



Adult Education and Literacy Program

Student Handbook

Version 1.0

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*The Lone Star College is governed by the Lone Star College System District Board Policy Manual (Board Policy) available at <http://www.lonestar.edu/policy.htm> To the extent that there is conflict between this Handbook and the Board Policy or Chancellor’s Procedures, the Policy and Procedures will govern. This Handbook may be updated as needed on a regular basis to maintain compliance with Board Policy, Chancellor’s Procedures, or the Houston-Galveston Area Council Workforce Services Contract.

Adult Education and Literacy Program

Address: Lone Star College-Greenspoint Center, 250 N. Sam Houston Pkwy E., Houston, TX 77060

Main Office Number: 281-260-3576

Departmental Email: gcadulted@lonestar.edu

Adult Education and Literacy website: <http://www.lonestar.edu/adult-education.htm>

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Equal Opportunity

Equal Opportunity Statement

The College strives to maintain a learning and working environment compliant with all applicable laws outlawing discrimination arising from: sexual harassment, sexual violence, race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status including political belief or affiliation and any beneficiary of programs financially assisted under Title I, WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any WIOA Title I financially assisted program or activity.

Participation in Planning or Advisory Committees

No person will be excluded from serving on an Advisory Committee on the grounds of race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, income-level, or limited English proficiency.

A qualified individual with a disability will not be denied the opportunity to participate on planning and advisory boards related to Adult Education and Literacy program. Lone Star College will not directly or through other arrangements perpetuate discrimination.

Complaints

Informal Complaint Process

The College encourages students to first discuss issues directly with the individual involved in an effort to resolve the situation informally. If this is impractical, however, students may always file a formal civil rights complaint.

Informal complaints may also be brought to any of the first (1st) level supervisor listed within the following contact list:

Name	Supervisor Level	Title	Email
Natalie Abundiz	1 st Level Supervisor	Program Manager, Senior Student Advisor	Natalie.M.Abundiz@lonestar.edu
Corey Register, M.Ed.	1 st Level Supervisor	Director, Adult Education and Literacy	Corey.Register@lonestar.edu
Samad Hinton	2 nd Level Supervisor	Executive Director, College Preparation Programs (GED & ESL)	Samad.a.hinton@lonestar.edu

Erica Jordan	2 nd Level Supervisor	Executive Director, Career & Technical Education (Workforce Certificate Programs)	Erica.l.jordan@lonestar.edu
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Formal Civil Rights Complaint Process

Students experiencing discrimination are encouraged to file a report. Students have the option of reporting discrimination to:

1. The Gulf Coast Workforce Board as described in Appendix A or
2. the College through the civil rights complaint process. (See Appendix B)

The College’s civil rights complaint policy is located in the Lone Star College System District Board Policy titled Civil Rights Complaints (Section VI.D.12). Sexual harassment complaints are addressed in the section titled Sexual Harassment, Assault, Violence, and Discrimination (Section VI.F.).

Please see <http://www.lonestar.edu/policy.htm>

Student Rights to Access Disability Services

Disability Services

The College recognizes and supports the principles set forth in federal and state laws designed to eliminate discrimination against qualified individuals with disabilities. LSC believes in equal access to educational opportunities for all individuals. The Disability Services Offices (DSOs) located across the College system serve current and future students with disabilities in a variety of ways, including the provision of reasonable accommodations and auxiliary services to eligible students. Approved accommodations and services are provided at no extra cost to students.

Students interested in requesting accommodations are encouraged to take the following steps: (a) review [the College’s Board Policy on Students with Disability Rights](#); (b) review and follow the College’s [Students with Disability Rights Procedures](#) for requesting accommodations; and (c) contact the DSO at the Lone Star College where they are pursuing a degree or certificate

Please feel free to reach out to [Campus Contacts](#) or view the [Lone Star College Disability Services webpage](#) for more information.

Disability services webpage - <http://www.lonestar.edu/disability-services.htm>

Lone Star College Board Policy & Procedures - <http://www.lonestar.edu/policy.htm>

Disability Services Campus Contact Information:

<http://www.lonestar.edu/contacts-disability.htm>

Name	Campus	Phone Number	Email Address
Stephanie Dillon	LSC-CyFair	281.290.3260	Stephanie.G.Dillon@LoneStar.edu
Lee Ann C. Liebst	LSC-Kingwood	281.312.1453	LeeAnn.C.Liebst@LoneStar.edu
Vicky Saunders	LSC-Montgomery	936.273.7239	Victoria.A.Saunders@LoneStar.edu
Chris Viser	LSC-North Harris	281.765.7938	Christopher.M.Viser@LoneStar.edu
Carolyn L. Williams	LSC-Tomball	281.357.3777	Carolyn.L.Williams@LoneStar.edu
Jennifer Crawford, MBA	LSC-University Park	281.401.5366	Jennifer.Crawford@LoneStar.edu

Student Eligibility

Based on Texas Workforce Commission guidelines, the College provides services to Adults needing help with English language, math, reading and writing skills. Additionally, the College assists students in discovering various pathways needed to earn a high school equivalency or enter a career training program integrated with AEL services contextualized to the careers they are interested in pursuing.

