Terrebonne Parish
WorkReady U Adult Education
985-876-3180

Adult Basic Education
Adult Secondary Education
English as a Second Language
Virtual Learning
Fletcher Co-enrollment
Workforce Development Services
Youth Build Partner

Student Intake Handbook
Terrebonne WorkReadyU – Adult Education

Vision Statement:

Students of the Terrebonne Parish WorkreadyU Adult Education Program will be empowered to develop the skills necessary to become informed participants in the community, to adapt to the demands of the workplace and the world, and to create strong personal and family values.

Mission Statement:

The Terrebonne Parish WorkreadyU Adult Education Program will provide academic and work readiness opportunities designed to assist our adult students in obtaining the education and training they need to become employable, productive, and responsible citizens prepared for continuously changing life settings. The program will strive to establish pathways for our students to set attainable and sustainable goals, and it will maintain a positive climate in order to encourage all students to have hope for success in the future.
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Keeping Up With Your Learning and Progress
TABE Assessment

You probably wonder how we will determine what you need to learn. The Test of Adult Basic Education (TABE) you have now completed will determine your educational functioning levels in the areas of math and language, and teachers will help you design a set of reading activities if you need to work in that area. The TABE is a standardized test that given throughout the United States. This means that it is administered the same way at all times and at all sites. You cannot pass or fail this assessment. The results are simply utilized to find your strengths and weaknesses.

Your instructor will discuss your scores with you, and you will be advised on the specific skills that need improvement. You will then receive an “educational prescription,” and your instructor will assign the appropriate materials and digital programs to help you raise your skill levels. After 40 hours of instruction/prescriptive learning, you will take another TABE assessment to let you know how far you have progressed.
Let’s Talk About the HiSET Test

The HiSET (High School Equivalency Test) is designed to measure learning outcomes that are generally acquired through completion of a high school program of study. The HiSET test is a standardized test, meaning that its scoring scale is derived from the performance of a sample of graduating high school seniors. The content on the test is drawn from material used in the current high school curriculum and is also based on national adult education College and Career Readiness Standards (CCRS).

Below is a summary of the five sections of the HiSET test:

<table>
<thead>
<tr>
<th>SECTION</th>
<th># OF QUESTIONS</th>
<th>TIME LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts, Writing I</td>
<td>60</td>
<td>120 minutes</td>
</tr>
<tr>
<td>Language Arts, Writing II</td>
<td>1 PERSUASIVE ESSAY</td>
<td></td>
</tr>
<tr>
<td>Language Arts, Reading</td>
<td>50</td>
<td>65 minutes</td>
</tr>
<tr>
<td>Social Studies</td>
<td>60</td>
<td>70 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>60</td>
<td>80 minutes</td>
</tr>
<tr>
<td>Math</td>
<td>55</td>
<td>90 minutes</td>
</tr>
</tbody>
</table>

(All math problems are applied, multiple-choice. Calculator allowed)

There are several frequently asked questions students have about the HiSET test listed below:

How is the HiSET test scored?

HiSET standard scores range from 1 to 20 in each of the five sections. To pass the test in Louisiana, a student must score a minimum of 8 on each section of the test and at least a 45 out of 100 overall. Additionally, the essay score must be at least 2 out of 6 as included in the total Language Arts subtest score.

Is this a computer based or a paper based test?

The HiSET is given in both computer and paper format. Students can choose either computer or paper for each subtest, and the formats may be mixed. For example, students may choose to take the Language Arts/Write and Math in the paper format, and Science, Social Studies, and Reading on the computer. The Terrebonne Test Center uses a paper-based format. Thibodaux and Morgan City use both computer and paper based testing.

Where do I go to take the HiSET test?

The HiSET test is given at official HiSET testing centers throughout the United States, Canada, and other territories. In Terrebonne Parish the test will be administered at the main branch of the Terrebonne Parish Library, 151 Library Drive, Houma. The test schedule for the year is included at the back of this handbook. (For the rest of the test in 2020, the site will be Bayou Cane.)
Are there any accommodations available if I have a disability?

Information regarding accommodations is available at hiset.ets.org. Adult Education staff members can assist with applications for accommodations if a student requests this help.

What is the cost of the HiSET test?

The HiSET test costs $115.00 for the entire battery for one calendar year. This fee allows students to take each subtest once and to retest two more times for $6 per each subtest. If after the year expires, a student needs to take only a specific subtest, the cost will be $26.

