

Neighbors' Educational Opportunities

NEO Adult Education



Adult Ed. Student Handbook

2022-2023

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WELCOME

Dear Student,

Welcome to *NEO Adult Education* and congratulations on taking this step to achieve your educational goals. The *NEO AE* staff is here to help you every step of the way!

I am truly excited to serve as the director of *NEO Adult Education*. Our school was established to ensure all students have an opportunity to achieve their academic and career goals as well as find success in our evolving global landscape. I know that I can speak for the entire staff of *NEO Adult Education* when I say that we sincerely look forward to working with you towards the achievement of your own personal goals.

It is my mission to continue the success of *NEO Adult Education* by providing an engaging learning environment and a variety of programs designed to meet your academic and employment needs.

One of NEO's core beliefs is that WE ARE EACH CAPABLE OF SUCCESS, and I look forward to celebrating the many success stories we will create together here at *NEO Adult Education*.

Adrienne Carrol, Director

SCHOOL OPTIONS

NEO offers a wide variety of classes to best meet your educational needs.

HSE Prep: Students wishing to take their high school equivalency exam are encouraged to take our HSE prep courses and build their skills in Reading, Math, Writing, Science, and Social Studies. Classes are offered Mondays – Thursdays during the day and evening.

Adult Basic Education: ABE classes are available for students wishing to improve their skills in Reading, Math, and Writing for any reason. Classes are offered Monday – Thursdays during the day and evening.

English as a Second Language: ESL classes are offered to non-native speakers Monday – Thursday during the day and Tuesday – Thursday evenings.

Citizenship: ESL, ABE, or HSE prep students wishing to prepare for the citizenship exam are encouraged to take our citizenship class. It is offered on Monday evenings (this class may take the place of the student’s Monday evening ABE/HSE prep course if necessary).

Integrated Education and Training: IET courses combine an ESL, ABE, or HSE prep course with a certification course. These classes are only open to eligible students and run at different times throughout the year. In order to be eligible for this course a student must:

- Be currently enrolled (enrollment in Adult Education occurs after 12 hours of in class attendance)
- Be at or above the minimum required test scores (the minimum requirement is different for each IET course. Talk to your Academic & Career Coach if you have any questions.
- Be interested in getting a job/starting a career with the certification earned through the course.

Certification tests will be paid for by NEO provided the student completes all requirements of the course. Basic course requirements include:

- Complete the course content.
- Adhere to attendance policy - each IET is a minimum of 40 attendance hours. Students will NOT be permitted to test if they do not have at least 40 attendance hours in the IET course (this does NOT include any attendance hours accrued prior to beginning the IET class).
- Take a post test for your ESL, ABE, or HSE prep course

HSE Fast Track: The HSE Fast Track is a two-week program designed to assist students in preparing for their HSE exam quickly. Students wishing to participate must achieve the required minimum score on their Reading, Math, and Language pre-tests. The fast-track program takes place over 8 class sessions (2 weeks) and is offered once a month, Monday – Thursday, during the afternoon and once a month, Monday – Thursday, during the morning.

NEO Locations

Portage

NEO ELL (Beginner-Intermediate)		
Monday through Thursday	9:00 AM to 1:00 PM	Room 20
NEO ELL (Intermediate-Advanced, Transitions)		
Monday through Thursday	9:00 AM to 1:00 PM	Room 22
NEO ELL Evening (Beginner-Advanced)		
Tuesday through Thursday	5:30 – 8:30 PM	Room 20
NEO Citizenship		
Monday	1:00 – 3:00 PM	Room 20
NEO ABE Foundations (literacy, Pre-HSE)		
Monday through Thursday	9:00 AM to 1:00 PM	Room 19
NEO ABE Bridges (HSE, College & Workplace Prep)		
Monday through Thursday	9:00 AM to 1:00 PM	Room 18
NEO ABE Evening Foundations (literacy, Pre-HSE, Workplace Prep)		
Monday through Thursday	5:30 – 8:30 PM	Room 19
NEO ABE Evening Bridges (HSE, College & Workplace Prep)		
Monday through Thursday	5:30 – 8:30 PM	Room 18

East Chicago

NEO ELL (Beginner-Advanced)		<i>EC Public Library</i>
Monday through Thursday	9:30 AM to 1:30 PM	Pastrick Branch
NEO ABE (literacy, Pre-HSE, HSE, College & Workplace Prep)		<i>EC Public Library</i>
Tuesday through Thursday	5:30 – 8:30 PM	Pastrick Branch