Students must meet the following minimal criteria:

- Over the age of 18 ○ We enroll a limited number of 16 – 18 years old with proper documentation.
 - 16 year olds: Student can only be served if they present a court order with a docket/case number. No withdrawal or transcripts are needed.
 - 17 year olds: Parental permission AND withdrawal from school OR court order.
 - 18 year olds: Parental permission and withdrawal from school OR have them sign a form stating they are 18 years old, out of school, and no longer with their parents.
- Valid, Government-Issued Picture ID to confirm basic demographic information
- Complete a Baseline Assessment (TABE¹ or Best Plus) with test results that indicate a need for Adult Basic Education services

Additional Eligibility Requirements:

- Temporary Assistance for Needy Families (TANF) ○ Students receiving TANF assistance are required to provide acceptable TANF documentation prior to enrollment in any classes.

¹ Test of Adult Basic Education

- Acceptable forms of TANF documentation are reviewed during all Orientation sessions.
- Accelerate Texas Workforce
 - Students must be eligible to work in the United States
 - Male students must meet selective service requirements

Program Overview

The Adult Education and Literacy program at Lone Star College provides career pathways for adults who need to earn their GED and/or improve their English. The College receives Texas State funds from the Texas Workforce Commission through fiscal agent, Houston-Galveston Area Council, to provide Adult Education and Literacy Services. The College's Adult Education and Literacy program is subject to the Houston-Galveston Area Council Workforce Services Contract. The Adult Education and Literacy (AEL) program is designed specifically to meet students' current needs, from students who want to immediately begin working to students who desire to continue their education while completing workforce training. Upon entering our AEL program, students have several educational and/or career options:

- **Career Pathways** ○ Students are concurrently enrolled in High School Equivalency Exam/GED preparation courses and in a workforce education certificate program.
- **High School Equivalency Test/GED Preparation** ○ Students can focus solely on improving their academic skills to prepare for high school equivalency tests. Our Adult Basic Education classes prepare students for all three high school equivalency testing options in Texas: the General Educational Development (GED) test, the HiSET exam and the Test Assessing Secondary Completion (TASC) test.
- **Integrated English Literacy Civics/Career Pathways** ○ Students who desire to improve their English (and possibly also earn their GED) are concurrently enrolled in English as a Second Language (ESL) courses and in a workforce education certificate program.
- **ESL & Civics Concentration** ○ The ESL program provides free basic courses for adult students whose first language is not English. This option is for students who simply want to improve their English speaking and writing skills.
- **Accelerate Texas 2 (ATX 2)** ○ In this integrated education and training (IET) program, students are concurrently enrolled in contextualized adult basic education courses while also pursuing a Workforce Certificate.

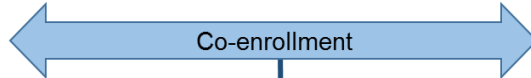
Career Pathways Roadmap

I need to improve my English or earn my GED

I want to continue my education and career



I need job now



What courses do I take?

- English as a Second Language Courses (Level I, II, III)
- Adult Basic Education Course (Level I, II, III)
- Integrated Education Training for Careers Course

Financial Support:

- Adult Education & Literacy Grants

Student Outcomes:

- Improved language proficiency in reading, writing, and speaking.
- Improved basic work-related math, reading, and writing skills.
- Improved readiness for the High School Equivalency Exam.

What workforce education certificates are available?

- Business & Professional Services
- Health, Emergency, and Personal Services
- Energy, Manufacturing & Skilled Trades
- Computer/Digital Technology & Visual Communication

Financial Support:

- Adult Education & Literacy Grants
- Texas Workforce Commission (TWC) Grants
- The Higher Education Coordinating Board (THECB) Grants

Student Outcomes:

- Improved workforce skills in related field.
- Industry recognized credential
- Lone Star College Certificate

What programs are available?

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)

Financial Support:

- Texas Public Educational Grant (TPEG)
- Pell Grant
- LSC Foundation
- WIOA
- Other Grants

Student Outcomes:

- Improved college-readiness skillsets
- Career and academic program alignment
- Lone Star College Certificate or Degree



WORKFORCE CERTIFICATE DUAL ENROLLMENT PROGRAMS
Tuition, books, and supplies are provided for approved Workforce Certificate programs

Adult Basic Education	Integrated Education and Training	Integrated EL Civics	Accelerate Texas II Integrated Education and Training
<p>High School Equivalency Test Preparatory classes</p> <ul style="list-style-type: none"> <u>Expected Student Outcome:</u> Attainment of GED/High School Equivalency <p>ESL classes</p> <ul style="list-style-type: none"> <u>Expected Student Outcome:</u> Improved English Language Proficiency <p>EL Civics classes</p> <ul style="list-style-type: none"> <u>Expected Student Outcome:</u> Citizenship and improved English Language Proficiency <p>Available Courses:</p> <ul style="list-style-type: none"> Math (Levels 1, 2, and 3) Language Arts (Levels 1, 2, and 3) ESL (Levels, 1, 2, and 3) EL Civics/Citizenship 	<p>Career Pathways</p> <p><u>Expected Student Outcome:</u> Attainment of GED/High School Equivalency credential and attainment of a Workforce Certificate</p> <p><u>Required courses to complete Career Pathways program:</u></p> <ol style="list-style-type: none"> Student Success/Transitions class Math and Reading for Careers (Allied Health, Trades, or Business) Workforce Certificate Program classes 	<p>ESL Career Pathways</p> <p><u>Expected Student Outcome:</u> Improved English Language proficiency, citizenship, and attainment of a Workforce Certificate</p> <p><u>Required courses to complete ESL Career Pathways program:</u></p> <ol style="list-style-type: none"> Student Success/Transitions class Math and Reading for Careers (Allied Health, Trades, or Business) Workforce Certificate Program classes ESL I or ESL II class ESL III/EL Civics class 	<p>Accelerate Texas Workforce Readiness Program</p> <p><u>Expected Student Outcome:</u> Improvement in Basic Reading/Math skills and attainment of a Workforce Certificate</p> <p><u>Required courses to complete Accelerate Texas Workforce Readiness program:</u></p> <ol style="list-style-type: none"> Student Success/Transitions class Math and Reading for Careers (Allied Health, Trades, or Business) Workforce Certificate Program classes <p>Additional Supports:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workforce Advisor assists students in completing program and attaining employment