How do I register for the HiSET test?

All HiSET registration takes place on the hiset.ets.org website. Students can find test centers, create a personal account which allows you to login for registration, arrange payment for the test, and access scores. Adult education staff members will assist students if they need help with this process. **TESTERS under age 19 MUST BE ENROLLED IN AN ADULT EDUCATION PROGRAM AND RECOMMENDED BEFORE REGISTRATION.**

What if I do not have a credit card or debit card?

There are several other options to obtain digital money to pay through the website. Also the adult education center can also acquire vouchers for students in some circumstances.

What do I do if I do not pass a HiSET subtest?

After a 30 day waiting period, you can retest. Since a subtest can be taken only three times within a calendar year, it is recommended that you attend classes to become better prepared for the section(s) of the test that you did not pass. **(If you are under 19 years old, you MUST re-qualify.)**

Will having a HiSET diploma get me into college?

The Louisiana High School Equivalency Diploma is accepted by about 97 percent of the U.S. colleges and universities. HiSET graduates are also eligible for most federal financial aid programs provided they meet other criteria. At the present time, HiSET graduates are not eligible for the TOPS program. If you need information about financial aid, contact the appropriate number in the support services section of this booklet.

**NOTE:** HiSET has recently issues a HOME HISET opportunity. To be eligible for this option a tester must have adequate internet capability, a computer with a webcam, technical knowledge to install the test and the proctor program, and a quiet uninterrupted testing situation. There is an additional $2.50 cost per subtest. Check with a teacher if you are interested.
Adult Education Classes Are Not Like K-12 Schools!!

- Adults are self-directed and depend on themselves to earn a living, unlike children who are directed by others.
- Adults are doers who use what they learn to be better workers and parents.
- Adults may catch up on learning faster than children.
- Adults need to apply their learning immediately in order to help them with their life situations.
- Adult learners come from many educational levels, backgrounds, and ages, and bring a broad range of life experiences to the classroom.
- Adult education classrooms do not give grades or issue report cards.
- Adult students are not issued textbooks. Classroom materials will be furnished to you.
- Adults are expected to act responsibly while attending classes and unacceptable behaviors are handled much as they would be in the workplace.
- Class attendance is very important and adults must attend 40 hours before they can be retested to check on their progress.

Let’s work together to make your educational experience the best ever!
Partnership Opportunities

**Fletcher Co-Enrollment** is a partnership between adult education programs, community college technical instruction, and workforce development pre-employment activities. **Co-Enrolled** students:
- have dual enrollment in adult education and at the same time participate in training at Fletcher Technical and Community College to earn college credit
- prepare for employment in high demand jobs.
- enter and exit career pathways and earn career readiness certificates
- receive supplemental instruction and student support services.

**Co-Enrollment** allows you to prepare for the HiSET exam while you are training for a high demand career. All technical and on-line career programs leading to technical certification and college credit are available for adult education students. To be recommended for scholarship funding, students must have met adult educational requirements and possess good attendance and behavior records.

**Youth Build** is a program available to our 16-24 year old students through Start Corporation. Students attend adult education activities for part of the day and report to the work-based program for the remainder of the time.

**The Workforce Youth Program** is a program available to 16-24 year old students sponsored by the local Workforce Development Center. Students attend adult education and Workforce Center staff will assist them with pre-employment activities and job placement.

**Workforce Development Referrals** will be completed for all adult education students based on their need for the services of participating agencies. These include: Louisiana Rehabilitation Services, Department of Children and Family Services, Louisiana Workforce Commission, Terrebonne Housing and Human Services Block Grants, and the Inter-tribal Council.

**BEOC** – Bayou Educational Opportunity Community is a grant sponsored program that assists qualified students with vouchers for the HiSET test.
Virtual/Distance Learning

Participation in virtual/distance learning activities can take several forms. In all cases teachers will provide the academic work and student progress and participation hours will be assigned with assignments are completed. The distance learning assignments may be either pencil/paper or digital format.

Digital Options – On-line digital programs available to students include:

**Achieve 3000/Spark 3000** – a reading program designed to build speed and comprehension as well as work readiness units.

**Essential Education** – a computer assisted instructional program for reading, language and math which is coordinated with TABE standards and skills

**Khan Academy** - an on-line math program also aligned with TABE requirements

**Northstar Digital Learning Program** – a computer literacy program designed to teach students basic to advanced computer skills

**Google Classroom** – an on-line classroom where students will access all digital programs

School website – bca-tpsd-la.schoolloop.com will also provide critical information about student assignments and distance learning activities.

