

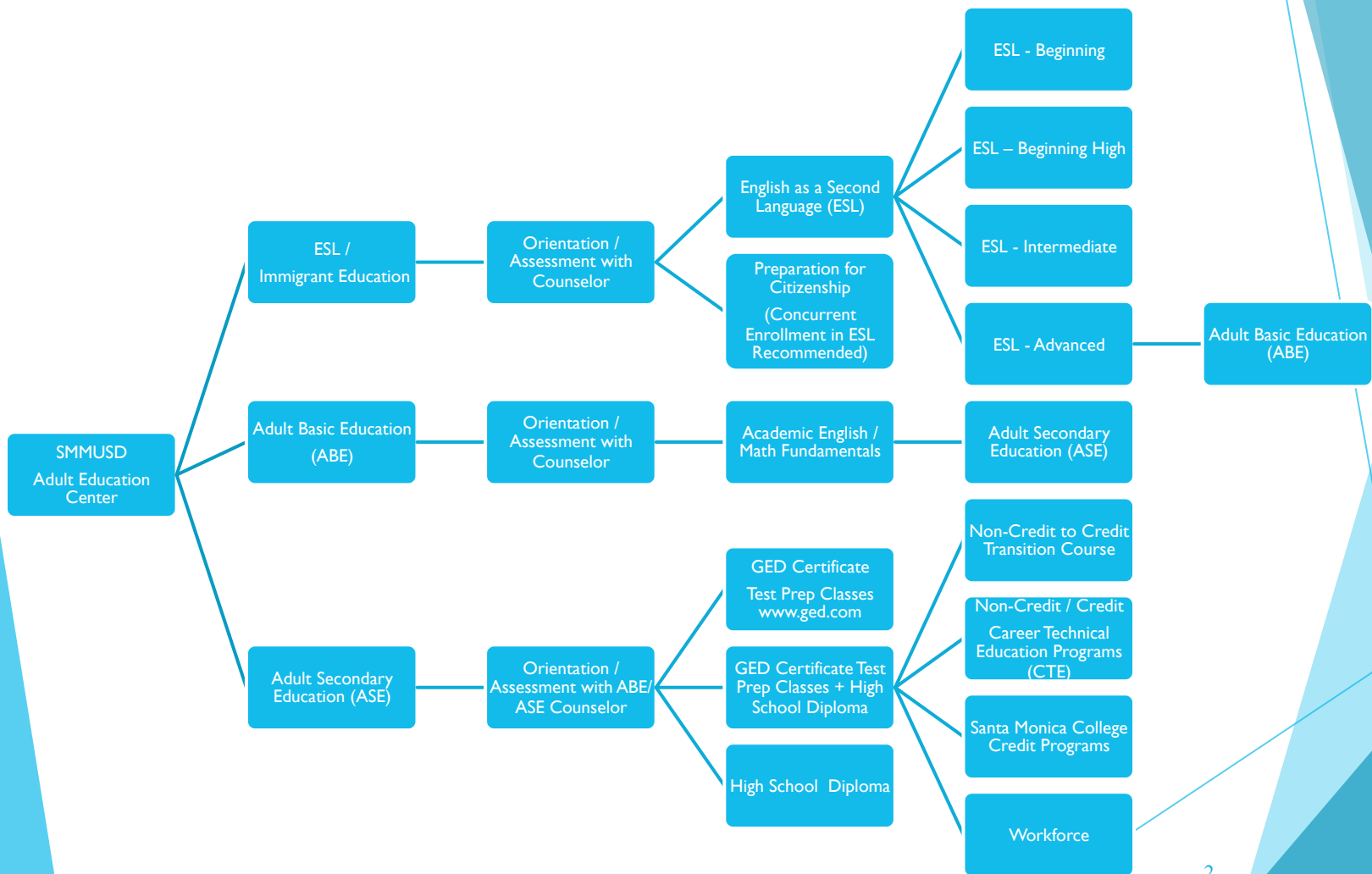


ADULT EDUCATION CENTER
UNLOCKING DOORS OF OPPORTUNITY

STUDENT ORIENTATION



COURSE SEQUENCE



STUDENT LEARNING OUTCOMES

- ▶ Students demonstrate digital literacy.
- ▶ Students achieve their educational or employment goals.
- ▶ Students advocate for themselves and their families by navigating community resources.
- ▶ Students know their rights, duties, and responsibilities of civic engagement.