Gary

NEO ABE (literacy, Pre-HSE, HSE, College & Workplace Prep)		<i>Lighthouse of Hope</i>
Tuesday & Thursday	5:30 – 8:30 PM	Ministries

Lake Station

NEO ELL (Beginner – Advanced)		Edison Jr/Sr High School
Tuesday & Thursday	5:30-8:30 PM	Door H

ADMISSIONS AND ELIGIBILITY

New Adult Education is free and open to any student who is:

- 16 years of age or older
- Not currently enrolled in high school
- An Indiana resident
 - *Note: A student may begin class even if they do not have a valid Indiana ID. Students MAY NOT sign up for and take the HiSET Test (formerly known as the GED) without a valid Indiana ID.*

Students who are 16 or 17 years of age must have a signed Exit Interview from their school.

Enrollment is subject to availability. In the event that classes reach capacity, a waiting list will be established for interested students on a first come first serve basis.

STUDENT FEES

NEO Adult Education fees are as follows:

- HiSET Test - \$115.00 due at the time of HiSET test registration (not applicable if you are not taking the HiSET test)
- Classes – classes are free

EMERGENCY DRILLS

Periodic fire drills, tornado drills, and other emergency drills (“lock-down”, “lock-out”, etc.) will be held to prepare for the safe evacuation or safe shelter of students and staff. In case of a fire drill, fire, tornado drill, tornado, or any actual emergency situation, staff will follow the evacuation route or appropriate procedure posted in each room. At no time during any drill should there be talking or disorderly conduct. During any emergency drill, students must remain with their teacher and class.

EMERGENCY SCHOOL CLOSINGS

NEO Adult Education and New Vistas' High School will broadcast school closings and delays over the radio (105.5 FM & Z-107.1 FM), television, and Internet. Delays and cancellations will be listed on our school's website - www.neoadulted.org and on the school's FACEBOOK page. If one portion of NEO closes, both will close; however, when NEO New Vistas High school has a 2 hour delay, NEO AE will open at 10:00 AM. In the event of a school closing or delay, the teachers will also post an announcement in their Google Classroom. As an adult it is your responsibility to verify NEO's cancellation status.

LOCKERS/Backpacks

NEO Adult Education students do not have access to the lockers and are asked not to wear backpacks.

STUDENTS IDENTIFICATION BADGES (ID)

The purpose of the ID card is to maintain the security of the people in the building by identifying a person as a student or staff member associated with *NEO Adult Education*. Students are required to wear their ID badge on the school lanyard in the front of their shirt (clear and visible) at all times. Students will need their ID badge in order to get permission to pass through the halls independently (i.e. bathroom and hall passes). The first ID badge is free. The replacement fee cost of an ID is five (\$5) dollars and one dollar (\$1) for a lanyard.

FOOD

NEO Adult Education are permitted to bring food and/or beverages into school. Students may consume their food and beverages in the classroom and away from computer equipment. Food and beverages are not permitted in the computer lab.

Student Letters

Occasionally students will need a letter proving they are enrolled at NEO. In order to receive a letter proving enrollment a student must:

- Be enrolled – enrollment occurs after 12 hours of face-to-face instruction.
- Submit your request to your teacher at least 2 days before you need the letter. You will not receive a letter if you ask your teacher for it the day you need it.

ANNUAL ORIENTATION

All students, current and new, must attend orientation. A parent or guardian is expected to attend orientation with their student(s) who are younger than 18 years. Orientation is mandatory. We hold new student registration twice monthly. Those failing to attend/complete orientation during the designated times will be not be permitted to begin classes.

Testing

Take your pre-test and your posttest(s) seriously. This assessment test will provide information about the student's individual academic strengths and needs. This information will be used to design a specific learning plan for each student. Students must commit to taking one posttest after attending 40-60 hours

of class time. Students enrolling in Online Classes are only permitted to test when a proctor is scheduled. We attempt to be flexible in scheduling these tests, but you must treat them as appointments. If you do not test when a proctor is available, you may be required to test at NEO and not online

GRADUATION

All students who pass the HiSET test are invited to participate in our annual graduation. This event takes place every June. All fees paid for participation in the ceremony are non-refundable.