**e-Learn** is the distance learning program sponsored through the Louisiana Community College System. E-learn students do not attend on-site classes and instead are enrolled in adult education classes through Delgado Community College. Check with Ms. Stefanny Chaisson if you are interested in this program.

Graduation

The Terrebonne Parish Adult Education Program conducts a formal graduation program in May of each year to recognize those students who have achieved the Louisiana High School Equivalency Diploma during that time. The ceremony is held at the Terrebonne Parish Civic Center and family and friends are invited to attend. There is a fee for participation to pay for cap and gown and other expenses associated with the event. Eligible students will receive information regarding their participation starting in January of the school year. (May 13, 2020)
40 Hours is the Key!!

Many times new students ask how long it will take to earn an adult education diploma. There is really no one answer – progress is related to students’ starting scores, motivation, and attendance. Our teachers can’t make any promises or predictions for new students until they work with them for a while.

What our teachers can tell you is that if you attend for a total of 40 hours you will be retested in a part of the TABE to check your progress. From your pre-test/post-test scores the teachers will be able to give a better estimate of where you are headed.

So – how are you going to get to the 40 hour mark??

Congratulations! When you finish taking the TABE test and the orientation day you will already have 12 hours! Now you only need 28 more! What is your plan to reach 28 additional hours?

How many days a week do you plan to attend adult education classes? 

How many hours per day do you plan to be here? 

How many total hours per week will you spend working on your HiSET preparation?

At the rate of hours per week, how many weeks will it take you to reach 28 additional hours so you can take a post-test to show progress??

Signature:  

Date:  
Terrebonne Parish Adult Education Program Policies

The staff of the Terrebonne Parish Adult Education Program welcomes you as a student. The adult education program is an individualized program for adults who are no longer enrolled in the K-12 school system. The policies in this handbook are to be adhered to by you as a student, and are intended to aid in your safety, comfort, and training while enrolled.

I. Schedule

Day Classes – Bayou Cane Adult Education Center  Monday through Friday –

Bayou Cane is the primary adult education site for day and night class sections. As long as COVID restrictions are in place students are asked to attend during their assigned class times, although additional time will be allocated as much as possible. Students are required to follow COVID guidelines and must sign in when they enter the classroom and sign out when they leave. The morning hours (8:00 to 11:00 am) are usually the busiest times. Students who need additional help or who may be disturbed by a full classroom are encouraged to enroll in a class session that begins after 11:00.

Teachers will assist with room assignments once a student establishes a class schedule. Rooms 4 and 5, Room 3, and Room 6 (when intake is not scheduled) will be available for instruction.

Night Classes – Bayou Cane Adult Education Center

Monday and Wednesday - 5:00 P.M. – 8:00 P.M.

☐ Students may be transferred from day to night classes and vice-versa if necessary. Let your instructor know if you need to be enrolled in a different class schedule.

☐ Night students may also attend during day sessions at Bayou Cane in order to complete assignments or use computers. This activity MUST BE SCHEDULED with DAY TEACHERS. (Day students may not attend night classes!)

Fletcher - Co-enrollment classes may be held on a Fletcher campus, but there are no Terrebonne Adult Education classes held at a Fletcher building.

Calendar – The adult education program follows the Terrebonne Parish School System’s K-12 calendar. A calendar of holidays is included in your intake book. Additional classes may be added during summer months to assure that students are able to finish educational requirements before June 30.
II. Attendance

All students will have an attendance goal of 40 hours, including intake testing and orientation!! Post testing and educational progress can only be measured after this time is logged.

Students must sign in upon arrival and sign out when leaving. Hours are recorded daily for our program records. Attendance information will be forwarded to authorized agencies (courts, Social Security, etc.) if requested.

Students should inform instructors of extended absences. After 90 days of no attendance students will be dropped from the program and will need to apply to be reregistered.

III. Fees

At this time there are no fees to attend adult education classes at Bayou Cane.

IV. Building Conduct

Students must immediately report to class upon arrival on campus.

Unless given specific permission by the instructor, students are requested to remain in class at all times. Roaming the halls or school property is not allowed.

Students who have completed their studies for the day are to sign out and leave campus immediately. Students are not allowed to leave the campus and return during the same session without permission.

