

JAHA Adult Education Student Handbook

Your second chance for a first-class education!



JoAnne Sanders, Director

Hampton Location:

303 1st Street East
Hampton, SC 29924
(803) 903-1052

Main Office

Ridgeland Location:

Fairfax Location:

172 Lee Avenue North
Fairfax, SC 29827

Hardeeville Location:

Agape Family Life
5855 South Okatie Hwy.
Hardeeville, SC 29927



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Dear Students,

Congratulations on making the decision to continue your education! To us here at JAHA Adult Education, it means that you know the value of an education. We know that it takes courage to decide to return to school, and we commend you. Please know that we are overjoyed that you chose us to assist you on the journey to obtaining your educational goals. The journey involves hard work, dedication, and time management on your part, but I assure you that you will agree that it is well worth the reward of obtaining your educational and/or career goals.

We at JAHA Adult Education will do all that we can to make this journey a success for you, from providing instruction and time to tutor you for upcoming assessments all the way up through graduation. Even when our office is closed, you can still reach out to us through social media. We use our website Facebook to keep you in the know—go ahead and follow us using the links below!

Website: <https://www.hcsdsc.org/departments/adult-education-clone>

Facebook: <https://www.facebook.com/share/1BnKtsXABe/?mibextid=wwXlfr>

We look forward to a rewarding learning experience with you! Thank you for entrusting us with your educational goals.

Sincerely,

JoAnne Sanders,
Director
(803) 903-1050
jsanders@hcsdsc.org

**Adult Education's Mission Statement**

The mission of adult education in South Carolina is to: assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and economic self-sufficiency; assist adults who are parents to obtain the educational skills necessary for them to become full partners in the educational development of their children; and assist adults in the completion of a secondary-school education.

Adult Education's Vision

The vision of adult education is for all South Carolina adults to have a high level of literacy that enables them to access needed information, take independent action, express ideas and opinions, keep up with the changing world, and exercise rights and responsibilities as family members, workers, and community members.

Non-Discrimination Policy: Hampton County School District does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in employment decisions or in the provision of educational opportunities and benefits, in compliance with Title VII of the civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Staff Directory

JoAnne Sanders Director 303 1st Street East Hampton, SC 29924 (803) 903-1050 jlsanders@hcsdsc.org	Kimberly Doctor Bookkeeper/Administrative Assistant 303 1st Street East Hampton, SC 29924 (803) 903-1051 kdoctor@hcsdsc.org
College and Career Navigator 303 1st Street East Hampton, SC 29924 (803) 903-1053	Tascena Alston Student Services Coordinator 303 1st Street East Hampton, SC 29924 (803) 903-1052 talston@hcsdsc.org
Vickie Johnson Student Services Coordinator 172 Lee Avenue North Fairfax, SC 29827 (803) 903-1065 vjohnson@hcsdsc.org	Moronica Capers GED Instructor, Fairfax and Hampton mcapers@hcsdsc.org
Kevin Moore GED Instructor, Hampton and Hardeeville kEmoore@hcsdsc.org	Deborah Williams-Tuten GED Instructor, Hampton dwilliamstuten@hcsdsc.org

Hampton County School District 2025-2026 Calendar

Hampton County School District Modified School Calendar 2025 - 2026

[illegible]



JAHA Adult Education 2025-2026 School Calendar

Date	Event	Site
August 18, 2025	New Student Orientation: Hampton	Hampton, SC
August 19, 2025	New Student Orientation: Fairfax	Hampton, SC
August 20, 2025	New and Returning Student Orientation: Hardeeville	Hardeeville, SC
September 3-4, 2025	FIRST DAY OF CLASSES	9/3 Hampton & Hardeeville 9/4 Fairfax
Sept. 1, 2025	Closed LABOR DAY HOLIDAY	ALL
Oct. 17 & Oct. 20, 2025	Student Holidays	ALL
Nov. 24-28, 2025	NO SCHOOL THANKSGIVING BREAK	ALL
December 19, 2025- January 9, 2026	NO SCHOOL WINTER BREAK	ALL
January 19, 2026	NO SCHOOL MARTIN LUTHER KING JR HOLIDAY	ALL
February 16, 2026	NO SCHOOL President's Day Holiday	ALL
April 6-April 10, 2026	NO SCHOOL Spring Break	ALL

Date	Event	Site
May 21, 2026	Last Day of Classes for GED students	ALL
Wed. June 24, 2026	Graduation and Awards Ceremony	TBD
June 25, 2026	Last Day of Acellus/HSD Classes Last day of the 25-26 School Year	ALL



Site-Wide School Expectations and Procedures

It is expected that every JAHA Adult Education student conduct him/herself as a mature adult in a respectable and responsible manner at all times while on school premises. The same expectations apply to our virtual classroom settings.

It is expected that all students:

1. Arrive/login at least five minutes in advance of set instructional classroom time.
2. Sign in and out of each building every day.
3. Attend your classes as scheduled without loitering in the hallways or outside of the
4. Do not bring drugs or alcohol on the school premises. **Drugs and alcohol of all types are strictly prohibited at each site.**
5. Do not bring weapons of any type on the school premises. **Weapons of all types are strictly prohibited at each site.**
6. Turn cellphones on silent or vibrate during instructional time.
7. Respect yourself and all others in the building.



JAHA Adult Education Attendance Policy

Attendance is pertinent to successfully obtain a High School diploma, GED, or other qualifying credential. If you are serious about obtaining any of these credentials, you must show up! The following are attendance expectations of students of JAHA Adult Education working on obtaining a High School Diploma or GED. Failure to adhere to attendance expectations may result in students being removed from a course or removed from the program until they are ready and able to meet attendance expectations.