SCHOOL CALENDAR 2021-2022

- September 5.....No School-Labor Day
- October 28 & 31No School -Fall Break
- November 14.....No School
- November 22-26.....No School - Thanksgiving Vacation
- December 19- January 5.....No School –Winter Break
- January 9.....School Resumes
- January 16No School – MLK Day
- February 20.....No School –President’s Day
- March 23- April 6No School - Spring Break
- April 10School Resumes
- May 24Last Day of School (Only ESL in Portage & Lake Station)
- May 25No School -Memorial Day Weekend
- May 29No School -Memorial Day Weekend
- June 14Last Day of School
- June 15.....**Graduation Ceremony**

RULES & GUIDELINES

Expectations

Students agree to the following:

- Follow the attendance policy.
- Arrive to class each day on time and ready to learn.
- Communicate with the staff about goals, needs, and changes in your situation.
- Provide a phone number and email address. It is important that you make sure we have a correct phone number and e-mail address. After you leave the program, we will contact you to see how you are doing.
- No smoking on school property (includes the building, the parking lot, and your car if it is on school property, also virtual students are not permitted to smoke while logged on to the virtual class).
- Cell Phones should be on vibrate or turned off unless for class use as directed by teacher. Phone calls may be answered in the hallway.
- Take the pre-test seriously. This assessment test will provide information about the student's individual academic strengths and needs. This information will be used to design a specific learning plan for each student.
- Students must commit to taking one post-test after attending between 40 – 60 hours of class time.
- Please dress respectfully. No hats, hoods, or scarves are allowed (unless for religious reasons). Do not wear clothing with inappropriate language or graphics. Virtual students must be fully dressed (shirts and pants) before joining the virtual classroom.
- Student parking is located towards the back of the parking lot. The spaces in the front are for administrators and visitors.

Technology Guidelines

Technology access is provided for educational purposes only at *NEO Adult Education*. Students are expected to be responsible and respectful in their use of technology. Students must refrain from:

- Accessing pornographic, vulgar, violent, or illegal images
- Gambling/wagering of any kind
- Physically damaging technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, e-Mail, Voice Mail and other behaviors that constitute attempts to destroy, abuse, distort, or misuse technological equipment
- Accessing the internet for the purpose of cheating
- Eating or drinking near NEO's technology
- Recording the class with a personal cell phone or recording a Zoom course

Students who misuse technology may be removed from the program, fined, and/or referred to local police authorities, depending on the severity of misuse.

For students under the age of 18:

- You are entering Adult Education, and you will be treated like an adult.
- It is your responsibility to take ownership of your education. Your teachers/NEO staff will help you, but you must do the work you need to do to achieve your personal goals.
- Students are responsible for communicating with NEO staff. This includes calling yourself off school and discussing your educational needs and goals.
- Parents should support their student and their educational goals. This includes supporting your student in learning how to advocate for themselves.

ATTENDANCE POLICY

NEO Adult Education is committed to academic excellence and recognizes that consistent daily attendance is required to make academic progress. Classroom attendance provides valuable learning through direct instruction, discussion, group activities, and student interaction. When students are absent, they deprive their classmates of their contributions to the learning process and do not derive any benefits themselves from the classroom discussions and interactions among teachers and fellow students. Good attendance will help students achieve their educational goals and will also help establish attitudes and behaviors that will serve students throughout life.

Students are expected to attend school daily, and students must commit to a minimum of 12 hours of attendance by attending classes and engaging in distance learning. We ask that all appointments should be made outside of school hours whenever possible. Students are responsible for their attendance and for notifying their teachers about absences when they occur.

Indiana law mandates that every student (18 years and under) enrolled must be in attendance unless he/she is ill or there is a death in the immediate family.

ATTENDANCE TRACKING and MONITORING PROCEDURE

Students are expected to contact their teacher(s) to “call off” each time they are absent. Your teacher(s) will let you know the best way to contact them.

Tardy Policy: Students are expected to arrive to class on time and ready to learn. Students arriving to class late miss important information and cause disruptions to the class.

ATTENDANCE PROTOCOL

Sign-out Procedure: Students should plan to attend class for the entire class time and are encouraged to schedule all appointments outside of class time. If a student must leave early, for any reason, they must sign out on the attendance log in their classroom. Students will not be permitted back into the building after they leave.

Makeup Work: After an absence of any length, students are expected to meet with each teacher to make arrangements to complete any missed work.

Requests for Extended Excused Absence: Occasionally, circumstances may require that a student miss school for an extended period of time. These instances may include medical issues/procedures, treatment programs, out-of-state funerals or other family emergencies, etc.

An extended excused absence is a pre-approved absence that exceeds **five** consecutive days.

- If a student believes he/she should be excused from school because of extraordinary circumstances, he/she should submit an *Extended Absence Request Form* to his/her teacher. The request should be made at least two days prior to the date of absence.
- Makeup work will be provided.

