

FY27



River Parishes Community College

Adult Education Guide

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Mission Statement

The mission of the RPCC Adult Education program is to engage, educate, and empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.

Vision Statement

RPCC Adult Education is the learning adult education of choice, meeting the needs of all we serve in a changing regional and global environment. RPCC Adult Education will continue to provide programs that foster economic vitality for all members of our region. In cooperation with our partners, RPCC Adult Education will lead by example to improve the quality of life for the people we serve by:

- Promoting instructional excellence in all program areas
- Serving the lifelong learning needs of all citizens
- Expanding and enhancing programs to meet the evolving needs of our workforce
- Strengthening partnerships to advance the mission of the College
- Enhancing customer service to all who come our way
- Increasing the retention and success of our students
- Increasing community awareness of the College
- Infusing appropriate technologies for problem-solving and enhanced program delivery
- Developing responsive and effective education programs

Innovation, excellence, and continuous improvement define our Adult Education program, which focuses on the learner.

Locations, Program Offerings, and Hours

Assumption:

Programs: High School Equivalency

Napoleonville, LA 70390

Phone: (985) 248-8501

Email: adulted@rpcc.edu

Gonzales Campus:

Programs: High School Equivalency, Accuplacer Prep, English Second Language, Community Education, Distance Learning

925 W. Edenborne Parkway

Gonzales, LA 70737

Phone: (225) 743-8596

Room: 120

Email: adulted@rpcc.edu

Reserve Campus:

Programs: High School Equivalency, Accuplacer Prep, English Second Language, Community Education, Distance Learning

181 Regala Park Road

Reserve, LA 70084

Phone: (985) 248-8501

Room: C400

Email: adulted@rpcc.edu

St. Charles Campus:

Programs: High School Equivalency, Accuplacer Prep, English Second Language, Community Education, Distance Learning

13145 Highway 90

Boutte, LA 70039

Phone: (985) 785-5080

Room: 108

Email: adulted@rpcc.edu

St. James:

Programs: High School Equivalency

Lutcher, LA 70071

Phone: (985) 248-8501

Email: adulted@rpcc.edu

Westbank Workforce Training Center:

Programs: High School Equivalency, Accuplacer Prep, Distance Learning

100 Tiger Drive

Donaldsonville, LA 70346

Phone: (225) 743-8529

Room: 312

Email: adulted@rpcc.edu

Westside Campus:

Programs: High School Equivalency, Accuplacer Prep, English Second Language, Community Education, Distance Learning

25250 Tenant Road

Plaquemine, LA 70764

Phone: (225) 687-5504

Room: 205

Email: adulted@rpcc.edu

Assumption:

- Tuesdays & Thursdays (5 pm to 8 pm)

Gonzales, Reserve, St. Charles, and Westside have the following hours:

- Mondays (9 am to 4 pm)
- Tuesdays (9 am to 2 pm; 5 pm to 8 pm)
- Wednesdays (9 am to 4 pm)
- Thursdays (9 am to 2 pm; 5 pm to 8 pm)
- Fridays (9 am to 2 pm)

St. James:

- Tuesdays & Wednesdays (5 pm to 8 pm)

Westbank Workforce Training Center:

- Mondays – Thursdays (5 pm to 8 pm)

Programs

Academic Tutoring: A program designed to aid current RPCC students with English and Math skills and incoming RPCC students in preparation for college-level English and Math courses.

Accuplacer Prep: A program for individuals preparing for the Writing (Language), Math, and Reading Accuplacer tests.

Community Education: A short course of an allowable activity under WIOA, such as job readiness, health literacy (Basic Life Support), and financial literacy, to prepare students for continuing education or entry to employment.

Digital Literacy: A program designed to help students gain computer skills needed to live, learn, and work in a society where communication and access to information are increasing through digital technologies. All high school equivalency and English second language students are required to complete digital literacy.

English Second Language: A program designed to help adults with limited English proficiency achieve reading, speaking, writing, and listening competence in the English language.

