwork and homework.
16. Return any borrowed materials when exiting the program.
17. Clean study area before leaving.
18. Students are not allowed to engage in any type of physical altercation or have any type of weapons while on school property. This will result in immediate dismissal.
19. Sexual harassment of students and staff is strictly prohibited.
20. Other conditions may apply depending on referring program/agency.

## **Student Conduct**

Students are expected to be mature and responsible in their general behavior. They are expected to attend classes on time. Students are expected to obey national, state, and local laws, to respect the rights and privileges of others, to be forthright and honest in their social and academic conduct and to conduct themselves in a manner which brings credit to them.

## **Dress Code**

A student shall be free to determine their dress and grooming as they see fit, as long as their appearance does not seriously or immediately disrupt the educational process. We request that students do not wear clothing that is revealing or clothing with inappropriate messages, such as those that contain crude, vulgar, violent, or sexually suggestive messages.

## **Drug-Free Campus/Alcohol Free Campus/Tobacco-Free Campus**

Students should be aware of the extremely dangerous health risks associated with the use of illicit drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by CCAEC.

Use of all tobacco products, including smokeless tobacco, is prohibited on the CCAEC campus. This is to include electronic products.

## **Weapons on Campus**

In accordance with Act 226 of 2013 and Arkansas Code § 5-73-306(14), the possession, carrying, storage or use of any handgun or firearm of any type is prohibited on the CCAEC campus.

Students in possession of an illegal or prohibited weapon on campus are required to be dismissed in accordance with Act 567 of 1995 and Act 1282 of 1999. Local law enforcement will be notified and charges filed. Additionally, students assisting other students in concealing an illegal weapon may be charged and/or subjected to penalty.

## **Bullying Policy**

CCAEC will not tolerate bullying or similar behavior. School should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a teacher's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, faculty, staff, and students.

Bullying can be physical, verbal, emotional, and/or cyber (which includes email, social media, cellular phone communications, etc.). Any gestures that are expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic.

Bullying should be reported immediately to the Director. If the Director is off campus or otherwise unavailable, incidences should be reported to staff or instructor. The report may be made anonymously. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. A written report of incidents may also be submitted to the Director or designee. The Director will meet with each of the students involved. A police report will be filed at the discretion of the Director after consulting with all involved parties.

## **Sexual Harassment**

Sexual harassment of students is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/ Secondary Act of 1972.

CCAEC is committed to providing an environment of study and work free from sexual harassment. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance. Unwelcome sexual advances toward any student should be reported to the director. CCAEC employees will help students to communicate complaints to the director if needed.

## **Stalking**

The State of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993, (available in the Vice President for Student Services' Office). The law against stalking encompasses such courses of conduct as harassment (physical, written, telephone, or any other form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response.

## **Criminal Violations**

Upon receiving a signed allegation of a criminal violation, the Director or a designee will notify the proper law-enforcement officials. Students, faculty, or staff members wishing to report a criminal violation they feel has occurred on the CCAEC campus or at a CCAEC-sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the director or a designee should the director not be available.

## **STUDENT DISCIPLINARY PROCEDURE**

Students are responsible for maintaining appropriate standards of student conduct. All reported issues or violations of the Code of Conduct will be investigated by the Director. Students may be subject to expulsion, dismissal and suspension for failure to meet the Code of Conduct. Students may receive a verbal warning if

they are in violation of the Code of Conduct. All parties involved in the violation of the Code of Conduct will be interviewed and may be asked to write a written statement about the event in question. Students in violation of the Code of Conduct will be counseled with prior to returning to class. Documentation of the violation will be kept in the student's file. All disciplinary actions are at the discretion of the Director.

## **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 One: Teacher or other staff member against whom the complaint is directed

Level Two: Director (or appropriate supervisor)

Level Three: Superintendent (or designee)

School staff shall work with concerned parents and patrons to define the problem, develop possible solutions, and implement the solution to the extent possible.

Except where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters are required to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student expulsions and personnel discipline. For this reason, the Board may not be involved or informed prior to a Board hearing on particular disciplinary matters.

Students who have a complaint should contact the Director, Dr. Debbie Faubus-Kendrick. A meeting will be scheduled within five (5) days from the date the complaint is submitted. If the meeting cannot be held within the five 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 superintendent's office located at 2221 Pointer Trail East, Van Buren, AR 72956. The superintendent or designee will schedule a conference within five (5) days from the date the grievance is submitted. If no solution is reached, the student and all parties involved may discuss the matter with the school board.

## Student Acknowledgement

I, \_\_\_\_\_ have reviewed the CCAEC Student Handbook during new student orientation. I agree to comply with all rules and regulations. I am aware that a copy of the CCAEC Student Handbook can be accessed at any time by visiting the website [www.crawfordcountyadulthoodeducationcenter.webs.com](http://www.crawfordcountyadulthoodeducationcenter.webs.com). A copy of the CCAEC Student Handbook was offered to me at the new student orientation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date