<p>Eligibility:</p> <ul style="list-style-type: none"> • Age 16 years or older • No diploma or High School Equivalency is required 	<p>Eligibility:</p> <ul style="list-style-type: none"> • Over 18 years old • No diploma or High School Equivalency Is required • Students must score at least 8th grade level on TABE 	<p>Eligibility:</p> <ul style="list-style-type: none"> • Over 18 years old • Students must be ELL • No diploma or High School Equivalency Is required 	<p>Eligibility:</p> <ul style="list-style-type: none"> • Over 18 years old • No diploma or High School Equivalency Is required • Students must score at least 8th grade level on TABE
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Student Attendance Policy

The AEL team recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

All students are expected to adhere to the following attendance policy:

- Class attendance is required beginning with the first class meeting, and students are expected to attend all class sessions for which they are registered.
- It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur.
- Students are expected to notify their class instructor or an Adult Education staff member by calling (281) 260-3576 if for any reason, they are unable to attend class.
- Students can be dismissed from the Adult Education Program if they are absent (with no notification) for (2) two consecutive class days.

Student Orientation

All Students must attend an Orientation before being enrolled in a class.

Once students are registered for Orientation, they are provided with a one-page document confirming Orientation registration and provided Orientation details (date, time, location, etc.).

Orientation sessions are scheduled for three (3) hours in duration. Most Orientation sessions are from 9am to 12pm or from 4pm to 7pm in order to give prospective students an opportunity to attend a morning or evening session that is most convenient to their schedules.

There are three different Orientation session types for prospective students:

- 1) GED Prep
- 2) ESL
- 3) Workforce Certificate students (ATX II Grant/Career Pathways/El Civics)

During all Orientation session types, students are provided information or assistance in the following areas:

- o Student Eligibility
- o Program Requirements
 - Assistance in completing enrollment paperwork
- o Type of Classes and Workforce Certificate Programs available
- o Expectations for Successful Class Completions

- o Advising Process and additional LSC supports available
- o LSC Student Handbook
- o ADA Accommodations / LSC Disability Services Information
- o Obtaining a LSC student ID and parking permit
- o Activating LSC student email
- o Complaint Procedure
- o Overview of Next Steps
 - Baseline Testing
 - Meeting with an Advisor
 - Review test results
 - Goal setting review and class placement
 - Enrollment in classes
 - First Day of Class Overview

Before leaving an Orientation session, students are scheduled for a baseline assessment test depending upon their availability and the testing sessions available. As a standard practice, we typically schedule students for a baseline assessment test within 24 to 48 hours after attending an Orientation session. For some College locations and partner sites, we offer Orientation and baseline testing on the same days in a combined, longer session.

After students' baselines tests are scored, our student advisors meet with students to review test results and to enroll students into AEL classes based upon their academic needs and goals.

Student Advising

Mission of Academic Advising for AEL

Academic advising promotes learning and successful transition of students through an integrated advising approach. This approach will engage students in mentoring relationships that provide meaningful self-reflection and builds sound decision-making skills. Students will learn the responsibility of setting and achieving personal, academic and career aspirations. After students have completed baseline testing, they are provided an advising invitation and assigned an AEL Advisor. They have the option of meeting with their advisor face-to-face or advisement over the phone. Advisors prefer to meet with students face-to-face, but realize this is not always an option for all adult learners.

If the students meet with an Advisor in-person, they are made aware of their baseline test scores, registered on-the-spot and provided a copy of their schedule. If advising is over the phone, the student is verbally provided testing and class information, including baseline or progress test scores, class location, time, date, classroom number, instructor name, etc., and provided a copy of their schedule for future reference via email.

Classes Offered

Adult Education Classes are provided throughout the year:

- Classes offered in Fall, Spring, and Summer (May to June and July to August)
- Classes are approximately 8 weeks in duration
- Classes are either 9am – 12pm or 6pm – 9pm for two or three days each week

GED Preparatory Courses

For students pursuing a GED, instead of offering one GED preparatory class covering all content areas (Language Arts/Reading, Math, Science, and Social Studies) for all levels of students, we offer content focused Adult Basic Education (ABE) classes on various levels to meet students' current academic needs.

Classes offered:

○ GED Math Prep

- ABE GED Math 1 (K – 5th grade, Beginning level)
- ABE GED Math 2 (6th – 8th grade, Intermediate level)
- ABE GED Math 3 (9th grade and higher, Advanced level) ○ **GED Language**

Arts

- ABE GED Language Arts 1 (Beginning level)
- ABE GED Language Arts 2 (Intermediate/High level)
- ABE GED Language Arts 3 (9th grade and higher, Advanced level) ○ **GED**

Preparatory Course

- Test Prep over all content covered on the GED
- Level 4 class

ESL Courses

The ESL program provides free basic courses for adult students whose first language is not English.