NO LOITERING (No Hanging Out!!) – Students are not allowed to loiter in halls or outside the building. They may wait briefly for a ride under the breezeway, but they may not stay there for extended periods of time or hang out in the parking lot or at the building/property across the street. We need to be GOOD NEIGHBORS to all businesses in the area.

V. Smoking

As per Louisiana State Law - Smoking and vaping are NOT ALLOWED on the campus at Bayou Cane Adult Education Center or at Fletcher. This is Terrebonne Parish School District property, and the same laws that govern the other school district buildings are in effect here. That means that no one – student or employee – is allowed to smoke within 2000 ft. of the property.
VI. Program Progress/Classroom Expectations

Students must participate in learning activities in the classroom setting. Students are not allowed to attend classes unless they attempt the assignments and cooperate with instructors’ requests. Sleeping in the classroom and other non-compliant behaviors are not allowed.

In order to remain in the program, students must make reasonable academic progress. This is determined by the work completed, teacher-made tests taken, and general observance by teachers.

More specific classroom rules and procedures will be given by instructors.

Cooperate and Participate!!!

VII. Visitors

Students are not allowed to have visitors on campus. During COVID restrictions all building doors are locked and non-students will not be admitted.

VIII. Materials

Books are provided for in-class use only and are not to be written in or taken from the center. Students may check out older editions of books with teacher permission, and they will be financially responsible for any materials that are missing or damaged. Students are required to have pens, pencils, and paper.

IX. General Conduct

A major component of adult education instruction is to encourage acceptable workplace behavior. Examples of inappropriate actions are roughhousing, running, horseplay, practical jokes, indecent behavior, fighting, bullying, threats, abuse of school property, loitering, stealing, gambling, and disrespect for any staff personnel. In particular, cursing or obscene language is not appropriate. An infraction of this type will result in a consequence ranging from a warning, to suspension for a period of time, to immediate termination depending on the severity of the violation. Students who are dismissed from this program may not return to school until the following school year.
X. Phones and Electronic Devices

Cell phones use should be limited in the classroom setting. They need to be kept on silent in order to not disturb other students, and the phones should be kept out of sight and off of tables. Students are not allowed to take calls in the classroom setting, although they may notify a staff member if an emergency call is expected or received. Multiple violations may result in dismissal from the program.

With staff permission, students may use the office phone to make transportation arrangements.

Ear buds may be used for computer access but are not allowed at other times. Ear plugs to block classroom noise will be available from teachers.

XI. Video cameras

For security purposes, school activities are monitored by video cameras 24 hours a day.

XII. Dress Code

As part of the Terrebonne Parish School System, the adult education program participants are required to comply with the following:

- Neat appearance and good personal hygiene create a comfortable environment for everyone.

- Clothing should not be too tight, too short, or too revealing.

- Crop tops, tank tops, undershirts, tops with spaghetti straps, pants worn off the hips, or any other type of clothing that allows undergarments to be visible will not be considered acceptable.

- Shirts and blouses do not need to be tucked in, but should be of sufficient length so that the torso is not visible between the shirt and the pants.

- Garments displaying inappropriate wording, lettering, or graphics are prohibited.

- Appropriateness of dress is at the discretion of the instructor.

- COVID mask requirements must be in place at all times. Bandanas and masks with inappropriate messages will not be allowed.
XIII. Food and Drink

COVID restrictions require that water fountains be unavailable. Students may bring drinks in closed containers. Food is not allowed in the classrooms, and students will be asked to eat lunch off campus.

XIV. Transportation/Parking

Parking for the Bayou Cane Adult Education Center is in the lot behind the building. Do not park in areas marked “Teacher Parking” or “No Parking”. Students may not sit in cars or linger in the parking area before or after class or during breaks. Please drive carefully and slowly on school grounds.

XV. Accidents

All accidents are to be reported to the instructor, regardless of how minor and an accident report must be filled out. A copy of the report will be kept on file.

XVI. Sexual Harassment Policy and Law

The Terrebonne Parish School Board recognizes that sex and gender discrimination is unlawful. In particular, Title IX of the Education Amendment prohibits discrimination on the basis of sex for all education programs that receive federal funding. State criminal law as well as civil law, such as laws against child abuse, all prohibit sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical. Sexual harassment, as defined above, may include, but is not limited to, the following:

a. Verbal harassment such as derogatory comments, jokes, slurs;
b. Physical harassment such as unnecessary or offensive touching, cornering, patting, or pinching;
c. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawing, looks, or gestures;
d. Demands for sexual favors accompanied by implied or overt threats concerning an individual’s employment or education status; or
e. Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status.

