Legacys Adult Learning Center
Where everyone can succeed.

STUDENT HANDBOOK

Table of Contents

Welcome

The Successful Distance Learner

Privacy

Procedures

Welcome,

The Office of Legacys Adult Learning Center commends you for choosing online learning at Legacys Adult Learning Center. We provide high-quality online courses. As an Electronic Learning (EL) student, you will find your online classes academically equivalent to on-campus courses.

Carefully read the material presented in this handbook. The handbook was designed to provide you with information specific to electronic learning including:

• **How to be a successful Electronic Learning student**
• **How to navigate Legacys Adult Learning Center**
• **How to be successful in your courses.**

At the beginning of your term, it is important to orient yourself to important information about the Program by reading the Student Handbook. Every student is responsible for observing the policy and procedures for the Program as published in these documents. You may review these publications on the Legacys Adult Learning Center website by clicking the "Student Handbook" link.

If you have any questions regarding accessing portal, or passwords please contact Academic Skills Center at legacyadultlearningcenter@yahoo.com If you have any issue or questions about any information in this handbook, please contact the Center Director, **Pastor Sandra K. Haynes** at **386-218-6448**.

Wishing you all the best!

 Legacys Adult Learning Center, Faculty and Staff

Legacys Adult Learning Center Mission Statement

Legacys Adult Learning Center seeks to support and assess the development and delivery of distance learning courses for the purpose of providing quality programming that reflects continuous review and improvement. The e-learning courses meet all quality standards set forth for traditional on-campus programs and carry out the mission of the Center.

Introduction to E-Learning

E- learning (EL) is a powerful option for students who wish to study and learn in their own time and place. Many students have schedules that do not fit with the traditional on-campus course offerings and EL provides a viable avenue to a quality education. E- learning is ideal for students who want to get an education, to reach all personal and academic goals. Distance learning at Legacys offers quality and convenience for today's hectic lifestyle without the need to leave your home.

E- Learning Course Definitions

• TABE 11/12

TABE 11/12 Academy is an online course that includes over 300 skill-based lessons and is perfectly aligned to the College and Career Readiness Standards. Using built-in locator tests, TABE 11/12 Academy quickly identifies the exact skills students need to master to accelerate gains through TABE 11/12 levels E, M, D, and A. The adaptive learning system creates a personalized learning plan for each student starting with core foundational skills and building competency quickly. Along the way, educators can track student progress and customize learning plans as needed using the built-in Learning Management System (LMS).

• GED Prep

GED Academy™ is an online, mobile-friendly course that teaches students exactly what they need to know to pass the GED® Test. Using built-in practice tests, the adaptive learning system creates a personalized learning plan for each student, bypassing skills they have already mastered. With over 3,500 interactive activities and lessons, this course will fully prepare students in each GED® subject area: Math, Language Arts, Social Studies, and Science. Along the way, educators can track progress, customize learning plans, and determine exactly when students are ready to take their GED® Test!

GED Policies for the State of Florida

GED® Program Upon successful completion of the official GED Test, a candidate shall be awarded a State of Florida High School Diploma and shall be considered a high school graduate.

• Age Rule (GED®) Any candidate shall be at least 18 years of age on the date of the examination. Exceptions may be granted by the Superintendent of Schools or designee in extraordinary circumstances such as health problems, family financial problems, or other instances of hardship.

Special exceptions apply if said candidate has reached the age of 16.

. • Procedures for Exceptions to Age Rule (GED®) To be allowed to take the GED Test, students under the age of 18 who are enrolled in the K-12 program and who are considering withdrawal from the program must have written parental approval citing extraordinary circumstances which represent extreme hardship. The procedure is as follows:

Withdraw from the K-12 program and take the TABE and The GED Ready™: The Official Practice Test at an adult education center. If scores are indicative of success on the GED® Test, students will follow procedures as outlined below for out-of-school youth. If GED® Test readiness is not indicated, students may enroll in a GED® preparation class at an adult education center. Students and parents/guardians are r e q u i r e d to complete a "Request for GED® Age Waiver" form, (FM-4563) that includes appropriate administrative approvals.

In the event, that out-of-school youth, between the ages of 16 and 18 request GED age waivers from high school principals, they are to be directed to adult education centers for testing and recommendation by adult principals and approval by the Administrative Director or designee. They may also apply directly, in writing, with parental approval, to the Administrative Director or designee who will direct them to an adult education center. The center will administer the TABE and The GED Ready™:

The Official Practice Test to determine the student's readiness to complete the GED® test successfully. Upon recommendation by the adult principal, the request will be forwarded to the Administrative Director or designee for approval. Scores from the GED Ready™: The Official Practice Test achieved by taking the test away from an adult education center will not be accepted in the approval process for a GED age waiver. Also, for underage testers, any GED® subtests taken before the approval of an age waiver and The Testing Eligibility Exception Form will be invalidated.

