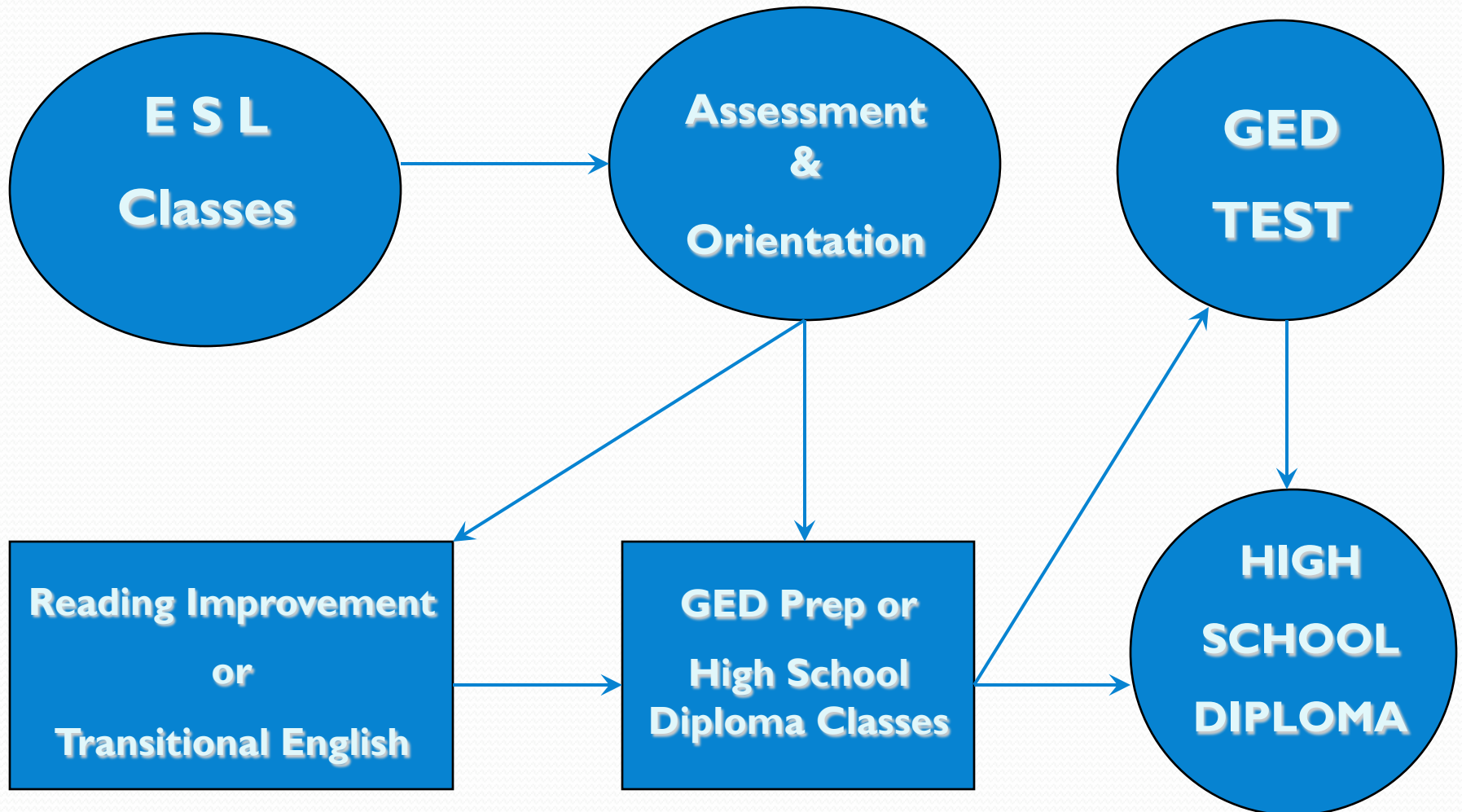


Student Orientation

Adult Education Center
Santa Monica-Malibu Unified School District

Adult Basic Education Course Sequence



English as a Second Language

ESL Level	Days class meets	Textbook	Teacher	Class hours
Beginning	Tuesday & Thursday	Side by Side Plus 1	Staff	6 – 9 pm
Beginning High	Monday & Wednesday	Side by Side Plus 2	Staff	6 – 9 pm
Advanced	Monday & Wednesday	Side by Side Plus 4	Staff	6 – 9 pm
ESL Distance Learning	Wednesday	Various	Staff	6 – 9 pm

English as a Second Language Goals and Attendance Policy

Goals:

The goal of the Santa Monica Adult Education Center Intensive ESL Program is for students to complete the 7 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 GED Preparation Program.

Placement:

Students can register for the ESL program after completing a CASAS appraisal exam to determine the correct level of instruction. Students may register during the first month of the term.

Attendance:

Students are allowed a maximum of 4 absences. After 4 absences students may be dropped from a class until the following term. Students should report and discuss any absences with the teacher.

English as a Second Language 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 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.

Reading and Math Labs

Who?

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

What?

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

How?

- Sign up in the office to take an assessment test
- Meet with the counselor to discuss level of work and goals
- Begin attending classes regularly

GED Prep classes

Who?

Students who wish to pass the General Education Development / GED examination

What?

Students complete coursework in areas needed to pass the exam under the supervision of a teacher and a counselor.

How?

- Sign up in the office for a practice GED exam.
- Take the GED assessment.
- Meet with the counselor to discuss results and determine Coursework needed
- Complete coursework
- Sign up and take the GED exam when ready

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?

- Sign up in the office to take an assessment test.
- Meet with the counselor to discuss test results and credits needed to complete the high school diploma.
- Enroll in classes based on counselor's recommendation.
- Attend class regularly.

Citizenship

Who?

Individuals who have had a permanent resident alien card for 5 years (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 counselor to prepare application

How?

- Register in the office for the Citizenship class
- Begin attending classes
- Sign up for an appointment with the Citizenship counselor

Contact List

- Citizenship:

phernandez@smmusd.org

- Counselor – GED & Diploma:

hrousseau@smmusd.org or (310) 664-6222 ext. 76204

- GED / Diploma Pretesting:

osaucedo@smmusd.org or (310) 664-6222 ext. 76203

- General Information:

lorena.martin@smmusd.org or (310) 664-6222 ext.76202

Contact Info

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