REGION 5
Education Service Center
Adult Education
College & Career Prep.

ONLINE Student Handbook



We Provide Equal Access to ALL Participants

We do not discriminate on the basis of age, disability, sex, race, religion, or sexual orientation. All eligible individuals can learn at our program.



Student Eligibility

If you are 16 years-old, and have a court order from a court or juvenile probation office, you are eligible to participate in our program.



Student Eligibility

If you are 17 years-old, NOT enrolled in high school and have the proper documentation, you are eligible to participate in our program.



Student Eligibility

Proper documentation includes (1) a signed parental permission form, and (2) an official withdrawal from school form.

Exceptions may be made based on the following documentation: (1) proof that you live separately from your parent or guardian or (2) proof that you are homeless.



Student Eligibility

If you are 18 years-old, NOT enrolled in high school and have the proper documentation, you are eligible to participate in our program.



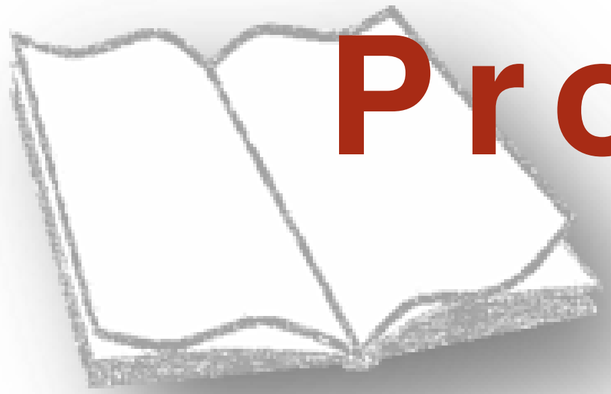
Student Eligibility

Proper documentation includes (1) a parental permission form, (2) an official withdrawal from school form, (3) proof that you live separate from your parent or guardian, or (4) proof that you are homeless.



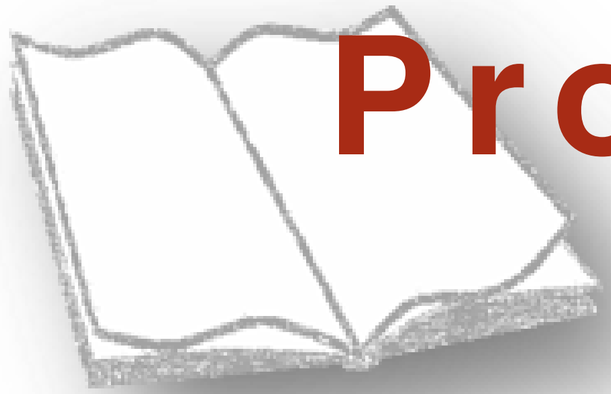
Student Eligibility

If you are 19 years of age or older, you can participate in the Adult Education and Literacy Program.



Program Overview

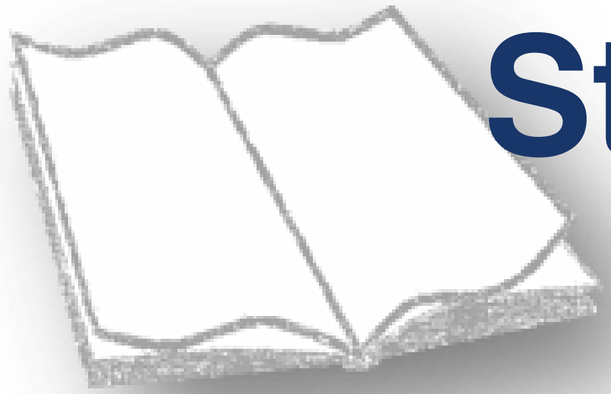
- **We can help you get your High School Equivalency Credential or GED.**
- **We can help you pass the required tests to enroll in college.**
- **We can help you train for a career.**
- **We can help you learn the English language.**



Program Overview

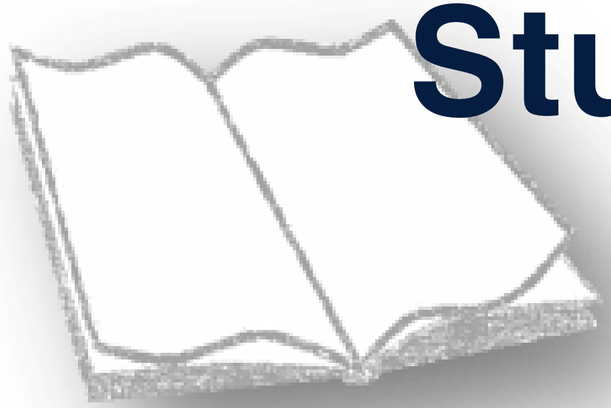
To get started you must take a “no pressure” test so that we can determine the best placement for you.

We have classes in Beaumont, Port Arthur, Silsbee, Orange and Online.



Student Orientation

All students must attend an Orientation before starting classes. Orientation sessions are scheduled for three (3) hours. During this time, staff will collect information like identification documents, school withdrawal forms, and court orders. You will also be guided through identifying your short and long term academic and/or career goals.



Student Attendance Policy

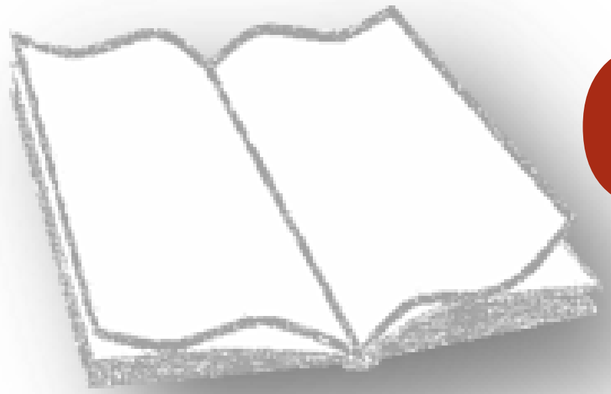
All students are expected to follow the attendance policy which includes:

- **Attending all your class sessions.**
- **Arranging with your instructor to make up all course work missed.**
- **Requesting any handout/s issued in class during your absence.**
- **Contacting the instructor through “REMIND”, text, or email prior to being absent when possible.**



Disability Accommodations

We provide equal access to educational opportunities for all students. We strive to furnish reasonable and necessary accommodations to eligible students when requested and needed. Approved accommodations and services are provided at no cost to students.



COMPLAINTS

We encourage students to first discuss issues directly with the individual involved to resolve the situation. If the issue is not worked out, arrange a meeting between you and one of the site's instructors to discuss the matter. If the problem is still not resolved, the complaint may be sent to: kbarnhart@esc5.net

We are excited about the opportunity to assist you with your education!

To schedule your enrollment appointment, or if you have any questions, please call our office at 409-951-1771.

