



English as a Second Language (ESL) & Citizenship Education

# Student Orientation

2510 Lincoln Blvd., Room #116, Santa Monica CA 90405  
(310) 664-6222

[www.smmusd.org/adulted](http://www.smmusd.org/adulted)



# 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 Learning Outcomes



Students demonstrate digital literacy.

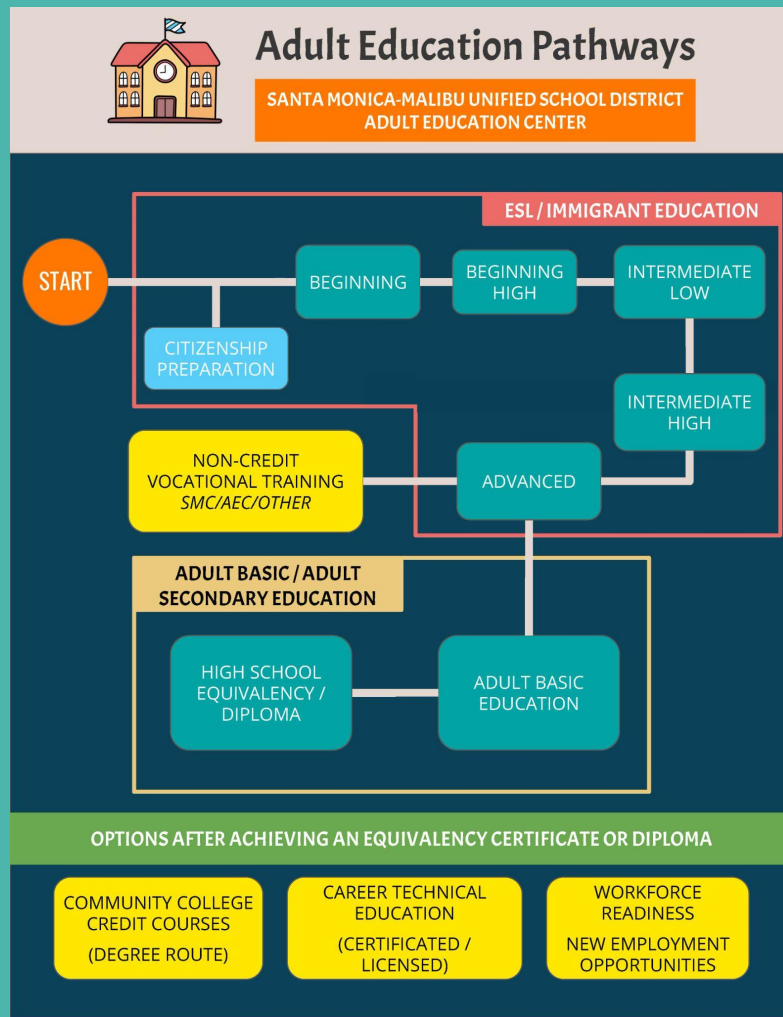
Students achieve their educational or employment goals.

Students recognize their rights, duties, and responsibilities of civic engagement and pursue community resources for themselves and their families.

Students are lifelong learners, engaged and empowered by a culturally responsive classroom to reach their individual goals.

# Adult Education Pathways

Students may begin classes at any level of English as a Second Language, Adult Basic Education or Adult Secondary Education. Counselors will assist students set educational and/or workforce goals at the time of enrollment. Regular updates to student goals take place at achievement of educational or workforce milestone. Student input is supported via surveys at enrollment, end of program year, at six months after leaving program and twelve months after leaving program.



# Matriculation Process



## Before Enrollment

- ☐ Schedule an appointment
- ☐ Be prepared to provide a Social Security number or tax ID at the time of registration (if applicable).

## Enrollment Day

- ☐ Complete Enrollment Application
- ☐ Provide Social Security number or tax ID (if applicable).
- ☐ Complete two required surveys and pretest (no cell phones allowed).

## Counseling & Placement

- ☐ Meet with a counselor for class placement and class selection.
- ☐ Review of Student Orientation and Student Education Plan.

## Ongoing

- ☐ Reschedule test if invalid (score is too low or too high).
- ☐ Attend class and complete assignments.
- ☐ Visit the office during break time for additional support.
- ☐ Complete follow-up surveys
- ☐ Complete posttest after required class time (no cell phones allowed).
- ☐ Meet with a counselor for support as needed (learning goals, Community partner referrals, Student support).

# Fees



Students enrolled in the Adult Education Center are not required to pay any fee, deposit, or other charge for participation in an educational activity offered by the school or the Santa Monica-Malibu Unified School District, except as authorized by law and consistent with the California constitution and *Hartzell v. Connell* (1984) 35 Cal.3d 899. Donations are sought and accepted for various activities and supplies, and are at times critical to the continued success of classes and activities, but donations are always voluntary, and no child will be denied the right to fully and meaningfully participate in any activity because he/she has not donated money or supplies. For more information, go to <http://www.smmusd.org>.

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# Grades and Transfer Credit

## Grades

You will not receive a grade for English as a Second Language (ESL) courses you attend. ESL classes are non-credit.

## Transfer Credit

ESL courses do not transfer to another school, however they help you prepare and acquire skills to take courses such as: Citizenship, Adult Basic Education (ABE), High School Equivalency preparation courses (GED), Non-credit CTE courses, Transition to a college or the workforce.