APPENDIX

Request for Extended Absence Form

School Administrative and Faculty Roster and Information

Acceptable Technology Use & Media Release

Handbook Acknowledgement Document

NEO Adult Education

Extended Absence Request Form

INSTRUCTIONS: Complete this form and forward to the main office for evaluation. Please attach all supporting documentation.

Note: ONLY THE PRINCIPAL OR DESIGNEE HAS THE AUTHORITY TO APPROVE THE EXTENDED ABSENCE.

Name: _____ Date: _____

Student ID Number: _____

- Bereavement (relation) _____
- Family Illness (relation) _____
- Personal Illness
- Other

EXPLANATION:

Dates Absent: _____ Number of Days: _____

Student Signature _____

Parent/Guardian Signature

Acknowledgement of Receipt of Request Form: _____ Date: _____
Signature of Office Staff Receiving Form

THIS SECTION FOR ADMINISTRATIVE COMMENTS

Request: ___ Approved ___ Not Approved

By _____
Signature of Principal or Designee

Neo Adult Education

BOARD OF DIRECTORS, ADMINISTRATION AND FACULTY

NEO BOARD OF DIRECTORS

Debbie Birch, <i>President</i>	Marie Robinson, <i>Treasurer</i>
Paul Schreiner, <i>Secretary</i>	Isaac Carr
Alicia Rios	Kimmie LaBarge
Mark Lutze	

NEO Adult Education ADMINISTRATION & SUPPORT STAFF

Rebecca Reiner	NEO Executive Director	rreiner@neoadulted.org
Adrienne Carrol	NEO Adult Education Director	acarrol@neoadulted.org
Teresa Valtierra	Assistant AE Director & Career Coach	tvaltierra@neoadulted.org
Jennifer Jennings	Business Office Manager	jjennings@neoadulted.org
Teisha Knight	Administrative Assistant	tknight@neoadulted.org
Scott Tokach	School Safety Specialist	stokach@neoadulted.org

NEO Adult Education FACULTY

Karen Blakely	ESL Teacher – Lake Station	kblakely@neoadulted.org
Linnet Carpenter	ABE Teacher - Gary	lcarpenter@neoadulted.org
Bonnie Flint	ABE Instructor	bflint@neoadulted.org
Daniel Mack-Ward	ESL Instructor – East Chicago	dmward@neoadulted.org
Rochanna Richardson	ABE Teacher – East Chicago	rrichardson@neoadulted.org
Pam Nelson	ESL Teacher	pnelson@neoadulted.org
James Pavelka	ABE Instructor	jpavelka@neoadulted.org
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Ashley Slater-Holmes	ESL Teacher	aslater-holmes@neoadulted.org
Mara Stibitz	ESL Teacher	mstibitz@neoadulted.org
Isis Castro	ESL Aide – AM	icastro@neoadulted.org
Anita King	ABE Aide - PM	aking@neoadulted.org

*NEO Adult Education***ACCEPTABLE USE OF TECHNOLOGY POLICY**

I have received, read and understand NEO Adult Education's Acceptable Use of Technology Policy (located on page 10 of the Student Handbook) governing access to and use of the District's networks and the Internet through school resources and agree with its terms. I understand that this access is being provided for educational purposes only.

Finally, I understand that violation of this policy may have consequences ranging from revocation of access of privileges to suspension or expulsion and those violations may be reported to local, state, and /or federal legal authorities.

Date: _____

By typing your name, you consent that this is your electronic signature and consent to the above information Yes_____

Student's Signature: _____

Parent's Signature: _____

MEDIA RELEASE FOR STUDENTS

(For School Use)

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. To allow that to happen we need to have the permission of the students' parents or guardians. By checking the "**grant**" box and signing your permission on this form, you are agreeing to allow the use of such materials for the present school year.

I hereby (please check one box)

- grant permission**
 do not grant permission

for NEO Adult Education to publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which I/my son/daughter is included, whether taken by staff, students, or others. I further agree that the school can use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation, for the 2020-2021 school year.

Print student name _____

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

NEO Adult Education

STUDENT HANDBOOK ACKNOWLEDGEMENT RECEIPT

Please complete this form. Place a check mark next to each letter or document you received and sign this form to acknowledge that you were present during the handbook overview and received a copy of the handbook and the additional letters in the handbook. During the overview various topics were explained as well as special attention for two informational letters that require a signature to acknowledge your awareness of the programs. I accept the responsibility to read in detail the policies of NEO Adult Education Student Handbook.

Student Handbook

Date: _____

Print Student Name (Student Signature)

Print Parent Name (Parent Signature)

NOTES