Classes offered:

- ESL I - English as a Second Language, Basic
- ESL II - English as a Second Language, Intermediate
- ESL III - English as a Second Language, High Intermediate
- English Language and Civics Instruction
- Advanced ESL course with a focus on Citizenship

Integrated Education and Training

In this integrated education and training (IET) program, students are concurrently enrolled in contextualized adult basic education courses while also pursuing a Workforce Certificate.

Classes offered:

- Math and Reading for Allied Health Careers
- Math and Reading for Trade Careers
- Math and Reading for Business Careers

Student Success/Transitions

These classes prepare students for secondary education and workforce trainings, covering topics such as Time Management, study skills, Career Interests, Digital Literacy, etc.

Classes offered:

- Student Success/Transition to Careers

Expected Student Outcomes

High School Equivalency Preparation

Expected Student Outcome: Attainment of GED/High School Equivalency

Once students have completed our AEL courses in Language Arts and Math, students can take the pre-GED test (free of charge using a College provided voucher) to determine if they are ready to take the official GED. Students can take the official High School Equivalency test and pass. Passing this exam will allow the student to successfully transition to college credit coursework and/or workforce training certificate options.

ESL English as a Second Language

Expected Student Outcome: Improve/Obtain proficiency in the English language

Students can enroll in a high school equivalency prep program in order to prepare for their transition to college or prepare to transition to our workforce training or certificate options.

Career Pathways

Expected Student Outcome: Attain a workforce training/certificate and obtain a GED/High School Equivalency credential

Students will improve basic skills and knowledge in workforce training, technology, student success and transition to careers and employment. Student must demonstrate a deficiency in reading, writing or math in order to be eligible for this program. Career pathways include careers in allied health, business and trade careers.

ESL Career Pathways Integrated EL Civics

Expected Student Outcome: Attain a workforce training/certificate while improving English language proficiency and civics

Students will improve basic skills and knowledge in workforce training, technology, student success and transition to careers, while increasing their knowledge and practice in the English language and civics. Student must demonstrate a minimum score on the Best Plus exam to be eligible for this program. Career pathways include careers in allied health and trade careers.

Accelerate Texas Workforce Readiness Program

Expected Student Outcome: Earn college credit towards a workforce training/certificate option, while receiving academic support in contextualized Adult Education classes.

Student Feedback Process

The College wants to make sure that we are providing excellent customer service to all current or prospective students. If students have any concerns or issues that have not been successfully addressed by the Adult Education and Literacy team, students are advised to contact the Program Director directly by email at gcadulted@lonestar.edu or by phone at (281) 260-3570. This information is also posted on our website: <http://www.lonestar.edu/adult-education.htm>
Lone Star College's feedback form: <http://www.lonestar.edu/feedback.htm>

Student FAQs

How much does the GED test cost?

- The full GED® test costs **\$145**. Each partial test costs **\$36.25**. Test fees cover the administration of the exam and the cost of the first transcript or certificate.

What is the GED website where students can register for the GED?

- <https://ged.com/>

Emergency Evacuation Procedures

The purpose of the Emergency Evacuation Procedure is to describe the steps to take in the event of such matter. To view other emergency procedure, please visit the [Office of Emergency Management](http://www.lonestar.edu/oem.htm) at www.lonestar.edu/oem.htm

- Remove anyone in the immediate area and close all doors as you leave.
- Activate the nearest fire alarm pull station to evacuate the building and to notify the Fire Department.

- Use stairways, NOT elevators!
- If you hear a fire alarm, leave the building immediately. Always assume it is real until you are told otherwise by the proper authorities.
- As you leave, close the doors and windows behind you.
- If there is smoke or heat, stay low. Crawl to the nearest exit if need be.
- If your nearest exit is blocked by fire, smoke, or heat, go to an alternate exit.
- If heavy smoke is present, close the door and stay in the room.
- If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke.
- If you are trapped:
 - Call LSCS Police at x5911 from a campus phone and give your location. If you use a cell phone or non-LSCS telephone, call LSCS Police at (281) 290-5911.
 - Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
 - Cover your nose and mouth with a wet cloth.
 - Retreat. Close as many doors between you and the fire as possible.
 - Hang an item out the window to attract attention of rescue teams.
 - Do NOT jump!
 - Do NOT break open windows!
 - If you must move through flames – hold your breath, move quickly, covering your head and hair. Keep your head down and close your eyes as much as possible.
- If your clothes catch fire “stop, drop, and roll” until the fire is out.
- Conduct a final search of the building if it is safe to do so.
- Leave the area by the nearest stairway that is clear of smoke.
- Assemble outside in a pre-designated area.
- Do not re-enter the building until notified to do so by the Fire Department.

Student Code of Conduct

The Lone Star College System (LSCS) shall provide a safe and responsive learning environment for all students. LSCS believes that students are adults who are responsible for their own actions and should be free to pursue their educational objectives in an environment that promotes learning and protects the integrity of the academic process and the learning community.

Non-Academic Student Code of Conduct & Misconduct (Board Policy section VI.E.1. & VI.G.)

