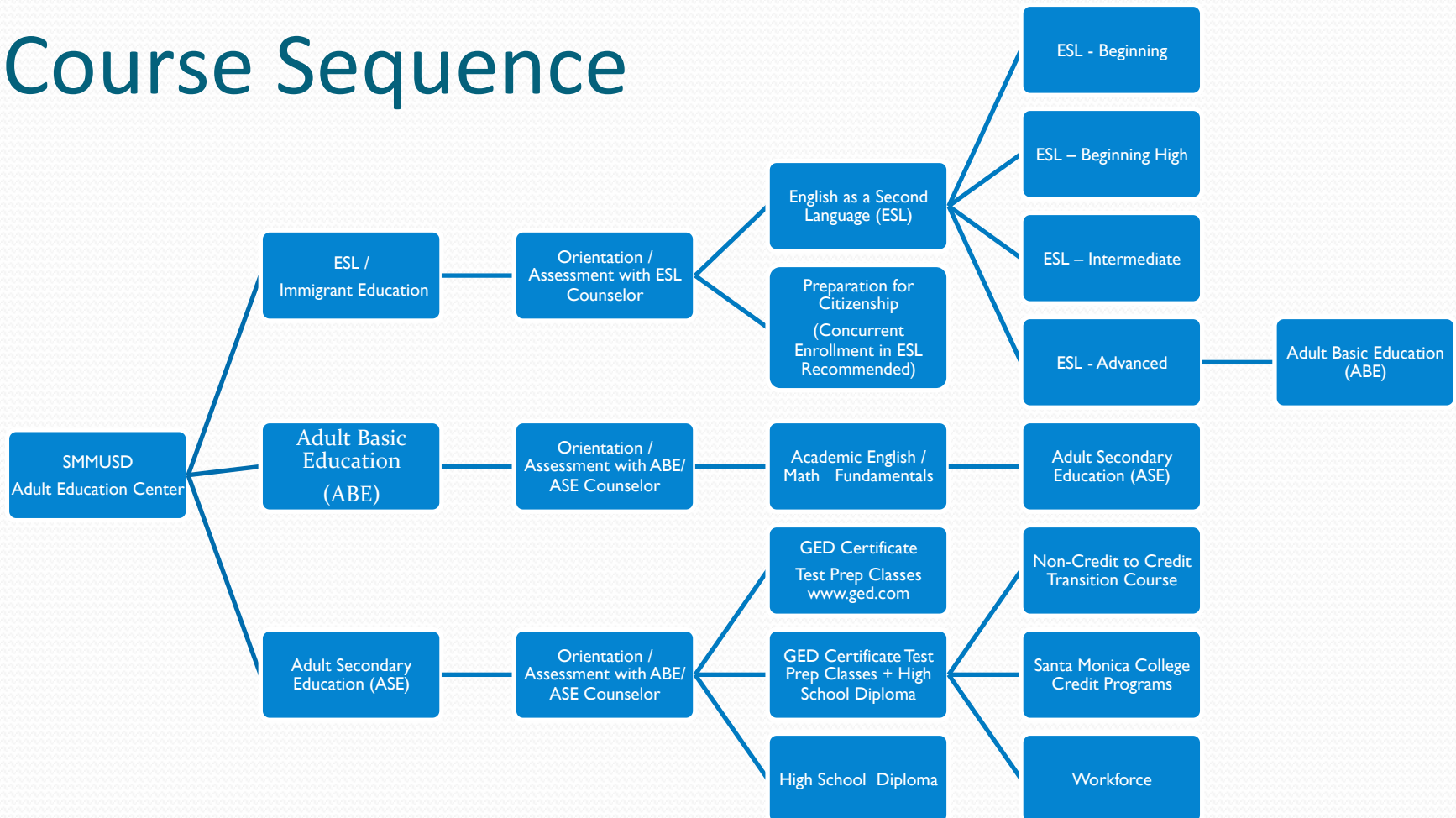


Student Orientation

Adult Education Center
Santa Monica-Malibu Unified School District

Course Sequence



Student Goals

ESL / Immigrant Education (ESL & Preparation for Citizenship)

- Level Completion and / or Advancement
- Advancement to ABE/ASE classes
- Enter / Retain Employment
- Enter College / Job Training
- Achievement of U.S. Citizenship Skills
- Register to Vote
- Increased involvement in children's education, family/ personal goals and community activities

Adult Basic Education (ABE)

- Level Completion and / or Advancement
- Advancement to ASE classes
- Enter / Retain Employment
- Enter College / Job Training
- Increased involvement in children's education, family/ personal goals and community activities

Adult Secondary Education (ASE)