All allegations of sexual harassment by a student or staff member should be reported immediately to a teacher or program administrator. They will be investigated immediately, and appropriate action will be taken upon verification of the claim.
XVII. Aerosols/Pepper Spray

Aerosol sprays (including disinfectants) are not to be used in the building due to the potential that other students/staff have respiratory allergies. Pepper spray should not be brought to campus.

XVIII. Drug-Free/Weapons-Free Zone Law

The Louisiana Legislature has enacted a comprehensive response to the growing problem of drugs, alcohol, and weapons on school campuses. Louisiana Laws (R.S. 40:981.3, R.S. 14:95, and 15:855, R.S. 17:416) mandate extremely serious consequences for drugs or weapon violations in or around any property used for school purposes.

A. Drug-free/weapon-free zones extend 2000 feet beyond any school property, including school buses, as per State Law.

B. Knowledge of, use, possession, or intentional distribution of any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school event, (R.S. 17:416) as per State Law, will be handled through the law enforcement agencies.

Based upon these laws, the Terrebonne Parish School Board has the following administrative procedures in regard to criminal activities occurring on school property:

➤ Students shall be referred to the appropriate law enforcement agency and the determination of appropriate violations and charges will be made by the law enforcement officials.

➤ Students will continue to be disciplined as per school regulations with appropriate means including suspension or expulsion, as demanded by State Law.

Prescription Drugs:

Adult students are asked to keep their own prescription drugs with them in their purses or jackets or to leave them in their vehicles. They are not required to register these with the office. Any indication of the sale or distribution of prescription medication by any student will fall under the drug-fee zone laws.
FIRE DRILL INSTRUCTIONS

The fire alarm will be sounded to indicate a fire drill.

When the fire alarm is sounded, students should immediately rise, leave the rooms in single file, and follow the designated leader on the routes described below. Time should not be spent lingering to gather books, etc. The law demands that we clear the entire plant in TWO MINUTES.

There should be no running, loud talking, etc. that might lead to panic or disaster.

All groups should continue walking until reaching the farthest possible point from the building without leaving the school grounds.

If the exit for a group is blocked, the leader should immediately select the closest alternate exit and lead his/her group in that direction.

Bayou Cane Adult Education Center Evacuation Routes

<table>
<thead>
<tr>
<th>Office</th>
<th>Exit through left side of front double doors and continue to front corner of the yard.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 2</td>
<td>Exit through right side of front double doors and continue to front corner of the yard.</td>
</tr>
<tr>
<td>Hallway</td>
<td>Exit through side double doors and continue to the backyard.</td>
</tr>
<tr>
<td>Room 3</td>
<td>Exit through the side entrance, and continue to the back yard. Staff will assist with removal of children from the ECE classroom.</td>
</tr>
<tr>
<td>ECE Class</td>
<td>Exit through side entrance and continue to the backyard.</td>
</tr>
<tr>
<td>Room 4</td>
<td>Exit through fire exit door and continue to the backyard.</td>
</tr>
<tr>
<td>Room 5</td>
<td>Exit through fire exit door and continue to the backyard.</td>
</tr>
<tr>
<td>Room 6</td>
<td>Exit through fire exit door and continue to the backyard.</td>
</tr>
</tbody>
</table>
RECOMMENDATION # 6

The Committee recommends that the Board adopt policy FILE: H - 4.4, Student Accidents/First Aid, for inclusion in the Terrebonne Parish School Board Policies and Procedures Handbook as follows:
FILE:H-4.4
Cf. H-3.6p

STUDENT ACCIDENTS/FIRST AID

The School Board recognizes its responsibility to provide proper care to the students when they become ill or injured. Any treatment that is rendered shall be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school, or is seriously injured in an accident, the principal shall be responsible for informing the parents of such illness or injury immediately by phone or otherwise. If it proves impossible to contact the parents, the principal has the responsibility of placing the child under the treatment of a physician, preferably the family physician if he is known. Neither the School Board nor the school shall assume any liability for the treatment of a student. The physician should be given information concerning all of the circumstances involved including the principal’s unsuccessful attempts to inform the parents of the illness or injury and the fact that the responsibility for payment of services rendered lies with the parents. If treatment is deemed urgent and a physician is not immediately available, the student may be taken to a local emergency room.