High School Equivalency: A program designed for adults seeking to ascertain their high school equivalency who require additional reading, math, and English competencies. Available in English and Spanish. Students completing their high school equivalency utilize the HiSET option.

- Completion Options
 - Tests: HiSET & Accuplacer
 - Career Pathway
 - The Career Pathway Option allows eligible students to work toward earning their High School Equivalency while beginning a college career pathway. Students strengthen their reading, math, and language skills while earning college credits and/or industry-based credentials that lead to in-demand careers. This pathway provides a seamless transition into postsecondary education and prepares students for both employment and continued academic success. Students may qualify for scholarship opportunities and support services as they progress through the program.

Graduation

All high school equivalency Adult Education students who complete their equivalency pathway are invited to participate in the annual River Parishes Community College graduation ceremony in May. Eligible students will receive additional information about their participation before the graduation ceremony.

National Adult Education Honor Society

Eligibility Criteria: The student must be enrolled in a high school equivalency pathway or an ESL course for at least sixty calendar days.

Induction ceremonies will be performed twice a year.

There are three essential criteria for nomination:

1. The nominee attends class regularly.
 - a. Arrives on time
 - b. Is consistently present
2. The nominee works harmoniously with instructors and fellow students.
 - a. Respect the ideas and values of others
 - b. Participates actively
 - c. Speaks in turn
 - d. Demonstrates patience
3. The nominee demonstrates personal initiative while performing education-related tasks.
 - a. Comes to class prepared
 - b. Sets goals and follows through
 - c. Listens with understanding
 - d. Asks questions and seeks help
 - e. Takes responsibility for their own learning

Scholarships

HiSET Scholarship

Adult Education through the Foundation for Louisiana's Community and Technical Colleges offers a way to help students cover the cost of the Louisiana High School Equivalency (HSE) test in either English or Spanish. The scholarship will provide financial support to test candidates who meet the eligibility criteria.

Scholarship awards are available to eligible first-time test takers who demonstrate financial hardship and readiness to pass the Louisiana HSE test. Eligible students must be in good standing with the Adult Education program and be responsible for paying any retest fee.

Next Steps

Adult Education, through the Foundation for Louisiana's Community and Technical Colleges, is providing financial assistance to Adult Education graduates who enroll in an LCTCS college.

Awards will be available for four (4) consecutive semesters (based on eligibility) in amounts of:

- \$250.00 for part-time students (6 – 11 credit hours) (up to \$1,000)
- \$500.00 for full-time students (12 + credit hours) (up to \$2,000)

Awards are for one semester only. Recipients may reapply for three additional consecutive semesters. All scholarship awards will be paid directly to the LCTCS college.

Career Pathway

The Career Pathway Scholarship is awarded to individuals without a high school diploma or equivalency who wish to enroll at a Louisiana Community and Technical College.

The Career Pathway Scholarship will be applied directly to the student's school account.

Staff

Administration

Director of Adult Education

Sarina Lirette, MBA, EdD

Assistant Director of Adult Education

Raynell Hernandez

Career Pathway Specialist

Proctor/Data Specialist

Instructors

Jaleesa Alexander

Kimberly Averitt

Jamie Boudoin

Danyelle Braud

Damian Buggage

Aime DeGregorio

Danielle Degruise

Equasia Gallow

Denise Gonzales

Torancy Harden

Tasmon Hayes

Natasha James

William McGee

Daphne Moore

Lou Noles

Leslie Preston

Jacqueline Sharp

2026 – 2027 Holiday Calendar

River Parishes Community College is closed for the following holidays*:

Month	Dates Closed
July	July 3, 2026
August	None
September	None
October	None
November	November 26 - 27, 2026
December	December 24 - 31, 2026
January	January 1 & 18, 2027
February	February 9, 2027
March	March 26, 2027
April	None
May	None
June	None

*Dates are subject to change. Additional closure dates will be announced if necessary

Attendance and Tardiness

The RPCC Adult Education staff will monitor student attendance. Students who do not meet the minimum required instructional hours by pre-determined assessment dates or who have excessive absences may be dropped from the program. Any exceptions will be made at the Director's discretion.