Under LSC Board Policy section titled Non-Academic Student Code of Conduct, non-academic misconduct can occur in many different ways. The list below presents some examples of non-academic misconduct. The list does not contain every conceivable example of non-

academic misconduct. The College publishes this list only giving students examples of the types of conduct that might qualify as non-academic misconduct (VI.E.1.03 Non-Academic Code of Conduct):

- a) Disrupting, obstructing, or interfering with College activities, access to college facilities, or college-sponsored activities.
- b) Physically or psychologically abusing, threatening violence, making terroristic threats, stalking, or harassing the College's members or visitors. This includes oral and electronic threats.
- c) Using, possessing, or storing any weapon, dangerous chemical, ammunition, or explosive element regardless of whether the possessor holds a federal, state, or other license.
- d) Using a simulated weapon, explosive, or ammunition, in an assault or battery.
- e) Operating a self-balancing board within College buildings.
- f) Unauthorized operation of unmanned aerial vehicles within College premises, which includes College parking lots. Only the Chancellor or his or her designee can authorize operation of unmanned aerial vehicles within College premises.
- g) Using electronic cigarettes, vaporizers, or battery-powered inhalation device within College buildings.
- h) Initiating or inducing a false report with the College.
- i) Misusing or damaging fire safety equipment. Tampering, misusing, damaging, or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, fire alarms or doors, or other similar equipment.
- j) Engaging in prohibited computer use.
- k) Violating the terms of any disciplinary action.
- l) Inducing or participating in hazing.
- m) Violating any College policy, procedure, regulation or rule.
- n) Unlawfully possessing, using, selling, administering, or distributing alcoholic beverages, illegal or controlled substances, designer drugs, or drug paraphernalia.
- o) Littering, damaging, defacing, removing, occupying, using, or destroying the College's property without the College's authority.
- p) Gambling, raffling, or holding a lottery at the College without approval.
- q) Violating any local, state, federal, or other applicable law.
- r) Engaging in obscene, vulgar, lewd, or indecent conduct, expression, or sexual conduct on the College's property.
- s) Furnishing false information or willfully misrepresenting any fact to the College or to the College's community members acting in their official capacities.
- t) Forging, altering, falsifying, or misusing the College's documents, records, forms, or identification cards.

- u) Willfully misrepresenting to anyone the relationship between an individual and the College. This includes willfully misrepresenting that the College supports, sponsors, or approves the services or activities of any person, group, or organization.
- v) Stealing or trying to steal the College's property or services or those of any of its community members.
- w) Infringing upon the right of other students to fair and equal access to any of the College's library materials and other of the College's academic resources.
- x) Using, without authorization, the College's facilities or equipment.
- y) Causing false information to be presented before any College administrative proceeding, or intentionally destroying evidence relevant to such a proceeding.
- z) Failing to comply with the direction of College officials, including campus security officers acting in the performance of their duties. aa) Abandoning a child in any place on the College's premises without providing reasonable and necessary care for the child.

Attempting to commit acts prohibited in this Non-Academic Code of Conduct, or encouraging or assisting others to commit such acts is prohibited and may be punished to the same extent as if one had committed the prohibited act. Moreover, under section VI.E.1.04 Classroom Misconduct, the College recognizes and encourages distinct views in the learning process. Differing viewpoints, however, must be part of the learning process—not detract from it. Individual faculty members set appropriate conduct standards at the start of each class or course. Students who disrupt a classroom, and are warned by the instructor, may be asked to leave the classroom. A student refusing to leave a classroom after being asked to do so by the instructor may be removed by the College's Police Department. The instructor must submit a written report documenting the incident to the Chief Student Services Officer. The report must include the date, time, place, and describe the circumstances of the classroom disruption.

For more information including the reporting, investigation, sanctions, and appeals for academic misconduct, please see Board policy sections Non-Academic Student Code of Conduct (VI.E.1.) and Student Discipline for Non-Academic Misconduct (VI.G.) at www.lonestar.edu/policy.htm

Academic Student Code of Conduct & Misconduct (Board Policy section V.D. through V.F.) The College provides an educational environment grounded in strict fidelity to academic integrity and academic rigor. The College achieves that environment by enforcing the Lone Star College System Academic Student Code of Conduct. The Academic Student Code of Conduct applies to all students enrolled in a credit or non-credit course at the College. It also applies to all onlineonly or hybrid students.

Academic Code of Conduct Academic misconduct can occur in many different ways. The list below presents some examples of academic misconduct. The list does not contain every conceivable example of academic misconduct. The College publishes this list only giving students examples of the types of conduct that might qualify as academic misconduct.

- a) Engaging in academic dishonesty as defined in Section V.
- b) Violating the College's academic integrity policies defined in Section V.
- c) Taking an exam, entire course, or preparing clinical work for another student.
- d) Supplying or receiving test answers through electronic messages, signaling, or unauthorized written notes.
- e) Looking at or using information from another student's test.
- f) Authorizing another student to use your test or other class assignment information in any form.
- g) Obtaining or supplying tests, lab reports, term papers, or assignments through unauthorized methods before or after it is administered.
- h) Resubmitting a test with changed answers upon receiving unauthorized information.
- i) Reviewing or altering grades of any student without proper authorization.
- j) Collaborating with other students on testing, assignments, or clinical work without permission.
- k) Possessing another student's work without permission.
- l) Buying or using someone else's paper or project from a local source or Internet site and submitting it as your own work.
- m) Incorrectly attributing or neglecting to attribute source material (books, articles, Internet sites, music tracks, movies, etc.) used in an assignment or clinical written work.
- n) Failing to distinguish direct quotations from paraphrasing or summarization of source material.
- o) Completing someone else's work on an assignment or clinical written work.
- p) Fabricating or falsifying information or course material in an assignment or clinical written work.
- q) Submitting an assignment or clinical written work as your own after someone else has rewritten or changed major portions of it.
- r) Using a project completed for another course and resubmitting it without changes for another course.
- s) Destroying or vandalizing student or faculty course materials or records.
- t) Selling or purchasing exams, papers, notes or other assignments (whether ultimately used or not).