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds or on the school bus. No medication shall be administered at any school to any student unless written permission from parents has been granted and only in accordance with Board policy entitled Administration of Medication (JGCD).

Accidents requiring medical attention from a physician should be reported immediately to the Superintendent.

TERREBONNE PARISH SCHOOL BOARD
P.O. BOX 5097, HOUMA, LOUISIANA 70361 PHONE (985) 876-7400

Date: August 9, 2020
TO: Parent or Guardian or Employee
FROM: Principal or Administrator
SUBJECT: Asbestos Inspection/Management Plan Status

Some of you may be aware that we contracted with an accredited Asbestos Inspector/Management Planner in August, 1988 to perform the services required to comply with provisions of the Asbestos Hazard Emergency Response Act (AHERA) and mandated by the Environmental Protection Agency. Inspections were completed in March, 1989 and substantiated that our school buildings were found to have limited quantities of asbestos containing materials (ACM) as follows:

All occupied physical plant sites within the school district have been inspected and are still considered to be nonfriable building material. All inspection information can be found in the administrator’s office at each physical plant site. Inspections are conducted on basics of site location and condition of ACM building material by the Terrebonne Parish School Boards direction. All inspections are conducted within the guidelines of AHERA regulations and are documented in the physical plant sites Management Plan.

Since most materials are no friable, there is little or no danger to students or employees provided that no demolition, renovation, or vandalism affect the material.

Should any activity (renovation, repair or demolition) be contemplated or undertaken within the specific areas containing asbestos, it shall be done by properly trained and certified personnel using proper protective equipment.

In accordance with provisions of AHERA, the Management Plan files are updated after each 6 month and 3 year survey/inspection. Copies of the findings are located in the administrator’s office at each school board building site and are available for review by the public during the work day.

This information is provided to notify you of our efforts to comply with all required regulations. Should you have any questions, please do not hesitate to call.

Sincerely,

Marilyn Schwartz
Administrator
Terrebonne Parish Adult Education

STUDENT RECORDS, PRIVACY
Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
   Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U. S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C.  20202-4605
Final Comments

Your Terrebonne Parish Adult Education Program Intake Booklet is yours to keep as a reference during your time as a student in our program. Please use the information we have given you to help you successfully attain your goal.

We hope this intake and orientation has been helpful to you and given you an overall awareness of what you need to do in order to succeed. Remember, our staff is always here to assist you in any way we can. Please do not hesitate to let us help.

The following forms must be signed, dated, and given to your instructor for office records:

1. Computer and Internet Use

After reading the entire student intake booklet, the Terrebonne Parish Adult Education Program Policies form is to be signed, dated, and given to your instructor.
# Internet Access

Below is a list of libraries offering internet access when you have a library card. There is no charge for the use of this service. Usage is generally limited to one hour, unless no one else is waiting for the computer. Since some libraries do require an appointment, it is best to call ahead.

## Terrebonne Parish Libraries

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Address</th>
<th>Ph#</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terrebonne Parish Main Branch Library</td>
<td>151 Civic Center Blvd.</td>
<td>985-876-5861</td>
<td>9:00-9:00 M-Th 9:00-6:00 Fri-Sat 2:00-6:00 Sun</td>
</tr>
<tr>
<td>Terrebonne Parish East Houma Branch Library</td>
<td>778 Grand Caillou Rd.</td>
<td>985-876-7072</td>
<td>9:00-8:00 M-Th 9:00-6:00 Fri-Sat</td>
</tr>
<tr>
<td>Terrebonne Parish Bayou Dularge Branch Library</td>
<td>837 Bayou Dularge Rd.</td>
<td>985-851-1752</td>
<td>10:00-6:00 M-Th 10:00-5:00 Fri</td>
</tr>
<tr>
<td>Terrebonne Parish Gibson Branch Library</td>
<td>6363 S. Bayou Black Dr.</td>
<td>985-575-2639</td>
<td>10:00-6:00 M-Th 10:00-5:00 Fri</td>
</tr>
<tr>
<td>Terrebonne Parish Bourg Branch Library</td>
<td>4405 Grace St.</td>
<td>985-594-4717</td>
<td>10:00-6:00 M-Th 10:00-5:00 Fri</td>
</tr>
<tr>
<td>Terrebonne Parish Grand Caillou Branch Library</td>
<td>200 Bayou Dr.</td>
<td>985-563-7249</td>
<td>10:00-6:00 M-Th 10:00-5:00 Fri</td>
</tr>
<tr>
<td>Terrebonne Parish Chauvin Branch Library</td>
<td>5612 Hwy 56</td>
<td>985-594-9771</td>
<td>10:00-6:00 M-T 10:00-5:00 Fri</td>
</tr>
<tr>
<td>Terrebonne Parish Montegut Branch Library</td>
<td>1135 Hwy 55</td>
<td>985-594-4390</td>
<td>10:00-6:00 M-Th 10:00-5:00 Fri</td>
</tr>
</tbody>
</table>
Digital Learning Websites