Procedures for a Student Participating in the Performance-Based Exit Option Model Through an agreement between the Florida Department of Education (FLDOE) or whatever state the student is a residence and the American Council on Education, currently enrolled high school students participating in a Dropout Prevention Program and other students at risk of not graduating with their cohort group are eligible to take the GED® Test.

If students pass the GED® Test and the FSA, FCAT 2.0 and other applicable graduation assessments, they are eligible to graduate receiving a State of High School Performance Based Diploma in addition to a State of Florida High School Diploma. Students may only access this alternate graduation route through the Performance-Based Exit Option Model. English Language Learners (ELLs) may not be denied access to adult and career/technical programs based on measures of English proficiency.

An English language test or informal judgments of English proficiency may not be used to deny ELLs the opportunity to benefit from M-DCPS adult and career/technical programs. No criterion or method may be imposed which delays or denies ELLs being served in adult general education courses or career/technical classes. Regardless of funding source, adult ELLs must have equal access to program subject matter and benefits. Instruction and services need to be made understandable to them.

Adult education center staff is advised that a student's English proficiency and basic skills abilities should be assessed during the intake process. If a student answers yes to any of the META (Multicultural Education, Training and Advocacy) questions found on the registration form, the student should be screened for English proficiency using the oral interview questions entitled Oral Interview to Identify Limited English Proficient Clients Under Workforce Development.

This oral interview is not a replacement for the required placement exam, subsequent, to the assessment. ELLs should then be advised of appropriate services available. Secondary Enrolled ELLs in Adult Programs. Whenever high school ELLs are assigned to the adult education program to earn credit which will be used toward graduation, home-school communication must be in the home language of the parents. This applies to forms, written notices, and all other modes of communication. Communication must be in the language commonly used by the parent or student, unless clearly not feasible. Page | By way of summary, adult general education classes or courses provided for secondary enrolled ELLs must be:) appropriate to the student's level of English proficiency. b) consistent with Section I (identification and assessment) and Section 2 (programming) of the 1990 League of United Latin America Citizens (LULAC), et al. Consent Decree.

Since it is the Centers intention to expand the availability of online training, a policy and procedure guide was recommended.

The Successful Distance Learner

Qualities of successful distance learners vary. The following is based on advice from instructors and students who have had positive distance e- learning experiences.

Good Study Habits One of the best ways to be a successful distance learner is to develop and execute good study habits including:

• time management - do not let assignments go until the last day
• use all available resources
• work in a quiet, uninterrupted area as much as possible
• dedicate at least 3 hours per week for each credit hour of your course
• communicate frequently with your instructor and peers
• reach out when you need help
• have a strong sense of self-awareness

Learners who have a strong sense of self-awareness and good study habits usually have better strategies for understanding new information and are typically more successful in an online environment.

Self-Discipline and Motivation.

Another characteristic shared by successful distance learners is self-discipline. This distinguishing feature is usually seen in the learner's ability to stay current with class units.

One way to promote self-discipline is to organize your time using a calendar. Schedule an appointment time on the calendar to study for an exam, work on assignments, and complete assigned readings. Be sure to arrive to your appointment on time and stay for the full allotted time. Your appointment should take place in an area dedicated to your studies and free from distractions. Select an area that is quiet and has enough light and space for you to work properly.

E- learners need to be self-motivated. Unlike traditional courses in which the students and instructor meet face-to-face, learning activities and communication in EL courses are remote. This arrangement allows you the flexibility to work when it is most convenient for you. It will be your responsibility to remain motivated and engaged.

Time Management

Time management is a commitment; you must set aside a significant amount of time each week for class work. E- learning classes require as much time and effort as traditional seated classes, if not more. If your class is a 3-credit hour class, you should schedule a minimum of nine hours each week to accomplish course work. The rule is 3 hours of work for each credit hour, per week.

It is important to not leave assignments until the last minute. Plan your time to include any potential technical difficulties in software, hardware, or internet connections. Using the course syllabus as a guide and the calendar you developed for self-discipline will help you better manage your time.

Privacy

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions.

Definitions

Personal Data
Personal Data means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession).

Usage Data
Usage Data is data collected automatically either generated using the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Cookies
Cookies are small pieces of data stored on your device (computer or mobile device).

Data Controller
Data Controller means the natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which, and the manner, in which, any personal information, are, or are to be, processed.

For the purpose, of this Privacy Policy, we are a Data Controller of your Personal Data.

Data Processors (or Service Providers)
Data Processor (or Service Provider) means any natural or legal person who processes the data on behalf of the Data Controller. We may use the services of various service providers to process your data more effectively.

Data Subject (or User)
Data Subject is any living individual who is using our Service and is the subject of Personal Data.