The College upholds the academic core values of learning: honesty, respect, fairness, and accountability especially when its students fall short of those expectations. Academic misconduct and violations of the Academic Code of Conduct subject students to academic discipline under the Student Discipline Policy for Academic Misconduct—including suspension and expulsion. When possible, members of the College community should try to resolve minor allegations of academic misconduct informally.

For more information including the reporting, investigation, sanctions, and appeals for academic misconduct, please see Board policy sections V.D. – V.G. at www.lonestar.edu/policy.htm

High School Dropout Recovery Programs

The following Independent School Districts (ISD) offer varied dropout recovery program services for eligible students:

Klein ISD

Central Office
7200 Spring Cypress Road
Klein, TX 77379
832-249-4000

Spring ISD

16717 Ella Blvd.
Houston, TX 77090
281-891-6000

Humble ISD

20200 Eastway Village Drive
Humble, TX 77338
281-641-1000

Splendora ISD

23419 FM 2090
Splendora, TX 77372
281-689-3128

Huntsville ISD

441 Farm to Market Rd 2821
Huntsville, TX 77320 936-
435-6300

Aldine ISD 2520 W.W.

Thorne Blvd.
Houston, TX 77073
281-449-1011

Conroe ISD

3205 W. Davis
Street
Conroe, TX 77304
936-709-7752

Houston ISD

4400 West 18th St
Houston, TX 77092
713-556-6000

Facilities Usage of Faith-based/Religious Organizations

“The selection of a charitable or faith-based provider, by any entity related to any expenditure of funds, is not an endorsement of the provider's charitable or religious character, practices, or expression. If you, as a customer of Workforce Solutions, object to a provider because of its religious character, you may request assignment to a different provider. If you believe that your rights have been violated, please discuss the complaint with your provider, or notify Workforce Solutions corporate office at 713.627.3200 or <http://www.wrksolutions.com>.”

Other Service Providers Eligible to Provide Adult Education Services

<p>Brazosport College 500 College Blvd, Lake Jackson, TX 77566 Phone: (979) 230-3000</p>
<p>Harris County DOE HCDE Administration 6300 Irvington Boulevard, Houston, Texas 77022 Phone: (713) 694 - 6300</p>
<p>Houston Community College 3100 Main Street, Houston, TX 77004, Houston, Texas Phone: (713) 718 - 2000</p>
<p>San Jacinto College 4624 Fairmont Pkwy, Pasadena, TX 77504 Phone: (281) 998-6150</p>
<p>College of the Mainland 1200 N Amburn Rd, Texas City, TX 77591 Phone: (409) 938-1211</p>
<p>Wharton County JC. 911 E Boling Hwy, Wharton, TX 77488 Phone: (979) 532-4560</p>

GULF COAST WORKFORCE DEVELOPMENT BOARD

ORIENTATION TO DISCRIMINATION COMPLAINT PROCEDURES FORM (29 CFR Part 38)

This Orientation to Discrimination Complaint Procedures form addresses discrimination complaint procedures for the listed programs and services administered in the local workforce development area by the Workforce Development Board and its Contractors:

**Workforce Innovation and Opportunity Act (WIOA)
Temporary Assistance for Needy Families (TANF) / CHOICES
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
Child Care Services (CC)
Trade Adjustment Assistance (TAA) and Trade Readjustment Allowances (TRA)**

THE RECIPIENT OF THE FEDERAL FINANCIAL ASSISTANCE IS:

**Gulf Coast Workforce Development Board
3555 Timmons Lane
Houston, TX 77227**

**Equal Opportunity (EO) Officer: Bobi Cook
Telephone Number: (713) 627-3200
Relay Texas: 1-800-735-2989/ TTY 1-800-735-2988 (Voice)**

The Gulf Coast Workforce Development Board (the Board) shall resolve equal opportunity complaints in a fair and prompt manner. Acts of restraint, interference, coercion, discrimination, or reprisal towards complainants exercising their rights to file a complaint under this procedure are prohibited. This procedure applies to all applicants and participants who have cause to file a discrimination complaint related to activities or programs administered by the Board. If you have an equal opportunity complaint concerning any of these programs, you may submit your written complaint to the Board or Contractor EO Officer, as appropriate.

After your equal opportunity complaint has been received, the EO Officer will notify you of the next step in the complaint process. As long as you wish to pursue your complaint, the Board or Contractor will follow the steps described below. You should study the Discrimination Complaint Procedure carefully, and if you feel that the required steps are not being followed, contact the EO Officer. Remember, if you feel you are not being provided enough help at any stage of the complaint process, you should contact:

**Texas Workforce Commission (TWC)
Equal Opportunity Monitoring
101 E. 15th St., Room 504
Austin, TX 78778-0001**

**Telephone Numbers:
(512) 463-2400
Relay Texas: 1-800-735-2989
TTY 1-800-735-2988 (Voice)**

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I—financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to do if you believe you have experienced discrimination. If you think that you have been subjected to discrimination under a WIOA Title I—financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

PROCEDURES ON HOW TO FILE A COMPLAINT

☐ **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) / TRADE ADJUSTMENT ASSISTANCE (TAA) and TRADE READJUSTMENT ALLOWANCES (TRA):**

If you think you have been subjected to equal opportunity discrimination under a WIOA Title I or a TAA/TRA financially assisted program or activity, you may file a discrimination complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or Director, Civil Rights Center (CRC), U.S. Dept. of Labor, 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210. If you file your complaint with the Board or Contractor, you must wait until you receive a written Notice of Final Action or 90 days have passed (whichever is sooner) before you can file with the CRC. If the written Notice of Final Action is not issued within 90 days of the day you filed your complaint, you have 30 days following the 90-day deadline to file a complaint with CRC (that is, within 120 days of the day you first filed your complaint). If you receive a written Notice of Final Action on your complaint but are dissatisfied with the decision, you may file a complaint with CRC. However, you must file your CRC complaint within 30 days of receiving the Notice of Final Action.

