

Policy Statement

Adult Literacy: A Second Chance For Life

We in the Adult Literacy Program think that you are an extraordinary person. Why? Because you have a very important decision, and you have been motivated to continue your education. You deserve a pat on the back, but if you are genuinely sincere, the best is yet to come.

The purpose of this document is to spell out the ground rules for your participation in the program. You have responsibilities and so do we. By understanding and knowing what is expected from both student and staff we can better reach our objectives, namely, for you to receive the maximum benefits as an enrollee in this educational endeavor.

As it is important to maintain consistent attendance on the job, so it is important to maintain consistent attendance in class. A maximum of three class absences will be tolerated. Anything beyond three creates a serious problem that will be handled accordingly through the counselor and the supervisor of the program, and could result in your termination from the program. You will be expected to notify us of absenteeism by calling 822-1102 extension 270 by 9:15 A.M. if possible. Plan accordingly so that you can arrive at class on time. If you are going to be delayed, please call 822-1101 extension 270. We need to know your whereabouts if you are going to be absent or late. Students who are late for class will not be given credit for that particular class period. Please be in time for each class.

Be advised that the entire facility has been designated as a no smoking area. You are allowed to smoke outside, but please not in front or the main entrance of Career Link .

Students suspected to be under the influence of alcohol or drugs while attending classed will be asked to leave immediately. A decision as to whether or not the student may return will be based upon the supervisor, guidance counselor teacher conference

Students will not hamper the progress of other students with disruptive behavior. There will be no food or drink brought into the official GED testing area. Students will remove hats/caps while in the classroom area. Keep your feet on the floor, not on other items.

Sleeping in class will be considered the same as being absent.

Take care of your learning tools, and they will take care of you. If you wish to draw or practice graffiti, use scratch paper, not your desk or working area.

Students will be orientated and told what is expected of them before starting class.

If you are experiencing learning problems or get discouraged and want to talk to any staff member, let us know, and a conference will be arranged. If this occurs when you are not in class, call any time during working hours and someone will hear you out. (822-1101 extension 270).

Homework will be assigned at the discretion of the teacher, and every student shall be expected to complete said assignments.

Students will be assigned individualized instruction and assignments.

Instructional material may be borrowed by students for outside work or assignments upon request, signing out and returning. Failure to return, no test results and/or final grade, recommendations, etc.

Flexible scheduling will be assigned as per discussion of counselor and student and with consideration to an appropriate teacher/student ratio.

Counselor will identify and discuss with student areas of study and occupational plans through appropriate testing, interviews, and other informational gathering sources.

Counselors will provide and follow up with student interviews as indicated by students, instructors or counselor relating to student concerns.

Counselor will provide reports as to student progress.

Upon teacher and counselor referral, arrangements will be made for student to take the GED exam with respect to their individual programs.

Since we are preparing students for the world or work, we insist that the students dress accordingly. Therefore, cut-offs, shorts, half-halter or tank tops, and skin tight pants or tight sweat pants are not permitted. All students must wear footwear. (jeans, sneaker, and t-shirts are allowed)

Students are expected to present themselves in a clean and reasonably well-groomed manner.

We want this to be an enjoyable and profitable experience for you, so hang in, take advantage of the opportunity and let us know if we can do anything more or different from what we are attempting. Talk to us, make suggestions, our greatest satisfaction is seeing you make progress. You can and you will.

Now, lets get busy.

Adult Literacy Staff

My signature indicates that I have read and understand this policy statement.

Signature

Date

The Luzerne Intermediate Unit #18 extends equal opportunities to all individuals without discrimination because of race, creed, color, sex, age, national origin or handicap.
Barbara Law, Title IX and Section 504 Coordinator, 287-9681.