twww.bca-tpsd-la.schoolloop.com
portal.achieve3000.com
www.ets.org
www.historychannel.com
www.khanacademy.org
www.intelligent.com
www.sas.calpoly.edu/asc/ssl.html
www.tulsa.oklahoma.net/~jnicols/skills.html
http://www.dartmouth.edu/~acskills/videos/
http://ucc.vt.edu/academic_support/study_skills_information.html
https://www.cmhc.utexas.edu/clearinghouse/files/TI054.pdf
https://campushealth.unc.edu/health-topics/academic-success/obstacles-academic-success/avoiding-study-traps
www.pearsonhighered.com
www.prehall.com/success
https://www.bpcc.edu/
Adolescent and Adult Counseling Services
- Carol Benoit, LPC  873-7943
- Karen Boudreaux, LPC  262-3522
- Valerie Cooper, LPC  381-1732
- Bliss Cunningham, LPC  985-360-5097
- Kelvin Dehart, LPC  985-697-4908
- Kelly Derouen, LPC-S, LMFT  876-5748
- Brett Faucheaux, LPC  447-5383
- Shenee H. Gros, LPC  985-381-6393
- Karen Guidry, LPC  872-9244
- Carl Mangum, LCSW  889-2799
- Kimberly McElroy, LPC, LAC  209-4336
- Sharon Miller, LPC, LMSW  880-3979
- Celeste Shelby, LPC, LMFT  447-5383
- Lyndell Stove, LPC  985-655-7869
- Dr. Zoe Tanner, LPC  688-1754 or 449-0990
- Mark Toups, LPC  985-438-1219

Free & Sliding Scale Services
- Family Ministries  850-3129  Nancy Dietrich, LPC
- Catherine Klingman (Director)
- Nicholls Psychology Clinic (Thibodaux)
- Office of Housing and Community Development

Psychiatric Services
- Behavioral Health Unit of St. Ann  537-8222
- Therapy for Parents, Children, and Families
- Lakeview Community Health
- Magnolia Family Services
- Options for Independence
- Restore Outreach Center
- South Central LA Human Services Authority
- South Central LA Human Services Authority, New Orleans
- South Central LA Human Services Authority, Opelousas
- South Central LA Human Services Authority, Thibodaux

Psychologists
- Dr. Clarence Bergeron  851-6257
- Dr. Carmen Bruissard  985-414-9654
- Dr. Chris Rachal  985-825-0023

Homeless Assistance
- Beautiful Beginnings (Shelter)  500-8105
- Gulf Coast  851-4488
- Salvation Army  851-291-2000
- START Corporation  879-3967
- Terrebonne Parish Consol Govt.  873-6817
- TPSD Homeless Liaison (Federal)  851-1553

Dental
- Greg Zeringue  872-5422
- START Corporation  879-3966

Emergency Contacts
- Med., Police, Fire Emergencies  911
- Acadian Ambulance  1-800-259-1111
- American Red Cross of S. LA  504-620-3105
- District Attorney  873-6500
- Leonard J. Chabert Medical Center  873-2200
- Chabert Peds Clinic  873-1234
- Chabert Social Svcs.  873-1827
- Ochsner St. Anne General Hospital (Raceland)  537-6941
- TGMC  873-4141
- Thibodaux Regional Medical Center  447-5500
- Houma Police Department  873-6371
- Fire Department (City of Houma)  873-6592
- Terrebonne Parish Sheriff's Office  876-2500
- Troop C (State Trooper/Police)  857-3680
- Child Abuse Hotline  1-800-422-4453
- Crisis Assist Link Line  1-877-500-9997
- Domestic Violence Hotline (LA)  1-888-411-1333
- Domestic Violence Hotline (LA)  1-800-535-3694
- Domestic Violence Hotline (LA)  1-800-730-8375 - Warm Line
- Rape, Abuse and Incest Hotline  1-800-566-4673 - RAINN (Rape, Abuse and Incest/Sexual Assault)
- Suicide Crisis Hotlines  1-877-968-8454 - Youth Am. Hotline
- National Suicide Prevention Lifeline  1-800-273-8255
- Poison Control  1-800-273-8255