If a student anticipates an extended absence, please inform the instructor so distance learning arrangements can be made, if necessary. Excessive absences without proper documentation may result in the student's termination from the program. Students who are dropped from the program may be required to complete additional paperwork and testing for re-entry, depending on the time period.

Tardiness and being late to class can negatively impact students' education and increase the likelihood of academic failure. Tardiness interrupts lessons and class activities, interfering with the learning environment for all students. Consistently being late to class will not be excused, and if this behavior continues, it may result in the student being dropped from the program.

An Adult Education staff member will assist in problem-solving issues related to attendance and progress toward academic goals.

Cellular Phones

Cell phone use in the classroom is strictly prohibited. While in class, students should place their cellular phones on silent or vibrate mode. Students should exit the classroom to place calls or answer incoming calls. Cell phone use should be limited to emergencies only during class.

Consequences for phone use during class:

First offense – a verbal warning to put the cellular phone away

Second offense – the student will be asked to leave for the day

Children

Children are not allowed in classrooms or on the premises during class sessions. River Parishes Community College cannot assume responsibility for the safety and welfare of non-students.

General Standards of Conduct and Expectations

Any behavior interfering with the teaching, learning, or administrative process will not be tolerated. Students must abide by all program policies, rules, expectations, and regulations as outlined below.

Students are expected to:

- Abide by all program policies and standards of conduct as outlined in this document and participate actively in the learning process as expected by their instructors.
- Report to class on time.
- Remain in the classroom during scheduled class hours.
- Submit to all scheduled progress testing.
- Participate in the Distance Learning portion of the program as determined.
- Always demonstrate respect towards others.
- Refrain from condemning, criticizing, or complaining about others.
- Abide by all computer usage rules without exception.

Dress Code

Students must comply with the following dress and grooming standards:

- Shirts and blouses should be appropriate for school settings,
- Excessively short shorts, dresses, skirts, or blouses are not permitted.
- Muscle shirts, sleeveless shirts or blouses, transparent attire, tank tops, spaghetti-strap dresses or tops, low-cut attire, and other revealing clothing are not permitted.
- Oversized clothing, ripped/torn pants, shorts, skirts, etc., that show undergarments are not permitted.
- Attire with gang, drug, alcohol, or sexual paraphernalia and other offensive designs or logos are not permitted,
- Caps, hats, sunglasses, and hoods should not be worn in the classroom. Sunglasses may be used with medical documentation. Copies of medical documentation should be provided to the appropriate adult education staff member.
- Dress/grooming violations will be at the discretion of the Director. Instructors will use their best judgment to determine whether attire is appropriate or not and report any violations to the Director. The dress code policy will be strictly enforced, and
- Corrective actions will be taken if the Director determines that a student has violated dress or grooming standards.

Misconduct

Types of Misconduct:

- Physical or verbal abuse of anyone or threatening anyone while at River Parishes Community College or satellite locations,
- Use, distribution, or possession of alcoholic beverages, dangerous drugs, or controlled substances while at River Parishes Community College or satellite locations,
- Disorderly conduct which inhibits or interferes with the educational process, or which disrupts program administrative functions,
- Irresponsible behavior, including vandalism or destruction of River Parishes Community College or satellite location property,
- Gambling at a River Parishes Community College or satellite locations,

- Possession of any weapon at River Parishes Community College or satellite locations,
- Behavior choices that cause any disruption of the teaching, learning, and administrative process, and
- Sexual harassment of anyone at any River Parishes Community College location or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

Smoking

RPCC campus facilities are smoke-free and tobacco-free. Smoking or tobacco use is NOT ALLOWED on all RPCC campuses and satellite locations. (This includes vaping, electronic cigarettes, chewing tobacco, cigarettes, and cigars).