VISION & MISSION STATEMENTS

Vision:

Our goal is to ensure that students have the skills to navigate and adapt to an ever-changing global society.

Mission:

By addressing students' academic, emotional, and social needs in a smaller learning environment, we provide an equitable educational system that promotes the success of all students.

STUDENT GOALS BY PROGRAM AREA

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
- Advancement to non-credit or credit CTE classes

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
- Advancement to non-credit or credit CTE classes

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
- Advancement to non-credit or credit CTE classes

ENGLISH AS A SECOND LANGUAGE

Class Schedule

Level	Days	Textbook	Hours
Beginning	Mon/Tues/Wed	Side by Side Plus, Level 1	6 - 9 pm
Beginning High	Mon/Tues/Wed	Side by Side Plus, Level 2	6 - 9 pm
Intermediate	Mon/Tues/Wed	Side by Side Plus, Level 3	6 - 9 pm
Advanced	Mon/Tues/Wed	Side by Side Plus, Level 4	6 - 9 pm
Multi-Level Low/Conversation	Monday		6 - 9 pm
Multi-Level High/Conversation	Monday		6 - 9 pm
Multi-Level Low- Main Library	Mon/Wed	Side by Side Plus, Level 1 - 2	11 am-2 pm
Multi-Level High- Main Library	Tues/Thurs	Side by Side Plus Level 3 - 4	11:45 am - 2:45 pm
Multi-Level Low- Pico Library	Saturday	Side by Side Plus, Level 1 - 2	11 am - 1:30 p.m.
Citizenship	Tuesday	Passing the Test	6 - 9 pm
Citizenship-Pico Library	Thursday	Passing the Test	9 am - 11:30 am

GOALS & ATTENDANCE POLICY

English as a second language

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.

CITIZENSHIP PREPARATION

Class Schedule

Level	Days	Textbook	Hours
Citizenship	Tuesday	Passing the Test	6 - 9 pm
Citizenship-Pico Library	Thursday	Passing the Test	9 am - 11:30 am

PREPARATION FOR CITIZENSHIP

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?

- Fill out enrollment application, take assessment and meet with Counselor
- Begin attending classes
- Students who are absent more than two weeks may be removed from class

COMPLETION & REPETITION POLICY: ESL & Citizenship programs

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)

Students complete Preparation for Citizenship after:

- Successful submission of Citizenship Application
- Successful passage of Citizenship Interview
- Consistent attendance for one term without excessive absences (4 or more)
- Showing progress on a CASAS assessment

Repetition:

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

ADULT BASIC EDUCATION (ABE): 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 assessment exam, meet with the counselor to discuss level of work and goals
- 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.

ADULT SECONDARY EDUCATION: High School Equivalency Preparation Classes

Who?

Students who wish to pass the High School Equivalency Exam (GED/HiSET/TASC)

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 information regarding taking the GED® test
- ▶ If you need preparation classes, call (310) 664-6222 ext. 76203 and schedule a FREE counseling appointment, take an assessment and enroll in classes.
- ▶ If you are ready to take the GED® test, schedule to take the GED® test through www.ged.com

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 assessment exam, 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 and begin attending classes regularly
- Students who are absent more than two weeks may be removed from class

CONTACTS

Name	Services	Title	Email	Phone
Lorena Martin	General Information	Administrative Assistant	lorena.martin@smmusd.org	(310) 664-6222 Ext. 76202
Thania Montoya	Enrollment and Assessment	Senior Office Asst.	tmontoya@smmusd.org	(310) 664-6222 Ext. 76203
Olga Saucedo	Appointments and Records	Office Asst.	osaucedo@smmusd.org	(310) 664-6222 Ext. 76203
Harmony Rousseau	ABE & ASE (GED / Diploma)	Counselor	hrousseau@smmusd.org	(310) 664-6222 Ext. 76203
Anthony Fuller		Principal	afuller@smmusd.org	(310) 664-6222 Ext. 66208