Information Collection and Use

We collect several different types of information for various purposes to provide and improve our Service to you. Types of Data Collected:

Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally, identifiable information may include, but is not limited to:

• Email address
• First name and last name
• Phone number (optional)
• Cookies and Usage Data

We may use your Personal Data to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

Usage Data
We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP

address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

Tracking & Cookies Data

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

• Session Cookies. We use Session Cookies to operate our Service.
• Preference Cookies. We use Preference Cookies to remember your preferences and various settings.
• Security Cookies. We use Security Cookies for security purposes.

Use of Data

Legacys Adult Learning Center uses the collected data for various purposes:

• To provide and maintain our Service
• To notify you about changes to our Service
• To allow you to participate in interactive features of our Service when you choose to do so
• To provide customer support
• To gather analysis or valuable information so that we can improve our Service
• To monitor the usage of our Service
• To detect, prevent and address technical issues
• To provide you with news, special offers and general information about other goods, services, and events which, we offer that are similar to those that, you have already purchased or inquired about unless you have opted not to receive such information

Retention of Data

We will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Legacys Adult Learning Center will also retain Usage Data for internal analysis purposes. Usage data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

Transfer of Data:

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country, or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction. If you are located outside of the United States and choose to provide information to us, please note that we transfer the data, including Personal Data, to the United States and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Legacys will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Disclosure of Data

Legal Requirements

Legacys may disclose your Personal Data in the good faith belief that such action is necessary to:

• To comply with a legal obligation
 • To protect and defend the rights or property of Legacys Adult Learning Center
 • To prevent or investigate possible wrongdoing in connection with the Service
 • To protect the personal safety of users of the Service or the public
 • To protect against legal liability

Security of Data

The security of your data is important to us but, remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

"Do Not Track" Signals

We do not support Do Not Track ("DNT"). Do Not Track is a preference you can set in your web browser to inform websites that you do not want to be tracked.

You can enable or disable Do Not Track by visiting the Preferences or Settings page of your web browser.

Your Data Protection Rights Under General Data Protection Regulation (GDPR)

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. Legacys aims to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

If you wish to be informed on what, personal data we, hold about you and if you want it to be removed from our systems, please contact us. In certain circumstances, you have the following data protection rights:

The right to access, update or to delete the information we have on you. Whenever made possible, you can access, update or request deletion of your Personal Data directly within your account settings section. If you are unable to perform these actions yourself, please contact us to assist you.

• The right of rectification. You have the right to have your information rectified if that information is inaccurate or incomplete.
• The right to object. You have the right to object to our processing of your Personal Data.
• The right of restriction. You have the right to request that we restrict the processing of your personal information.
• The right to data portability. You have the right to be provided with a copy of the information we have on you in a structured, machine-readable, and commonly used format.
• The right to withdraw consent. You also have the right to withdraw your consent at any time where Legacys Adult Learning Center relied on your consent to process your personal information.

Please note that we may ask you to verify your identity before responding to such requests.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the European Economic Area (EEA).

Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Analytics

We may use third-party Service Providers to monitor and analyze the use of our Service.

• Google Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.

You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: https://policies.google.com/privacy?hl=en

Behavioral Remarketing

Legacys Adult Learning Center uses remarketing services to advertise on third party websites after you visited our Service. We and our third-party vendors use cookies to inform, optimize and serve ads based on your past visits to our Service.

• Google AdWords

Google AdWords remarketing service is provided by Google Inc. You can opt-out of Google Analytics for Display Advertising and customize the Google Display Network ads by visiting the Google Ads Settings page: http://www.google.com/settings/ads

Google also recommends installing the Google Analytics Opt-out Browser Add-on - \- http://tools.google.com/dlpage/gaoptput \- for your web browser. Google Analytics Opt-out Browser Add-on provides visitors with the ability to prevent their data from being collected and used by Google Analytics.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: https://policies.google.com/privacy?hl=en

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, please contact us:

• By email: legacyadultlearningcenter@yahoo.com

Procedures

Registration:

• As with classroom training, registration for online training will be done via the Learning Management System (LMS). This system requires supervisory approval.

Participant's Responsibilities:

• Fully engage in the learning process.

• Apply the knowledge/skill acquired through online training to current and planned job responsibilities.

• Maintain the privacy of the training content.

• Work with teachers to develop a training schedule that minimizes interruptions during the duration of enrollment in the program.

• Complete all training during regularly scheduled hours unless administrator/teacher gives specific prior guidance.

• Meet with teacher after the completion of the course to review the course assessments and discuss the next steps for you.

Administration/Teacher Responsibilities:

• Review and approve course work and assessments.

• Assist the participant with a schedule that fits his/her workday and meets the needs of the organization.

• Support the learning experience by providing constructive feedback before and after the training session.

• Find opportunities for students to use new knowledge or skills.

Cancellation: Students account will be deactivated after 14-days of non-use. There will be a re-registration fee of $50.