General Housekeeping

RPCC facilities and other classroom spaces are public properties owned by the State of Louisiana. Students should pick up their trash and dispose of it properly. This includes the classroom, student lounge, restrooms, hallways, and outside areas of the campus.

Release of Student Information

River Parishes Community College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 93-380), as amended by P.L. 95-568. Only individuals who have a legal right, as per the law, to access this information will be allowed to review these records. Such records are accessible to authorized college and administrative personnel who may require review and use of these records for educational purposes. The student may request, in writing, the opportunity to review the material sent to other educational institutions, as per the regulations governing students' records.

Parents of non-minor students may NOT have access to personally identifiable student records without the uncoerced written consent of the student. RPCC may release directory-type information. FERPA defines "Directory Information" as information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed. River Parishes Community College defines directory information as the following:

- Student's name,
- Telephone number, and
- E-mail address

To release information to a third party over the phone, an office must ask the third party to verify the following information:

- Student's full name
- Student's hometown and state
- Emergency contact information

- Campus attending
- Third-party name & relationship to student

Student Privacy Policy

River Parishes Community College complies with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users' right to privacy. Only individuals who have a legal right, as per the law, to access this information are permitted to view such records and information. Such records are accessible to authorized college and administrative personnel who may require review and use of these records. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that regulates the privacy of student records and the obligations of institutions related to the release and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds that are administered by the Secretary of Education withheld.

Nondiscrimination and ADA Policies

RPCC is a member of the Louisiana Community and Technical College System (LCTCS). RPCC is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination. RPCC does not discriminate on the basis of gender in admission to or employment in its educational programs or activities.

RPCC's Title IX Coordinator, Dr. Shalither Cushenberry, can be reached at scushenberry@rpcc.edu or (225) 743-8500. The mailing address is 925 W. Edenborne Parkway Gonzales, LA. 70737.

Student Rights and Responsibilities

Rights

1. The right to expect a quality education.
2. The right to develop their potential to the best of their ability.
3. The right to inquire about and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
4. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or group member.

Responsibilities

1. The responsibility to be fully acquainted with regulations published in the RPCC Student Handbook, this guide, and other RPCC publications and to comply with them in the interests of an orderly and productive academic community.
2. The responsibility to know that student conduct reflects not only upon the student involved but also on the institution and the faculty, staff, and other students.
3. The responsibility to follow the principles of common decency and behavior expected of any responsible, mature individual.
4. The responsibility to fully accept the consequences of any action that might be detrimental to the student involved, the institution, faculty, staff, other students, and society in general.

Emergency Closure Plan

The Emergency Closure Plan for River Parishes Community College outlines the procedures to be followed in the event of class cancellation or campus closure.

1. In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The Chancellor of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty, and staff be dismissed. If external conditions are such that dismissal would pose a threat to human safety, appropriate arrangements for human shelter will be implemented.
2. Adult Education students will be provided the Remind app for their specific class. The Remind app enables notifications to be sent to students within a specific class at a particular campus.
3. Every effort will be made to broadcast decisions about college closure via television, radio announcements, social media, and the RPCC website. Students, faculty, and staff are not expected to endanger their safety by attending class or working.

Grievance

If a student has a grievance against an Adult Education instructor or staff member, they can contact the Director of Adult Education via email at slirette@rpcc.edu. If the grievance is against the Director of Adult Education, the student can contact the Vice Chancellor of Education Services via email at nicolejoseph@rpcc.edu.

COABE - Free Student Membership

All students are automatically enrolled - watch your email.

COABE Adult Learner Membership benefits include:

- Network with adult learners from around the country
- Amazon job opportunities
- Access to free life insurance for 1 year (\$60,000 value)
- Eligible to be nominated for COABE's Outstanding Adult Learner of the Year Award, worth \$10,000
- Make your voice heard with legislators to help increase funding for adult education
- Free COABE National Conference registration