☐ **TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) / CHOICES and/or CHILD CARE SERVICES (CC):**

If you think you have been subjected to equal opportunity discrimination under a TANF/Choices and/or Child Care (CC) program or activity receiving federal financial assistance, you may file a complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or U.S. Department of Health and Human Services (HHS), the Office for Civil Rights, 1301 Young Street, Suite 1169, Dallas, TX 75202, (800) 368-1019. Those filing complaints against child care program services receiving USDA federal financial assistance may choose to contact the U.S. Department of Agriculture (USDA), Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. If you file your complaint with the Board or Contractor, you must wait until a written Notice of Final Action is issued or until 90 days have passed (whichever is sooner) before you can file with the U.S. Department of Health and Human Services.

☐ **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T):**

If you think you have been subjected to discrimination under a SNAP E&T financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the Board/Contractor Equal Opportunity Officer (or designee) or the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, (202) 260-1026. If you file your complaint with the Board or Contractor, you must wait either until a written Notice of Final Action is issued or until 90 days have passed (whichever is sooner) before filing with the U.S. Department of Agriculture.

Please do not sign this notice until you have read it and understand its contents.

By my signature below, I acknowledge this orientation to the discrimination complaint procedure and the statement regarding Equal Opportunity Is the Law. I affirm that I have read the *Orientation to Discrimination Complaint Procedures Form* and that I have been given the opportunity to ask questions about its contents. I understand that the One-Stop application form is not a job application; rather, this form is used to determine my eligibility to receive program services and to meet federal reporting requirements. I further understand that failure to provide the requested information may prevent me from receiving services.

Applicant Signature

Printed Name

Date

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM
Auxiliary aids and services are available upon request to individuals with disabilities
Relay Texas: 1-800-735-2989 (TTY); 1-800-735-2988 (Voice); 1-800-622-4954 (Español)

Sept 2017

WORKFORCE SOLUTIONS NOTICE

Equal Opportunity Is the Law

Workforce Solutions, as a recipient of federal financial assistance, must provide the following notice that it does not discriminate on any prohibited ground.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

- Director, Civil Rights Center (CRC), US Department of Labor
200 Constitution Avenue NW, Room N-4123, Washington, DC
20210 or electronically as directed on the CRC website at
www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

If you wish to file a complaint, please ask for the Workforce Solutions Office manager, or contact:

Bobi Cook, Workforce Solutions EO Officer
P.O. Box 22777
Houston, Texas 77227
Tel: 713.627.3200 / Fax: 713.993.4578
Relay Texas: 711 or
1-800-735-2989 (TDD)
1-800-735-2988 (Voice)

Boone Fields, TWC EO Officer
101 E. 15th Street, Room 504
Austin, Texas 78778
(512) 463-2400 / Fax: (512) 463-7804
Relay Texas: 1-800-735-2989 (TDD)
1-800-735-2988 (Voice)



Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer / Program

WORKFORCE SOLUTIONS NOTICIA

La Igualdad de Oportunidades Es La Ley

Workforce Solutions, como recipiente de asistencia financiera federal, tiene que proveer la siguiente noticia que no discrimina por motivos de cualquier base prohibido.

LA IGUALDAD DE OPORTUNIDADES ES LA LEY

La ley prohíbe que este beneficiario de asistencia financiera federal discrimine por los siguientes motivos: contra cualquier individuo en los Estados Unidos por su raza, color, religión, sexo (incluyendo el embarazo, el parto y las condiciones médicas relacionadas, y los estereotipos sexuales, el estatus transgénero y la identidad de género), origen nacional (incluyendo el dominio limitado del inglés), edad, discapacidad, afiliación o creencia política, o contra cualquier beneficiario, solicitante de trabajo o participante en programas de capacitación que reciben apoyo financiero bajo el Título I de la ley de Innovación y Oportunidad en la Fuerza Laboral (WIOA, por sus siglas en inglés), debido a su ciudadanía, o por su participación en un programa o actividad que recibe asistencia financiera bajo el Título I de WIOA. El beneficiario no deberá discriminar en los siguientes áreas: decidiendo quién será permitido de participar, o tendrá acceso a cualquier programa o actividad que recibe apoyo financiero bajo el Título I de WIOA; proporcionando oportunidades en, o tratar a cualquier persona con respecto a un programa o actividad semejante; o tomar decisiones de empleo en la administración de, o en conexión a un programa o actividad semejante. Los beneficiarios de asistencia financiera federal deben tomar medidas razonables para garantizar que las comunicaciones con las personas con discapacidades sean tan efectivas como las comunicaciones con los demás. Esto significa que, a petición y sin costo alguno para el individuo, los recipientes están obligados a proporcionar ayuda auxiliar y servicios para individuos con discapacidades calificadas.