- Class completion and Level Completion
- GED Certificate Attainment
- GED Certificate + High School Diploma Attainment
- High School Diploma Attainment
- Enter / Retain Employment
- Enter College / Job Training
- Increased involvement in children's education, family/ personal goals and community activities

ESL / Immigrant Education - English as a Second Language Levels

| Level | Days | Textbook | Hours |
|------------------------------|---------------------|-----------------------------------|-----------------|
| Beginning | Mon / Wed | Side by Side Plus, Level 1 | 6 – 9pm |
| Beginning High | Tues / Thurs | Side by Side Plus, Level 2 | 6 – 9pm |
| Intermediate | Tues / Thurs | Side by Side Plus, Level 3 | 6 – 9pm |
| Advanced | Mon / Wed | Side by Side Plus, Level 4 | 6 – 9 pm |
| ESL Distance Learning | Wed | All Levels | 6 – 9pm |



ESL / Immigrant Education - Citizenship Preparation

Who?

Individuals who have had a permanent resident alien card for 5 years or more (or 3 years if married to a U.S. citizen).

What?

Citizenship class designed to teach the content required to pass the Citizenship exam. Receive assistance from the Citizenship teacher to prepare application for submission.

How?

- Take appraisal exam and pretest
- Enroll and begin attending classes
- Students who are absent more than two weeks may be removed from class



ESL / Immigrant Education - Goals and Attendance Policy

Goals:

The goal of the Adult Education Center ESL Program is for students to complete the 4 levels of ESL within 2-3 years. Students who complete these levels will develop a level of English proficiency that will allow them to participate in the Adult Basic Education Program and/or the Adult Secondary Education Program.

Placement:

Students can register for the ESL program after completing an appraisal exam to determine the correct level of instruction and a pretest.

Enrollment & Attendance Policy:

Students enrolling after the registration deadline will be placed on a waiting list until the following term. Students who are absent more than two weeks may be removed from class.



ESL / Immigrant Education - Completion and Repetition Policy

Completion:

Students complete a level of ESL after:

- Consistent attendance for one term without excessive absences (4 or more)
- Showing progress on a CASAS assessment
- Showing mastery on the Side by Side Plus textbook assessment (mid-book or end of book exam, depending on level)
- Advanced ESL students show English proficiency on the TABE assessment
- Students who complete a level of ESL will receive a certificate of completion at the end of the term

Repetition:

Students may repeat a level of ESL, if necessary. Teachers will determine this need based on the above assessments.



Adult Basic Education - Academic English / Math Fundamentals

Who?

Adults who have advanced English language proficiency and want to improve their English reading, composition, and/or math skills.

What?

One or more nights a week. Work under the guidance of a teacher to complete reading and writing exercises, and/or math assignments.

How?

- Take appraisal exam and pretest
- Meet with the counselor to discuss level of work and goals
- Begin attending classes regularly
- Students who are absent more than two weeks may be removed from class.



Adult Secondary Education - GED Test Preparation Classes

Who?

Students who wish to pass the General Education Development examination (GED)

What?

One or more nights a week. Students complete coursework in areas needed to pass the exam under the supervision of a teacher and a counselor.

How?

- Register at www.ged.com to access free information regarding taking the test
- If you need GED® preparation classes, call (310) 664-6222 ext. 76203 and schedule a FREE counseling appointment
- If you are ready to take the GED® test, schedule to take the GED® test through www.ged.com
- GED Test Schedule: Tuesday & Thursday, 1pm-5:30pm
- Students wishing to test through our center should schedule one or two exams at a time

Adult Secondary Education – High School Diploma Classes

Who?

Students who would like to complete their High School Diploma requirements

What?

English, math, science, and other course content completed in evening classes working independently under supervision of a teacher and a counselor

How?

- Take appraisal exam and pretest
- Meet with counselor to discuss test results, credits, and exams needed to complete high school diploma requirements
- Enroll in classes based on counselor's recommendation
- Begin attending classes regularly
- Students who are absent more than two weeks may be removed from class

Contact List

| Name | Program | Title | Email | Phone |
|--------------------|---------------------------------|------------------------|--|------------------------------|
| Anthony Fuller | | Principal | afuller@smmusd.org | (310) 664-6222 |
| Patricia Hernandez | ESL / Immigrant Education | Citizenship Instructor | pphernandez@smmusd.org | (310) 664-6222 |
| Lorena Martin | General Information | Senior Office Asst. | lorena.martin@smmusd.org | (310) 664-6222 Ext. 76202 |
| Harmony Rousseau | ABE & ABE (GED / Diploma) | Counselor | hrousseau@smmusd.org | (310) 664-6222 Ext. 76203 |
| Olga Saucedo | Student Enrollment Appointments | Office Asst. | osaucedo@smmusd.org | (310) 664-6222 Ext. 76203 |



Contact Info

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