# English as a Second Language Class Schedule

Level	In-Person / Site	Term	Day	Time	Learning Program
Beginning	Adult Education Center	Fall Winter Spring	Mon, Tues, Wed	615-9 pm	<a href="#">BurlingtonEnglish</a> Beginning
Intermediate	Adult Education Center	Fall Winter Spring	Tues, Thurs	615-9 pm	<a href="#">BurlingtonEnglish</a> Intermediate
Advanced	Adult Education Center	Fall Winter Spring	Mon, Wed	615-9 pm	<a href="#">BurlingtonEnglish</a> Advanced

# English as a Second Language Class Schedule

## ESL Conversation Low

Level	In-Person	Day	Time	Learning Program
Multi-Level Low	Pico Library	Wednesday	10 am - 12:30 pm	<a href="#">BurlingtonEnglish</a> , Beginner & Intermediate

## ESL Conversation High

Level	In-Person	Day	Time	Learning Program
Multi-Level High	Main Library	Tuesday	10:30 am - 1 pm	<a href="#">BurlingtonEnglish</a> , Intermediate & Advanced



# 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.

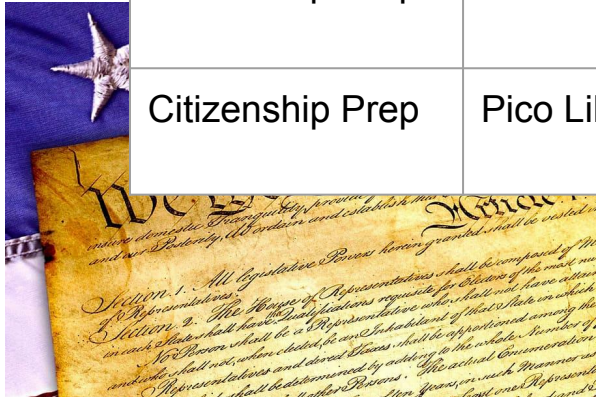
How?

- Schedule appointment, fill out enrollment application, take assessment, complete student survey, complete student education plan and meet with Counselor
- Begin attending classes
- Students who are absent more than two weeks may be removed from class

# Citizenship Preparation Class Schedule



Level	In-Person	Schedule	Learning Program
Citizenship Prep	Adult Ed Center	Tuesday & Thursday 6:30 - 8:30 pm	<a href="#">BurlingtonEnglish</a>
Citizenship Prep	Pico Library	Monday (Monthly) 10 am - 12:30 pm	<a href="#">BurlingtonEnglish</a>



# Completion & Repetition Policy

English as a Second Language Completion Policy:

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 (mid-level or end of level exam)

Preparation for Citizenship Completion Policy:

- 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.

# Counseling



- Counselors are available to help you:
  - Select courses
  - Define educational goals
  - Find services (benefits, college enrollment, college counseling, early education, employment, health & wellness, housing, job training, noncredit education, social services, utility assistance)
- Counselors
  - Gregory Dixon (ESL & Citizenship)  
[gdixon@smmusd.org](mailto:gdixon@smmusd.org)
  - Harmony Rousseau (Diploma, Test Prep, CTE)  
[hrousseau@smmusd.org](mailto:hrousseau@smmusd.org)
- Appointments
  - Olga Saucedo, [osaucedo@smmusd.org](mailto:osaucedo@smmusd.org) (310) 664-6222, ext. 76203
  - Maria Barajas, [mbarajas@smmusd.org](mailto:mbarajas@smmusd.org) (310) 664-6222, ext. 76205

# Student Education Plan



- Level Placement
- Assessment Tracking
- Short-term Goal Setting
- Academic Goals
- Workforce Goals
- Suggested Adult School Courses
  - Adult Basic Education
  - Adult Secondary Education
  - Noncredit
  - Career Technical Education (CTE)
- Referrals to Community Agencies
- Referrals to Educational Agencies

# Goals & Attendance Policy



School success starts  
with attendance

## Goals:

The goal of the Adult Education Center ESL Program is for students to complete the 5 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.

## 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.

## Remember!

Attendance is important for successful learning and will be taken in class. If you miss 4 consecutive classes you may be dropped. The more time and energy you put into your class, the faster you will accomplish your goals!

# Student Learning Expectations



- Update your student education plan yearly
  - Complete an estimate of 70 - 100 hours of instruction to complete an English as a Second Language level
  - Complete CASAS Post Test
  - Participate in EL Civics instruction and assessment
  - Participate in Digital Literacy activities
  - **Participate in student surveys!**
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# Contacts



Name	Program	Title	Email / Appointment	Phone
Cynthia McGregory		Principal	<a href="mailto:cmcgregory@smmusd.org">cmcgregory@smmusd.org</a>	(310) 664-6222
Maria Barajas	Enrollment & Assessment	Senior Office Assistant	<a href="mailto:mbarajas@smmusd.org">mbarajas@smmusd.org</a>	(310) 664-6222, Ext. 76205
Gregory Dixon	English as a Second Language / Citizenship	Counselor	<a href="mailto:gdixon@smmusd.org">gdixon@smmusd.org</a> <a href="https://calendly.com/greg_dixon">https://calendly.com/greg_dixon</a>	(310) 664-6222
Patricia Hernandez	English as a Second Language / Citizenship	Instructor, Citizenship	<a href="mailto:pphernandez@smmusd.org">pphernandez@smmusd.org</a>	(310) 664-6222
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Harmony Rousseau	Adult Basic & Adult Secondary Education	Counselor	<a href="mailto:hrousseau@smmusd.org">hrousseau@smmusd.org</a> <a href="https://calendly.com/hrousseau">https://calendly.com/hrousseau</a>	(310) 664-6222
Olga Saucedo	Enrollment & Assessment	Senior Office Assistant	<a href="mailto:osaucedo@smmusd.org">osaucedo@smmusd.org</a> <a href="https://calendly.com/osaucedo">https://calendly.com/osaucedo</a>	(310) 664-6222, Ext. 76203