QUÉ HACER SI USTED CREE HABER SIDO DISCRIMINADO/A

Si usted piensa que ha sido discriminado en un programa o actividad que recibe apoyo financiero bajo el Título I de WIOA, usted puede presentar una queja no más de 180 días después de la fecha en que ocurrió la presunta violación, ya sea con: El Oficial de Igualdad de Oportunidad del recipiente (o la persona que el recipiente haya designado para este propósito);

- El Oficial de Igualdad Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto); o bien con

- El Director, Civil Rights Center (CRC), US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 o electrónicamente como indica el sitio web del CRC www.dol.gov/crc.

Si usted presenta una queja con el recipiente, usted debe esperar hasta que el recipiente emita una decisión final escrita o que pasen por lo menos 90 días (lo que ocurra primero), antes de presentar una queja con el Centro de Derechos Civiles (CRC, por sus siglas en inglés) a la dirección mencionada previamente. Si el beneficiario no le entrega una decisión final escrita dentro de 90 días después de la fecha en que presento su queja, usted puede presentar su queja con el CRC antes que reciba la decisión final. Sin embargo, es necesario presentar su queja con el CRC dentro de 30 días después de la fecha límite de 90 días (en otras palabras, dentro de 120 días después de la fecha en que presento la queja con el recipiente). Si el recipiente emite una decisión final escrita, pero usted no está satisfecho con el resultado o resolución, usted puede presentar una queja con el CRC. Usted debe presentar su queja con el CRC dentro de 30 días después que reciba la decisión final escrita.

Si desea presentar una queja, sírvase preguntar por el Administrador de Oficinas Central (Workforce Solutions Office manager), o comuníquese con:

Bobi Cook, Oficial de Igualdad Oportunidades de la Workforce Solutions
P.O. Box 77227
Houston, Texas 77227
Tel: 713.627.3200/Fax: 713.993.4578
Relay Texas: 711 or
1-800-735-2989 (TDD)
1-800-735-2988 (Voice)

Boone Fields, Oficial de Igualdad Oportunidades de la TWC
101 E. 15th Street, Room 504
Austin, Texas 78778
(512) 463-2400/ Fax: (512) 463-7804
Relay Texas: 1-800-735-2989 (TDD)
711 or 1-800-735-2988 (Voice)



Ayudas auxiliares y servicios están disponibles a petición para individuos con incapacidades.
Empleador con igualdad de oportunidad de empleo / programas



See Board Policy section Civil Rights Complaints (VI.D.12.) and Chancellor’s Procedures at www.lonestar.edu/policy.htm

Form VI.D.12.1.: Student Civil Rights Complaint

This form must be sent to the applicable college’s Chief Student Services Officer

Students who believe they have been discriminated because of their race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status may file a complaint by completing and submitting this form. Students should provide the completed form to their college’s Chief Student Services Officer (CSSO) as soon as possible.

Student (Complainant): _____ Date: _____ Print
Name

Student ID: _____ Student Email: _____

College campus: _____

Respondent Information

Name (Respondent): _____

Respondent Status: LSC Student LSC Employee

Student Civil Rights Complaint

Please describe the circumstances of your student civil rights complaint. Please attach any additional pages, relevant documentation, or support.

Adult Education & Literacy (AEL) WIOA/EO Student Acknowledgement

I confirm that I received and reviewed the AEL Student Handbook and was provided information about my rights. I understand the process of filing a complaint with the Texas Workforce Commission and or Lone Star College in the event that I have been subjected to discrimination by a WIOA Title I-financially assisted program or activity. I also understand that complaints should be filed within 180 days from the date of the alleged violation.

Name (Print) _____

Signature _____

Date _____

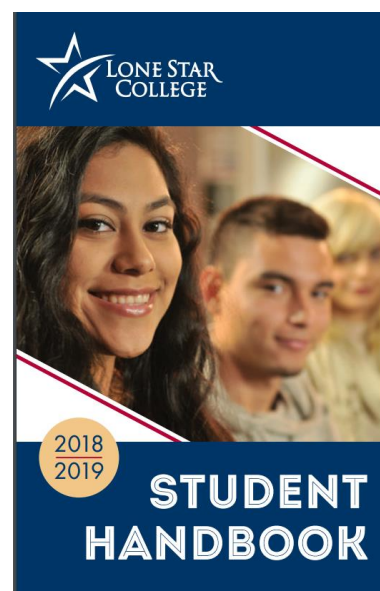


Lone Star College Student Handbook and Syllabus

(revised 2/13/19)

Directions to access Lone Star College Student Handbook:

- 1) Log onto the main website: www.lonestar.edu
- 2) Click on "STUDENT SERVICES" in the red navigation bar.
- 3) Then, scroll down to the bottom of the "Student Services" page until you get to the "Other Resources" Section.
- 4) Click on "Student Handbook" to view the handbook online. You have the option to print it as well.
- 5) **Direct link:** LSC Handbook
http://www.lonestar.edu/departments/advising/lscs_student_handbook_web.pdf
- 6) **Direct link:** AEL Student Handbook
<https://drive.google.com/open?id=1ZQU1jTed--zxIcaU1gblkWWeBuohPpX>



Access to AEL class syllabi:

- 1) **Direct Link:** https://drive.google.com/open?id=1yPcqGXc8JG7O0bqWquclFHZi_bUz31Nt
- 2) View or download the syllabus for your class

I have received access to electronic copies of the student handbook and the syllabus for my class.

Name (Print)

Signature

Date