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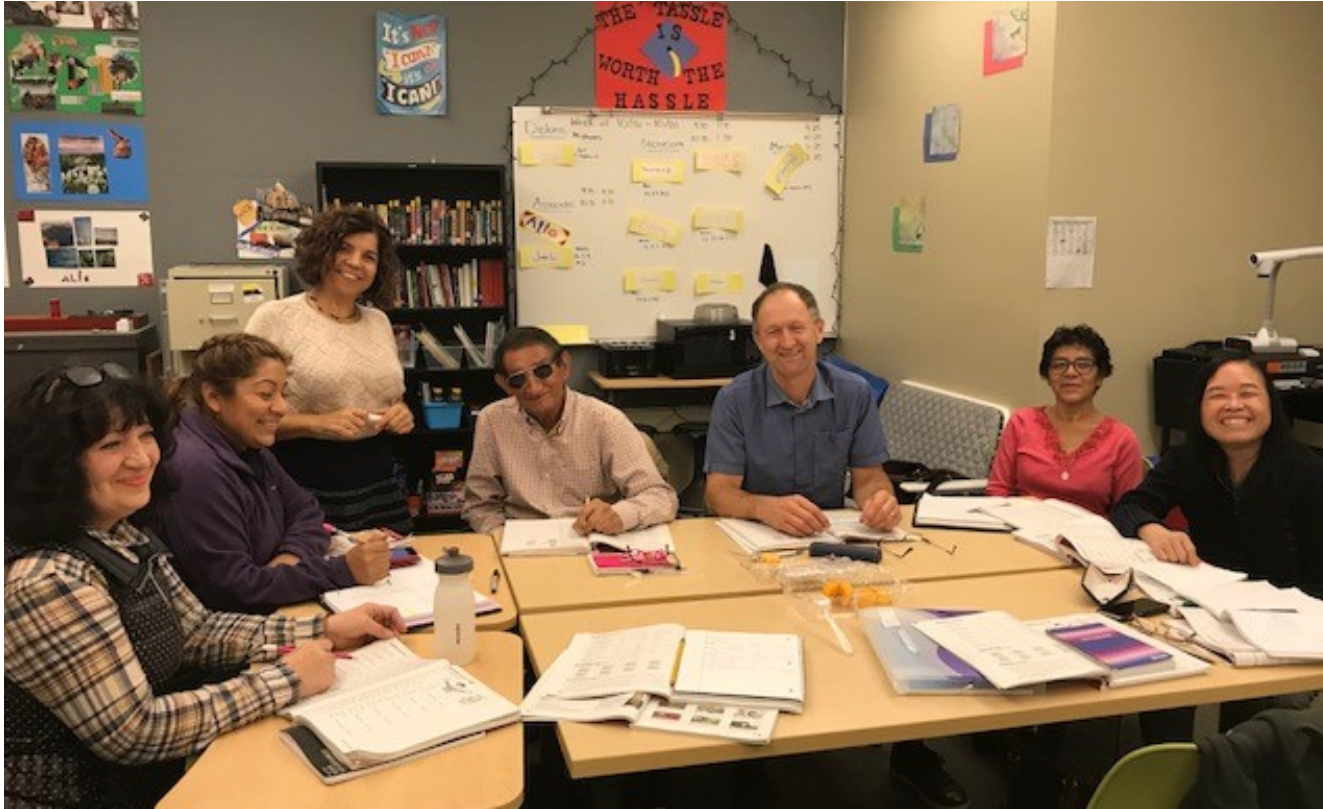
Fax: 310/664-6220

www.smmusd.org/adulted/

<http://www.santamonica4adulted.org/>

www.caladulted.org





English as a Second Language Class

Teacher: Flavia DeMello



English as a Second Language

Teacher: Alexandra Morgan



English as a Second Language

Teacher: Alexandra Morgan



English as a Second Language

Teacher: Flavia DeMello