It is expected that all students:

1. Attend classes as scheduled for the entire duration.
2. Attend **a combined minimum of 8 hours of instruction per week**. Eight hours is an average of only two hours a day dedicated to your education, four days a week. For the best possibility of success, students are expected to dedicate a minimum of 32 hours to instruction every month.
3. Complete required assignments before attending class the day that it is due.
4. Complete goal-setting every 90 days or as requested to review progress toward individual student goals.
5. Take the initial TABE assessment during enrollment and complete the TABE post assessment after every 40 hours of instruction.
6. **Inform teachers, faculty, or staff if you are unable to attend class for any reason.**
7. Register at the beginning of each new school year if continued education is desired until High School Diploma, GED, or credential is obtained.

Class schedules and times are subject to change, all students will be notified in the event of a change.



JAHA Adult Education Dress Code Policy

At JAHA Adult Education all students are expected to dress appropriate for the educational environment. We expect all students to be respectful of themselves and others by following the following dress expectations.

It is expected that all students:

1. Are covered at all times.
2. Wear pants that fit at the waist with a belt if necessary. Sagging pants are prohibited.
3. Wear clothing that is respectful. Clothing that depicts sex, drugs, profanity, or hate are prohibited.
4. Take hoods, bonnets, hats, and sunglasses off in the building.
5. Wear shoes. Bedroom slippers or shoes are prohibited.
6. Wear dresses and skirts that are appropriate.
7. Wear clothing suitable for the public; pajamas of any type are prohibited.

Live Class Schedules

High School Diploma classes are offered through Acellus. The number of units needed to graduate for each student varies, but it is recommended that **each student earn a minimum of 2 credits per semester.**

GED classes are held in person at the following sites on the days/times provided.

FAIRFAX

Site is open Monday-Friday from 9am to 3pm. Mondays and Wednesdays are self-directed learning days.

Time	Tuesdays	Thursdays
9:00 -10:00 am	ELA	ELA
10:00-11:00am	Career Readiness	Math
11:00 am-12:00 pm	Social Studies	Science

HAMPTON

Site is open Monday-Friday from 9am to 3pm. Tuesdays and Thursdays are self-directed learning days.

Time	Mondays	Wednesdays
9:00-10:00 am	ELA	ELA
10:00-11:00 am	Career Readiness	Math
11:00 am – 12:00 pm	Social Studies	Science

Hampton (Evening Classes)

Time	Tuesday	Thursday
4:30 pm -6:00 pm	Math	Math
6:00 pm -7:30 pm	ELA	ELA

HARDEEVILLE (Evening Classes) Weeks 1-3 Monthly

Time	Weeks	Monday	Wednesday
4:30 pm -6:00 pm	1-3	Math	Math
6:00 pm -7:30 pm	1-3	ELA	ELA
Week 4 Schedule			
Time	Monday	Wednesday	
4:30 pm -5:30 pm	Career Readiness	Career Readiness	
5:30 pm -6:30 pm	ELA	ELA	
6:30pm - 7:30 pm	Math	Math	

RIDGELAND- TBD

Time	Tuesdays	Thursdays
8:30-8:45am		
8:45-9:45am		
10:00-11:00am		
11:00-12:00pm		

NOTE:

Classes are designed and scheduled in consideration that our students are busy, working adults with families. With that being said, we understand that time is valuable and of the essence, so we only require a few hours of your presence per week. However, you should understand that while you are learning during our classes, you should also make time to study and practice outside of our classes during your free time. How quickly you earn your high school diploma or GED depends on how much time you are willing to dedicate to your educational goals.



Dear Student/Parent/Guardian:

The Family Education Rights and Privacy Act ("FERPA") authorizes Hampton County School District to release "directory information" of students to individuals who request it. **Directory information includes** you/your child's name, address, telephone number, photograph (as related to School/District sponsored events, activities and special recognitions), date and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and other similar information.

Additional, information about you/your child may appear in newspaper articles, on television, in radio broadcasts, or in District or school promotional pieces.

For example, our schools frequently submit honor rolls to local the newspaper, create athletic programs to be distributed at sports events, and post information concerning honors and awards our students have received on our school web site.

If for some reason you object to the release of the above referenced information, please indicate in the appropriate space on the back of this form.

If you do not complete and return this form to your/your child's school within 15 days, you understand that we will be free to release or use information on you/your child as appropriate.

If you have questions about this form please call your/your child's school.



DO NOT RELEASE the following directory information:

- ☐ Photos/Information to the school annual or yearbook
- ☐ Photos/Information for use in school promotional pieces (for example, athletic programs)
- ☐ Photos/Information to the local newspaper, radio, or television (for example, honor roll lists)
- ☐ Photos/Information for use on the school or district web site. ** Note the district will NOT post a student's address or phone number on a web site.
- ☐ Directory Information to **any other** requesting individual
- ☐ Other _____

_____ Date Notice Given to Student	_____ School Name	_____ Principal
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_____ Student's Full Name (PRINT)	_____ Student's Home Telephone Number
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_____ Student's Full Address	_____ Parent/Guardian's Full Name (PRINT)
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_____ Date Parent/Guardian/Student Signed	_____ Parent/Guardian's or Student's Signature (If student is 18 or older)
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Internet Acceptable Use Agreement

School District Internet Use Agreement:

- ☐ Student will use the learning platforms, access information through the Internet and utilize educationally relevant digital content.
- ☐ Access to the internet is designed for educational purposes and has a secure and filtered Internet browser for students to eliminate controversial materials.

I understand and will abide by the Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I/my child commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Date

Printed Name

Signature