PSARC (Single Point Assessment and Resource Center/located at City Court in Houma)  985-868-8880

Teen Pregnancy
- Crossroads Preg Resource Ctr.  446-5004
- Nurse Family Partnership  857-3601

*Denotes Medicaid Accepted
- Medicaid / LaChip  1-888-342-6207
- Medicaid Transportation  2 days notice required
  Call your specific provider

*Note: Medicaid Accepted
TERREBONNE PARISH SCHOOL DISTRICT
2020 - 2021 CALENDAR

Staff Development Day # 1, # 2, # 3 (Base School)
Faculty Meeting/Records Day (Base School)
School Break and Labor Day (Holiday)
Opening of School/Students Report to School
Progress Reports Issued
Fall Break*
School Break and Election Day (Holiday)
First Grading Period Ends
Thanksgiving Holidays*
LEAP 2025 High School Testing
Christmas Holidays
Students Return to School
Dr. Martin Luther King Day (Holiday) and School Break
Second Grading Period Ends
Mardi Gras Holidays*
Easter Holidays
Third Grading Period Ends
Issuance of Report Cards to Parents
Commencement Exercises Adult Education
Commencement Exercises Ellender Memorial High
Commencement Exercises H. L. Bourgeois High
Commencement Exercises South Terrebonne High
Commencement Exercises Terrebonne High
Memorial Day (Holiday)
Final Exams (Grades 9 - 11)
Fourth Grading Period Ends/Last Day for Students
Last Day for Teachers/Records Day

August 31 – September 2
September 3
September 4 & 7
September 8
October 6
October 9 - 12
November 2 & 3
November 10
November 23 - 27
December 1 – 18
December 21 - January 1
January 4
January 18 & 19
January 29
February 15 - 19
April 2 - 9
April 13
April 19S
May 12
May 19
May 20
May 24
May 25
May 31
June 8 - 10
June 10
June 11
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<tr>
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<th>AUGUST 2020</th>
<th>SEPTEMBER 2020</th>
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<tbody>
<tr>
<td></td>
<td>Saturday 10/17 12:00pm - 5:45pm</td>
<td>Saturday 9/12 12:00pm - 5:45 pm</td>
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<tr>
<td></td>
<td>Tuesday 10/20 4:00pm - 7:30pm</td>
<td>Tuesday 9/15 4:00pm - 7:30 pm</td>
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<td></td>
<td><strong>OCTOBER 2020</strong></td>
<td><strong>NOVEMBER 2020</strong></td>
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<tr>
<td></td>
<td>Saturday 11/14 12:00pm - 5:45 pm</td>
<td>Saturday 11/14 12:00pm - 5:45 pm</td>
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<tr>
<td></td>
<td>Wednesday 11/11 4:00pm - 7:30 pm</td>
<td>Wednesday 11/17 4:00pm - 7:30 pm</td>
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<tr>
<td></td>
<td><strong>DECEMBER 2020</strong></td>
<td><strong>JANUARY 2021</strong></td>
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<tr>
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<td>Saturday 12/12 12:00pm - 5:45pm</td>
<td>Tests added at a later date</td>
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<tr>
<td></td>
<td>Tuesday 12/15 4:00pm - 7:30pm</td>
<td><strong>MARCH 2021</strong></td>
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<tr>
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<td><strong>FEBRUARY 2021</strong></td>
<td>Tests added at a later date</td>
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<tr>
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<td><strong>MAY 2021</strong></td>
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<td><strong>APRIL 2021</strong></td>
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<td>AND</td>
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<td><strong>AND</strong></td>
<td>Tests added at a later date</td>
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<tr>
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<td>Tests added at a later date</td>
<td><strong>JUNE 2021</strong></td>
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<tr>
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<td><strong>JUNE 2021</strong></td>
<td>Tests added at a later date</td>
</tr>
</tbody>
</table>

HiSET Examiner
Misha Benoit (985) 688-7946 maja34@yahoo.com

Adult Education Administrator/Chief Examiner
Marilyn Schwartz (985) 876-3160 marilynswartz@tpsd.org

Adult Education Supervisor
Mark Torbert (985) 876-7400 Marktorbert@tpsd.org

Rev.9.3.20