

# Student Participation Handbook

As revised December 2024



2699 East Highway 76, Mullins, SC 29574 (843) 423-2591

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## MISSION STATEMENT

*Marion County Adult Education's mission is to provide a learning environment that fosters educational opportunities, encourages life-long learning, and meets changing community needs.*

## Staff and Instructors

Candye K. Brooks – Program Director

Vacant - College and Career Navigator

Lorraine Davis - Receptionist

Reba Jackson - Data Entry / Test Coordinator

Ann Marie Hyatt – Instructor

Wanda Collins – Instructor

Diane W. Davis – Instructor

Linda Bullard – Instructor

Sherry Cooper - Instructor

Cheryl Stalvey – Instructor

## Participation Expectations:

1. Maintain a **minimum of 16 hours per week** to not risk of being withdrawn from classes.
2. Attend and participate in **Face-to-face instruction** on Monday – Thursday 9:00 a.m. - 10:45 a.m. and 11:00 a.m. – 12:45 p.m. (14 hours)
3. Complete at least 2 hours per week online outside of class time (Essential Education or Edmentum) available Monday – Sunday.
4. Arrive at 8:45 for first period or 10:45 for second period. If arriving late, you will not be allowed to enter class.
5. Miss no more than two days per session per period. If you do, you can continue to participate with online study until the next session.
6. Provide documentation of work schedule conflict or medical documentation be approved for completely online study.
7. Re-test o TABE after 40 hours of instruction and with teacher recommendation to demonstrate educational progress and to maintain appropriate instructional placement.
8. Provide teachers with agency timesheets within two weeks of the attendance dates for verified. Attendance verification letters require 40 hours of instruction.
9. Enter parking area from Highway 76. Sign directs you to adult education parking area. Exit parking area by coming towards building and turning left to Airport Road.
10. Not allowed to be in or gather around vehicles on campus.
11. Visitors should report to the office once on campus. School administrators can take appropriate action to prevent unauthorized persons from entering buildings and from loitering on the grounds.
12. Do not trespass on ACT campus. Do not go outside adult education parking area or beyond boundaries in main hallway.
13. Store cell phones and devices connected to the cellphone out of sight and on silent during class. The program is not responsible for lost or stolen devices.
14. Do not take food or drinks in classrooms except bottled water.

### **Dress Code:**

Repeated violations of the dress code can result in suspension from the program. If these items are worn, you will be asked to conceal them with appropriate clothing or leave. Leaving will be counted as a missed day.

### **Do not wear:**

- Clothing that offends gender, ethnicity, sexuality or religion, or promotes drugs, alcohol, gang affiliation, or violence.
- Clothing more than 6 inches above the knee.
- Jeggings, leggings or tights unless worn with long loose fitted top covering buttocks.
- Pajamas or bedroom shoes may be worn or any other bedroom or lounging attire, including blankets.
- Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place.
- Revealing clothing such as tank tops, halter-tops, garments with straps less than 2 fingers wide, strapless, see-through, short exposing midriff, or low-cut garments.
- Shirts should not show excessive cleavage.
- Hoodies or hats on head while in building.

### **Code of Conduct:**

This code is not all inclusive and is adopted solely as a guideline to be used by administrators and staff.

#### **Level 1 – Disorderly Conduct**

**1<sup>st</sup> offense:** Instructor/Staff give written warning.

**2<sup>nd</sup> offense:** Dismissed remainder of session.

**3<sup>rd</sup> offense:** Dismissed for 1 year from date of event

- Failure to follow directives, rules and expectations
- Leaving class without permission
- Being in a wrong location (AE or ACT)
- Lack of cooperation to include being disrespectful, arguing with, or lying to teachers or staff
- Sleeping in class
- Disrupting class instruction and/or classmates
- Violating the MCAE dress code
- Any verbal or non-verbal gestures that indicates or implies membership or affiliation with a group/gang/secret society
- Cell phones violation during class hours
- Abusive language, gestures or profanity
- Smoking, dipping or vaping on school/district property
- Inappropriate use of the Internet and/or computer equipment

#### **Level 2 – Disruptive Conduct - 1<sup>st</sup> offense:** Law enforcement notified and 1 year dismissal from date of event.

- Physical abuse: Provoked or unprovoked - Fighting - Both students involved in altercation
- Abusive language/gestures towards teacher or staff
- Theft (minor - less than \$300)- restitution of property
- Willfully endangering the safety of self/others
- Vandalism, defacing or willful destruction of materials or property
- Trespassing by a suspended student
- Misuse of fire alarm system or fire extinguisher
- Making threats against others including teachers and staff

The administration may reclassify disruptive conduct (Level 2) as criminal conduct (Level 3)

**Level 3– Criminal Conduct- 1<sup>st</sup> Offense:** Law enforcement notified and permanently removed from MCAE

- Assault and Battery
- Extortion
- Bomb threat
- Sexual offenses
- Arson
- Major vandalism (over \$300)
- Possession, use, or transfer of weapons
- Major theft, possession or sale of stolen property (over \$300)
- Threatening to inflict bodily harm upon a teacher, administrator or members of their immediate family
- Distribution, sale, purchase, or unlawful possession of a controlled substance while on campus or within one-half mile of campus

Within the boundaries of the law, the program cooperates with law enforcement agencies to deter and stop criminal activities. Please be aware that local law enforcement conducts periodic building walks, building searches, and security camera reviews.

**GED Track:** Your goal is to reach a D4 Level on TABE in Reading and Math. Then, when you meet with following criteria you qualify for GED Practice testing and GED Testing at no cost to you!

- Have at least 12 hours of instruction
- Pass Essential Education GED Academy Practice test for content area
- Score at least 150 on GED Ready test for content area

**High School Diploma Track:** You are required to earn the current year graduation requirements to earn a high school diploma.

- 11 credits must be completed prior to enrolling to include ENG 1, ALG 1, BIO 1 and 1 social studies credit
- Placement based on TABE scores and courses needed
- Courses offered using Edmentum online courseware
- Students are required to attend face-to-face instruction
- Courses are to be completed within 2 consecutive sessions. Failure to complete could require repeating the course
- Adult education teacher will monitor your progress

**Essential Education (TABE Academy, GED Academy, Work Essential):**

TABE Academy is assigned to improve skills to reach the GED level instruction. GED Academy is used to identify areas to target and refine skills on the GED level. Remember to learn the skills in the lessons because you will need to prove you know them during post-testing to increase your levels. Your goal is to have an 80% on all lessons before starting a higher level (Easy, Medium, Difficult or Advance). Your account is automatically deactivated if not used for more than 5 days.

Marion County Adult Education website (<https://www.marion.k12.sc.us/Page/31>) offers study resources.

# STUDENT LOGIN GUIDE

For Essential Education

GO TO YOUR SCHOOL WEBSITE (URL)

[www.essentiald.com/start/marionsc](http://www.essentiald.com/start/marionsc)

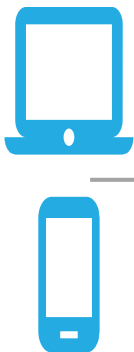
User/Email:

Password:

Password: first name initial, full last name, mcae2591

## HOW TO START STUDYING

Use Computer or  
Phone



Login to:  
Essentiald.com/  
start/marionsc

Select: Subject



Studying  
School or  
Class

No

Getting Started  
Video



Set a Study  
Time Goal



Choose a  
Subject



Take Practice Test  
for each subject



Begin completing and  
passing assigned  
lessons to improve  
your skills.